

Job Title: TECHNICAL MANAGER IV - SENIOR PROJECT SPECIALIST - IPR#45878

Agency : Department of Transportation

Closing Date/Time: 11/28/2022

Salary: \$5,120 - \$9,155 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Senior Project Specialist.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for addressing complex project analyses, resolving complicated billing issues, and assisting other Project Management Unit staff in the performance of their duties. S/He reviews state jobs in the State Job Number Generator (SJNG) and Federal Project Management (FPM) systems, which are the Illinois Department of Transportation's (IDOT) billing system.

Annual number of federal obligation transactions: 4,500

Annual number of active federal projects: 5,000

Number of weekly federal bills: 50

Federal highway reimbursement claimed: \$1,500 M

Federal aid appointment categories: 250

This position reports to the Project Management Unit Manager. There are no subordinates reporting to this position.

This position works in an environment which handles the federal billing process and ultimately the recovery of federal dollars. The incumbent addresses the more complex project analyses/data requests and spearheads any discrepancy resolution. The incumbent ensures the accuracy of project documents and timely processing of federal transactions as required for the department to receive federal reimbursement on allowable projects. S/He monitors all federal projects at any stage of completion to ensure that projects progress to closure. The incumbent should keep abreast of all federal regulations, guidelines, and procedures to properly review project history, review federal transactions, recommend action, and correct errors.

Typical problems in this position include evaluating the effect of erroneous transactions as well as determining a cause of suspense items identified during the federal bill process and developing a correction for both that incorporates all systems. The greatest challenge is to properly correlate all systems to produce and process the weekly federal bill while resolving all suspense items.

The incumbent reviews state jobs in the SJNG systems and reviews/processes complicated federal obligation transactions in the FPM which are sent electronically to the Federal Highway Administration's (FHWA) Fiscal Management Information System (FMIS). S/He evaluates the status of a project at any time to determine required action. S/He processes transactions for allowable unbilled costs and processes accounting adjustments to correct project records and federal billings. The incumbent reviews obligations and analyzes/resolves suspense items arising from the weekly federal bill. The incumbent reviews/enters timecard data into the labor distribution (ALD) system to bill direct labor and prepares/submits the weekly federal bill. S/He converts projects from advanced construction status to current federal funding and analyzes inactive, aged, and advanced

(Job Responsibilities continued)

construction projects. S/He assists in the design/modification of computer systems to comply with ever-changing federal regulations and maintains parallel accountability between the FPM systems and letting bulletins. The incumbent assists in the maintenance of complete project files and prepares responses to audit inquiries.

The incumbent has broad latitude to accomplish responsibilities. S/He is restricted by the IDOT and FHWA's financial procedures. Matters concerning problem interpretations and resolution are referred to the Project Management Unit Manager with recommendations for resolution.

The incumbent has internal contact with staff in the Project Control Section; personnel from the Bureaus of Design and Environment, Local Roads and Streets, and Construction; district staff; and various departmental entities to alleviate issues that could result in a delay in federal project authorization and/or receipt of federal funds. S/He will have limited external contact with the FHWA financial/administrative staff. Occasional statewide travel with overnight stays may be required.

The effectiveness of this position is measured by the quality and timeliness of posted transactions, unbillable costs, and the accuracy and timeliness of the weekly federal bill.

Principal Accountabilities

1. Reviews state jobs in the SJNG system.
2. Reviews and processes federal obligation transactions in the FPM and FMIS.
3. Evaluates the status of a project at any time to determine required action.
4. Reviews and processes federal obligations in FPM for allowable unbilled costs.
5. Processes accounting adjustments to correct project records and federal billings.
6. Analyzes and resolves suspense items arising from the weekly federal bill.
7. Converts advanced construction projects to current federal funding.
8. Prepares and submits the weekly federal bill.
9. Reviews and enters timecard data into the ALD system to include labor on the federal bill.
10. Analyzes inactive, aged, and advanced construction projects.
11. Assists in the design/modification of computer systems to comply with ever-changing federal regulations.
12. Maintains parallel accountability between the FPM system and letting bulletins.
13. Assists in maintenance of complete project files and prepares responses to audit requests.
14. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to

the fair and equitable treatment of all employees.

15. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of a bachelor's degree majoring in business, accounting, finance, or public administration plus two years of experience working with federally funded programs, assisting in audit requests, managing project progression, or a combination thereof; OR
 - Eight years of experience working with federally funded programs, assisting in audit requests, managing project progression, or a combination thereof
- Valid driver's license
- Occasional statewide travel with overnight stays

Position Desirables

- Working knowledge of research and statistical methods and techniques
- Ability to maintain harmonious relationships with employees and agency officials

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Planning & Programming/Bureau of Programming

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application](#)

[Job Aid](#)

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com