

**Technical Manager IV (1 Position)
Veteran Program Manager**

IPR Number:	43308	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-45-000-00-02	Shift:	8:00 am – 4:30 pm
Opening Date:	June 6, 2019		Monday – Friday
Closing Date:	June 19, 2019	Salary:	\$5,015 - \$7,085*

Office/Central Bureau/District/Work Address:

Office of Business and Workforce Diversity / 2300 S. Dirksen Parkway, Springfield, Illinois

Position Purpose:

This position is accountable for the development implementation, coordination and evaluation of a comprehensive statewide Veteran Owned Small Business Program (VOSB). The incumbent adheres to the submission of all reporting requirements and guidelines of the Illinois Department of Transportation's (IDOT) veteran initiatives. S/He educates the public on veteran goal achievements, initiatives, overall achievements and program status. The incumbent plans, organizes, and evaluates statewide workshops, webinars, networking and community outreach events and conferences.

Qualifications:

Position Requirements:

- **Education/Experience**
 - Completion of 120 hours of college majoring in Business Administration or Public Relations plus two years of experience in spreadsheet and database applications, highway construction, program management, data management, organizing workshops, webinars and events or a combination thereof, **OR**
 - Ten years of related experience in spreadsheet and database applications, highway construction, program management, data management, organizing workshops, webinars and events or a combination thereof
- Valid driver's license
- Statewide travel which may include extensive same day and occasional overnight travel

Position Desirables:

- Working knowledge of highway construction management or program management
 - Proficient in the use of Microsoft Excel, Word and Power Point
 - Strong oral and written communication skills
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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 on page two of 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 1, 2019 **WORKING TITLE:** Veteran Program Manager
POSITION CLASSIFICATION: Technical Manager IV **OFFICE/BUREAU:** Office of Business & Workforce Diversity
POSITION NUMBER: PW414-23-45-000-00-02 **REGION/DISTRICT:**

Position Purpose

This position is accountable for the development implementation, coordination and evaluation of a comprehensive statewide Veteran Owned Small Business Program (VOSB). The incumbent adheres to the submission of all reporting requirements and guidelines of the Illinois Department of Transportation's (IDOT) veteran initiatives. S/He educates the public on veteran goal achievements, initiatives, overall achievements and program status. The incumbent plans, organizes, and evaluates statewide workshops, webinars, networking and community outreach events and conferences.

Dimensions

Number of Certified VOSB firms	100
Annual Department Programs	state funded only contracts
Number of contracts	500
Number of contracts monitored	500
Goal for participation	3%

Nature and Scope

This position reports to the Director of Business and Workforce Diversity. No staff reports to this position.

This position operates in an environment where departmental program activities affect major contractors, contracting associations and controlled businesses and associations, as well as various interest groups. Effective administration of such programs necessitates the ongoing monitoring of contractors to ensure adherence to special provisions implemented in response to state laws. This position conducts field reviews to monitor contract compliance. Failure to meet contract requirements may result in violations of contract provisions.

Typical problems include responding to contract compliance complaints and recommending an appropriate and acceptable course of action for resolving complaints. The greatest challenge of this position is the timely evaluation of statewide data to ensure programmatic decisions can be made in a useful and efficient way. Community outreach can also be challenging relating to turnout and effectively distributing information in a meaningful and effective way to the public.

The incumbent develops and implements the VOSB Program. The incumbent attends meetings, workshops and seminars at the discretion of the Director of Business and Workforce Diversity. This position attends and participates in the bureau's annual conference. The incumbent schedules meetings to resolve issues. In addition, the incumbent prepares reports and documentation to comply with reporting requirements. The incumbent plans and implements seminars, classes and presentations which are aimed at improving technical and management skills of VOSBs.

Veteran Program Manager
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This position is given significant latitude to accomplish delegated responsibilities but is bound by applicable department/state regulations and policies. Unusual or sensitive noncompliance problems are referred to the Director of Business and Workforce Diversity for resolution.

Internal contacts include bureau staff as well as representatives from all departmental offices including regional personnel. External contacts include IDOT contractors and subcontractors, state officials, veterans' organizations and state agencies in the course of monitoring contract compliance and resolving disputes. Travel will be required to attend meetings and to visit and monitor construction sites.

The effectiveness of this position is measured by the consistency and thoroughness of developing and implementing a VOSB Program as determined by the degree to which applicable state law are adhered.

Principal Accountabilities

1. Develops, implements, coordinates and evaluates the statewide VOSB Program.
2. Completes and submits documentation in compliance with all reporting requirements.
3. Researches, reviews and ensures compliance of veteran initiatives.
4. Develops programs to educate the public on veteran goal achievements, veteran program initiatives, overall achievements, and program status.
5. Plans statewide webinars, workshops, networking and community outreach events and conferences.
6. Develops and maintains relationships with local organizations, associations and state agencies to assist with interdisciplinary approach to facilitate veteran owned small business development.
7. Creates and maintains a spreadsheet of IDOT approved veteran owned small businesses.
8. Performs other duties as required.
9. Performs all duties in a manner conducive to the fair and equitable treatment of all employees

Subordinates of this position

Position Classification	Position Number	Working Title	Authorized Identical
N/A			

Supervisor of this position

Immediate Supervisor Position Classification: Technical Manager IX

Working Title: Director of OBWD

Position Number: PW419-23-45-000-00-01

Position Requirements

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Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation