



**Technical Manager V (1 position)
Traffic Records Coordinator**

IPR Number:	43465	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW415-23-75-802-00-01	Shift:	8:00 am – 4:30 pm
Opening Date:	June 11, 2019		Monday – Friday
Closing Date:	June 24, 2019	Salary:	\$6,020 – \$8,115*

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Safety Programs and Engineering / 2300 S Dirksen Parkway, Springfield, IL

Position Purpose:

The primary purpose of this position is to manage and coordinate several large state level databases in the Bureau of Safety Programs and Engineering (BSPE) at the Illinois Department of Transportation (IDOT) and to manage all traffic records projects. The objective of the position is to provide data that will help reduce human and economic cost of motor vehicle crashes. Work will be performed within established guidelines of federal and state traffic records pertaining to the information system strategic plan.

Qualifications:

Position Requirements:

- Education/Experience:
 - Completion of 120 hours of college majoring in business administration, mathematics, or economics plus three years of experience working with statewide or nationwide project management, OR
 - Eleven years of experience working with statewide or nationwide project management
- Valid driver's license
- In-state and out-of-state travel which may require overnight stays

Position Desirables:

- Strong quantitative background
- Proven knowledge and expertise in the management of large data
- Ability to work independently, take initiative, and work on multiple projects simultaneously
- Strong oral and written communication skills
- Demonstrated problem solving, decision making skills, and leadership skills
- Extensive computer skills in Microsoft Office, especially Word, Excel, and PowerPoint.

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:	May 23, 2019	WORKING TITLE:	Traffic Records Coordinator
POSITION CLASSIFICATION:	Technical Manager V	OFFICE/BUREAU:	Office of Highways Project Implementation / Bureau of Safety Programs and Engineering
POSITION NUMBER:	PW415-23-75-802-00-01	REGION/DISTRICT:	n/a

Position Purpose

The primary purpose of this position is to manage and coordinate several large state level databases in the Bureau of Safety Programs and Engineering (BSPE) at the Illinois Department of Transportation (IDOT) and to manage all traffic records projects. The objective of the position is to provide data that will help reduce human and economic cost of motor vehicle crashes. Work will be performed within established guidelines of federal and state traffic records pertaining to the information system strategic plan.

Dimensions

Highway safety program fund:	\$10 million annually
Special projects and reports:	10 - 15 annually
State agency projects:	5 - 6 annually
Local agency projects:	80 - 100 annually
Project developments:	15 - 20 annually
Project reviews:	30 - 40 annually

Nature and Scope

This position reports to the Evaluation Manager. There are no subordinates reporting to this position.

This position will oversee and coordinate traffic crash data at the national, state, and regional levels; direct the development of committees, task forces, and work groups to address issues regarding traffic records; track and report traffic related data activities to federal and state agencies; coordinate data sharing and reporting between several state agencies and other partners who maintain various aspects of crash data, such as injury and citations; participate in the National Highway Traffic Safety Administration (NHTSA) training workshops; network with federal, state, local, and university transportation groups and individuals to become familiar with the traffic records program area and issues that impact traffic records; and manage activities with the Illinois Statewide Traffic Records Coordinating Committee (ITRCC) which oversees traffic records and traffic safety related data activities.

Typical problems include determining federal funding needs, requesting the amounts from NHTSA, and formulating recommendations for meeting those needs with available funds. The position must effectively communicate with all levels of traffic records management including grant applicants, stakeholders, and data users. It must also resolve issues regarding the data-sharing agreement and data quality, such as timeliness, accuracy, completeness, uniformity, accessibility, and data integration. The greatest challenge to this position is providing overall traffic records management and monitoring available traffic records funds to enhance high quality traffic safety related data for the BSPE. This position ensures that all reimbursement functions are performed efficiently and in accordance with federal and state requirements.

The incumbent manages the statewide Traffic Records Assessment, which is prepared every five years in conjunction with a NHTSA assessment team; develops the Traffic Records Strategic Plan based on the Traffic Records Assessment; monitors traffic record data to ensure the state of Illinois meets the objectives of the Illinois Strategic Highway Safety Plan (ILSHSP) for its highway safety data improvement systems. The incumbent develops request for proposals and designs merit review criteria for traffic records grant programs; solicits grant applications from traffic records agencies; organizes the application review process; and recommends projects to ITRCC for selection and funding projects, all based on the results of the most recent Traffic Records Assessment recommendations. The incumbent monitors grant activity through periodic reporting, evaluating its effectiveness in achieving objectives in the time frame established for projects; develops and recommends program policies and procedures to address issues for grantees that are not meeting expectations and to enhance NHTSA grant funding compliance; and prepares reports regarding grant activity.

The position allows for broad latitude when working with all levels of departmental management within IDOT, federal, and other state agencies such as the Federal Highway Administration (FHWA), National Highway Traffic Safety Administration (NHTSA), Illinois Department of Public Health (IDPH), Illinois Secretary of State, and local agencies. The incumbent is given latitude to accomplish responsibilities and refers matters of a non-routine nature to the supervisor with recommendations for resolution. S/He is constrained by applicable departmental, state, and federal policy, practices, and guidelines.

In performing the functions of this position, the incumbent maintains internal contacts with all offices, bureaus, and districts within IDOT. S/He is in moderate contact with the Federal Highway Administration (FHWA), National Highway Traffic Safety Association (NHTSA), and with the other state traffic records system agencies, such as the Illinois Secretary of State, Illinois Department of Public Health (IDPH), Illinois State Police (ISP), and Illinois Administrative Office of Courts (IAOC). S/He is required to travel within the state and occasionally outside the state for peer exchanges, meetings, training, or conferences to network with federal, other states, local and university transportation groups and individuals to become familiar with the traffic records program area and issues that impact traffic records. This travel may require overnight stays.

The effectiveness of this position is measured by the ability of the incumbent to provide direction, oversight, and coordination of traffic safety related databases and support at the state, regional, and national level as well as the implementation of the Traffic Records Strategic Plan (based on the Traffic Records Assessment) in order to improve data quality in terms of timeliness, accuracy, completeness, consistency, accessibility, and data integration.

Principal Accountabilities

1. Provides direction, oversight, and coordination of traffic records, mainly crash and roadway files, at the national, state, and regional levels through the management and coordination of state level databases.
2. Develops and implements a comprehensive traffic records strategic plan based on the Traffic Records Assessment.
3. Provides guidance, recommendations, and alternative strategies to enhance grant programs based on review findings.
4. Reviews traffic records funds to ensure fiscal accountability in accordance with NHTSA requirements.
5. Works with the state traffic records system agencies to coordinate activities within the traffic records area.
6. Monitors grant activity through on-site visits, telephone contacts, quarterly reports, written correspondence, and other documentation on an ongoing basis as required by federal guidelines.
7. Networks with federal, state, local, and university transportation groups and individuals to become familiar with the traffic records program area and issues that impact traffic records.

- 8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
- 9. Performs other duties as assigned.

Subordinates of this position (if applicable, list subordinate information in the chart below)

Position Classification	Position Number	Working Title	Authorized Identical
n/a			

Supervisor of this position

Immediate Supervisor Position Classification: Technical Manager VI

Working Title: Evaluation Manager

Position Number: PW416-23-75-802-00-01

Position Requirements

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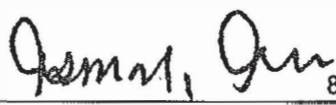
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Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation