

# Job Title: TECHNICAL MANAGER IV - RECRUITMENT MANAGER - IPR#46121

**Agency :** Department of Transportation

**Closing Date/Time:** 12/12/2022

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

**Job Type:** Salaried Full Time

**County:** Sangamon

**Number of Vacancies:** 3

**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](http://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 Recruitment Managers.

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 assisting in the creation and implementation of recruitment and outreach strategies and methods to attract a qualified, diverse applicant pool for titles including, but not limited to, Civil Engineer Trainee, Engineering Technician I, Technical Manager I, and Highway Maintainer. This position is accountable for assisting in the departmental qualified candidate identification process by conducting technical recruitment events. This position is responsible for the review and maintenance of all recruitment files for compliance with the state's Comprehensive Employment Plan requirements.

Annual hires: 150 - 300

Recruiting visits: 1 - 2 per week

Outreach events: 1 - 2 per week

This position reports to the Diversity and Recruitment Section Manager. There are no subordinates reporting to this position.

This position is responsible for the department's recruitment and outreach efforts which carries out recruitment and outreach goals through the development, review, and implementation of recruitment and outreach proposals, programs, and reports. This position operates in a sensitive environment characterized by the various socio-economic groups impacted by diversity programs. This position functions in an environment that requires all activities are conducted in a personable and professional manner as the incumbent is viewed as a representative of the department.

Typical problems encountered in this position include managing an effective recruitment activity schedule to ensure the department is being represented in events across the state, Midwest region, and other states that will enhance the department's diversity. This involves selecting events which will reach various socio-economic groups and be the most effective in attracting candidates. The greatest challenge of this position is coordinating the timely approval of the recruiting schedule to carry out all tasks related to career fair registration and travel arrangements.

The incumbent ensures the department's recruitment and outreach goals are met through the development and implementation of recruitment and outreach activities. This includes the management of the recruitment activity schedule representing events across the state, Midwest region, and other states that will enhance the department's diversity, and includes the selection of events that yield a high probability of generating applicants and hires. The incumbent ensures that recruitment activities are conducted in a timely manner to assist the department in meeting its hiring goals. The incumbent coordinates an event schedule which includes registering for events, creating payment documents, and making necessary travel arrangements. S/He assists in

### **(Job Responsibilities continued)**

developing informational materials to distribute at events and ensures event materials are available for each event. The incumbent assists in implementing policies and procedures to provide for the effective implementation of departmental diversity programs. S/He participates in the creation and implementation of recruitment and outreach strategies and monitors program status and reports on accomplishments of recruitment and outreach programs. The incumbent serves as a representative of the department for recruitment and outreach. S/He meets with prospective applicants as well as other stakeholders in the transportation industry, e.g., educational/academic institutions, trade associations, etc., to share information about the department and identify synergies between their workforce development efforts and the department's. The incumbent ensures recruitment and outreach efforts are consistent with and comply with departmental policy, civil rights legislation, and the state's Comprehensive Employment Plan. The incumbent maintains all records pertaining to the recruitment process ensuring that required documentation is included and available to departmental management staff and for audit review. Complete and accurate files must be always available for audit and legal purposes. As appropriate, the incumbent may participate in the interview process if it is determined there are no conflicts with the state's hiring process. The incumbent raises the public's awareness of department employment opportunities and overall career opportunities in the transportation industry. To ensure a continuous pipeline of future applicants, the incumbent assists in developing and implementing outreach programs to stimulate interest in the department and industry at the pre-college level and works closely with the department's Office of Business and Workforce Diversity staff on implementation of the Highway Construction Careers Training Program (HCCTP). The incumbent has the general latitude to accomplish responsibilities with matters of a unique nature being referred to the Diversity and Recruitment Section Manager and/or higher-level management with recommendations for resolution. The incumbent is constrained by applicable departmental, state, and federal guidelines and regulations.

The incumbent has internal contact with all department offices. External contacts include the other state agencies (e.g., Veterans Affairs, Corrections, Board of Education, Commerce and Economic Development, etc.), universities/colleges, community organizations, trade associations, and the public. Frequent statewide travel and limited out-of-state travel with overnight stays is required to attend recruiting and outreach events.

The effectiveness of this position can be measured by the annual calendar of recruitment and outreach activities, applications, and hires yielded from recruitment and outreach efforts, submittal of program status reports, and updates to the department's diversity statistics.

## Principal Accountabilities

1. Coordinates the recruiting and outreach program for positions ensuring the integrity of the program.
2. Participates as a panel member of the interview team when appropriate and ensures compliance with state guidelines.
3. Assists in implementing policies and procedures to provide for the effective implementation of departmental diversity programs.
4. Monitors program status and reports on accomplishments of recruitment and outreach programs.
5. Serves as a representative for the department and travels to various program events.
6. Coordinates assignments in cooperation with Diversity and Recruitment Section staff or with other departmental offices or state agencies.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.

## Qualifications

### Position Requirements

- Education/Experience
  - Completion of a bachelor's degree majoring in human resources management, business, or public administration PLUS two years of experience recruiting candidates for employment, managing outreach or diversity programs, working with youth or students from underrepresented ethnic groups, or a combination thereof; OR
  - Eight years of experience recruiting candidates for employment, managing outreach or diversity programs, working with youth or students from underrepresented ethnic groups, or a combination thereof
- Valid driver's license
- Frequent statewide and limited out-of-state travel with overnight stays

### Position Desirables

- Experience engaging and building rapport with prospective applicants from underrepresented ethnic groups
- Experience advocating for diversity, equity, and inclusion goals and relevant business practices
- Experience recruiting for positions that are in high demand at a national level
- Experience recruiting for a variety of professions
- Experience coordinating a schedule with a large number of events
- Experience using Microsoft Office and recruitment software applications
- Ability to communicate clearly, briefly, and effectively verbally or in writing
- Ability to speak to small groups
- Ability to maintain professional and harmonious relationships with co-workers, agency management, and the general public

**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 Finance & Administration/Bureau of Personnel Management

**Agency Contact:** [DOT.CONTACTHR@ILLINOIS.GOV](mailto: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](http://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](http://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](http://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