



**Technical Manager III (3 Positions)
Business Process Automation Developer**

IPR Number:	43229	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-40-803-30-01	Shift:	8:00 am – 4:30 pm
Opening Date:	June 11, 2019		Monday – Friday
Closing Date:	June 24, 2019	Salary:	\$4,670 – \$6,483*

Office/Central Bureau/District/Work Address:

Office of Finance and Administration / Bureau of Business Services / 2300 S. Dirksen Parkway, Springfield, IL

Position Purpose:

This position is accountable for building and maintaining business forms and automated workflow processes using various software to facilitate the paperless goals of the department and the requirements of the Document Management Program (DMP) and completing special projects as requested.

Qualifications:

Position Requirements:

- Education/Experience:
 - o Completion of 120 hours of college majoring in computer science or management information systems, **OR**
 - o Completion of 60 hours of college majoring in computer science or management information systems plus two years of experience developing electronic forms using Adobe Experience Manager (AEM) LiveCycle Designer; developing workflows using AEM, Microsoft SharePoint, or Nintex using technical scripting languages such as JavaScript or FormCalc; or implementing International Standards Organization (ISO) 9001 document control requirements; or a combination thereof, **OR**
 - o Six years of experience developing electronic forms using Adobe Experience Manager (AEM) LiveCycle Designer; developing workflows using AEM, Microsoft SharePoint, or Nintex using technical scripting languages such as JavaScript or FormCalc; or implementing International Standards Organization (ISO) 9001 document control requirements; or a combination thereof

Position Desirables:

- Strong information technology (IT) troubleshooting and research skills
 - Ability to work under pressure and time sensitive deadlines
 - High attention to detail
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How to Apply/Remarks:

Technical Applications PM1080 (rev 6/1/17) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

Agency Contact: Bureau of Personnel Management, 217/782-5594

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

Only education/coursework listed within the application will be considered for determining eligibility for this position.

NOTE: Please be advised that if a high volume of applications is received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	April 19, 2019	WORKING TITLE:	Business Process Automation Developer
POSITION CLASSIFICATION:	Technical Manager III	OFFICE/BUREAU:	Office of Finance and Administration / Bureau of Business Services
POSITION NUMBER:	PW413-23-40-803-30-01	REGION/DISTRICT:	N/A

Position Purpose

This position is accountable for building and maintaining business forms and automated workflow processes using various software to facilitate the paperless goals of the department and the requirements of the Document Management Program (DMP) and completing special projects as requested.

Dimensions

Forms maintained:	+/- 2,000
Personnel supported:	100+
Special projects:	10+ annually
Web-sites maintained:	2+

Nature and Scope

This position reports to the Document Services Unit (DSU) Chief. There are no subordinates reporting to this position.

This position serves as one of the contacts for the Illinois Department of Transportation (IDOT) form support staff and contributes to the maintenance of forms, templates, policies, and procedures utilized by the DSU. This position performs special projects for the Bureau of Business Services (BoBS) which involves working with department employees to evaluate business forms and processes and develop and implement recommendations for improvement. The incumbent works with the Bureau of Information Processing (BIP) and the Office of Communications (OOC) technical staff to add or revise internet and intranet content to ensure users have access to the most recent versions of forms and templates.

Typical problems involve coordinating communication between business process, form owners, department-wide document management coordinators (DMC), and users, bridging differing requirements and accommodating customer requests while adhering to departmental policies and maintaining a timely turnaround on requests. The greatest challenges are staying abreast of advances in technology; and researching, implementing, and troubleshooting various technical issues for form and workflow development including the use of scripting languages such as Form Calc and JavaScript, while multi-tasking, shifting priorities, and meeting deadlines.

This position develops and modifies forms, templates, and workflows department-wide using Adobe Experience Manager (AEM) LiveCycle Designer, AEM forms, Nintex, SharePoint, Microsoft Word, Microsoft Excel, and other technology adopted by the department. The incumbent adds to or revises bureau and departmental internet and intranet content to ensure users have access to the most recent versions of templates, workflows, and business forms. The position adopts new information technology (IT) to facilitate departmental goals and objectives. This position maintains a current status for all templates and forms owned by BoBs and coordinates with the

supervisor to maintain current status of DSU procedural documentation. This position also completes special IT-specific projects for BoBs as needed.

The incumbent has the latitude to manage the workload independently with little direction from the immediate supervisor. Problems of an unusual or difficult nature are referred to the unit chief with recommendations for resolution. The incumbent must operate within the framework of departmental standards, policies, and procedures as well as governing federal and state statutes.

In performing the functions of this position, the incumbent maintains regular internal contact with departmental DMCs, BIP staff, bureau, and departmental staff. External contacts may include other state agencies.

The effectiveness of this position is measured by the incumbent's ability to produce high quality work which meets the needs of the department and external form users, successfully maintain a reasonable turnaround time on requests, provide timely technical support to users, and maintain current and accurate DSU policies and procedures.

Principal Accountabilities

1. Develops and maintains automated forms, templates, and workflows for the entire department.
2. Builds, revises, archives, and eliminates forms per departmental standards using current form development software.
3. Remains abreast of new technology in form and workflow development.
4. Researches and troubleshoots various technological and functional issues for form and workflow development.
5. Serves as a liaison with other bureaus, districts, and state agencies.
6. Performs special assignments for the unit chief, section chief, and bureau chief.
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.

Subordinates of this position

Position Classification	Position Number	Working Title	Authorized Identical
N/A			

Supervisor of this position

Immediate Supervisor Position Classification: Technical Manager V

Working Title: Document Services Unit Chief

Position Number: PW415-23-40-803-30-01

Position Requirements

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Agency Approvals


Bureau Chief of Personnel Management


Secretary, Department of Transportation