

**Technical Manager VI (1 Position)  
Project Control Section Manager**

<b>IPR Number:</b>	<b>43589</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW416-23-10-404-00-01</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm</b>
<b>Opening Date:</b>	<b>June 5, 2019</b>		<b>Monday – Friday</b>
<b>Closing Date:</b>	<b>June 18, 2019</b>	<b>Salary:</b>	<b>\$6,535 – \$8,778*</b>

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**Office/Central Bureau/District/Work Address:**

Office of Planning and Programming / Bureau of Programming / 2300 S. Dirksen Parkway, Springfield, IL

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**Position Purpose:**

This position is responsible for obtaining and maintaining proper authorization for federal funding through the Federal Highway Administration (FHWA); the preparation and submittal of the weekly federal reimbursement bill to FHWA for all Illinois' federally-assisted highway projects; proper processing of FHWA obligation transactions, accounting adjustments, and project closings; the accuracy and effectiveness of the department's billing system, Job Cost Accounting (AJC)/Federal Project Control (FPC), as well as the department's federal reporting system, Program Management Cost (PMC). The incumbent is also responsible for monitoring fund balances and federal obligation ceilings to avoid inadvertent loss of federal funding due to program lapsing or federal rescission; ensuring proper action is taken on aged, inactive projects to avoid the loss of federal funding; ensuring proper project records are maintained for project review and auditors; and ensuring that audit inquiries are answered correctly and timely.

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**Qualifications:**

**Position Requirements:**

- Education/Experience:
  - Completion of 120 hours of college majoring in business, accounting, or finance plus four years of experience in managing large volumes of financial data in an accounting and project monitoring system in compliance with federal and state regulations, or a combination thereof, of which two years is supervisory experience **OR**
  - Twelve years of experience in managing large volumes of financial data in an accounting and project monitoring system in compliance with federal and state regulations, or a combination thereof, of which two years is supervisory experience

**Position Desirables:**

- Experience with FHWA funding and reimbursement
  - Ability to maintain harmonious relationships with employees, agency officials, and the public
  - Ability to plan and direct efforts of employees for efficient accomplishment of program objectives
  - Ability to effectively monitor and analyze data and provide informed recommendations to executive staff
  - Experience utilizing computer systems that manage large volumes of data and reporting functions
  - Experience in managing multiple projects while meeting deadlines
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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](mailto: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.

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**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	March 27, 2019	<b>WORKING TITLE:</b>	Project Control Section Manager
<b>POSITION CLASSIFICATION:</b>	Technical Manager VI	<b>OFFICE/BUREAU:</b>	Office of Planning and Programming / Bureau of Programming
<b>POSITION NUMBER:</b>	PW416-23-10-404-00-01	<b>REGION/DISTRICT:</b>	n/a

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***Position Purpose***

This position is responsible for obtaining and maintaining proper authorization for federal funding through the Federal Highway Administration (FHWA); the preparation and submittal of the weekly federal reimbursement bill to FHWA for all Illinois' federally-assisted highway projects; proper processing of FHWA obligation transactions, accounting adjustments, and project closings; the accuracy and effectiveness of the department's billing system, Job Cost Accounting (AJC)/Federal Project Control (FPC), as well as the department's federal reporting system, Program Management Cost (PMC). The incumbent is also responsible for monitoring fund balances and federal obligation ceilings to avoid inadvertent loss of federal funding due to program lapsing or federal rescission; ensuring proper action is taken on aged, inactive projects to avoid the loss of federal funding; ensuring proper project records are maintained for project review and auditors; and ensuring that audit inquiries are answered correctly and timely.

***Dimensions***

Federal obligation transactions:	4,500
Active federal projects:	5,000
Weekly federal bills:	50
Federal highway reimbursements claimed:	\$1,700 m
Federal aid apportionment categories:	250
Staff (direct/indirect)	3/7

***Nature and Scope***

This position reports to the Bureau Chief of Programming. Reporting to this position is the Project Management Unit Manager, the Systems Control Unit Manager and a Public Service Administrator.

In accordance with procedures set forth in the Federal-Aid Policy Guide and the memorandum of understanding between the Illinois Department of Transportation (IDOT) and the U.S. Department of Transportation, the incumbent and staff ensure that effective record control and posting of all highway project costs statewide are maintained and that timely and efficient preparation and execution of reports, federal-aid agreements, project trial balances, federal-aid bills, and vouchers are directed toward the accurate and timely collection of all federal funds due to the state of Illinois.

The greatest challenges to the position involve the need for improving the accounting and project monitoring systems, meeting schedules and federal-aid billing dates, ensuring that projects are properly authorized for federal funding in accordance with FHWA regulations pertaining to advertisement and work commencement, and reducing the amount of accrued unbilled federal highway costs. Typical problems include ensuring that all paperwork is obtained in a timely manner to properly close projects, reconciling and resolving audit citations, and improving departmental financial procedures to reduce the number of accounting adjustments required to the weekly billing system tapes.

The incumbent is personally responsible for signing and transmitting to the FHWA all federal-aid current bills, final vouchers, and project agreements. S/He is accountable for obtaining and maintaining proper authorization for federal funding through the FHWA; the preparation and submittal of the weekly federal reimbursement bill to FHWA for all Illinois' federally-assisted highway projects; proper processing of FHWA obligation transactions, accounting adjustments, and project closings; the accuracy and effectiveness of AJC/FPC (IDOT billing system) and PMC (IDOT federal reporting system); monitoring fund balances and federal obligation ceilings to avoid inadvertent loss of federal funding due to program lapsing or federal rescission; ensuring proper action is taken on aged, inactive projects to avoid the loss of federal funding; ensuring proper project records are maintained for project review and auditors; and ensuring that audit inquiries are answered correctly and timely.

The incumbent accomplishes his/her accountabilities through the following staff:

Project Management Unit Manager who with a staff, is responsible for the accuracy and timeliness of AJC/FPC (IDOT's federal billing system) and Fiscal Management Information System (FMIS) transaction entry; the accuracy and timeliness of the weekly federal bill; monitoring cost overrun reports to ensure that D adjustments are being processed in a timely manner; monitoring suspense reports to ensure all problems identified by the federal bill are properly resolved; coordinating workflow amongst employees to maximize effectiveness, especially during peak activity periods, such as year-end conversions; assuming additional duties as required to ensure the effective operations of the unit; and coordinating responses to audit inquiries.

Systems Control Unit Manager who with a staff, is responsible for ensuring FMIS transactions are properly reviewed and corrected (if applicable) prior to the section manager's signature; federal formula obligation ceiling and fund balances in FMIS are properly reconciled to PMC and discrepancies are resolved daily; federal obligation transactions are properly entered in PMC and reflect FHWA approval; notifications for adjustments to apportionments and ceiling are properly reflected in PMC; American Recovery and Investment Act of 2009 (ARRA) reconciliations for limitations, obligations, and expenditures are performed and discrepancies resolved weekly/monthly; PMC/FMIS reconciliations for federal project number, state job number, authorization dates, federal agreement amount by fund type, advanced construction amounts, and urban codes are performed monthly and all discrepancies resolved; inactive, aged projects are properly reviewed and warranted action taken.

Public Service Administrator (Final Voucher Unit Supervisor) who with a staff, is accountable for preparing final federal-aid vouchers, reviewing and compiling support documents for vouchers, maintaining the status of completed federal projects, controlling audit deductions, preparing reclaim vouchers, and preparing accrued unbilled cost reports.

The incumbent has wide latitude to accomplish responsibilities. Matters of a unique nature are referred to the supervisor with recommendations for resolution. S/He is constrained by all applicable departmental, state, and federal regulations.

Internal contacts include the Project Control Section; personnel from the Bureaus of Design and Environment, Local Roads and Streets, and Construction; as well as the districts. This position maintains frequent contacts with the Office of Highways Project Implementation personnel concerning project estimates, agreements, contract awards, estimated lettings, work programs, job authorizations, job completion notices, audit citations and deductions, and right-of-way costs. S/He maintains everyday contact with FHWA personnel concerning project authorizations, lapsing funds, advanced construction conversions to current funding, pending legislation, and rescissions.

The effectiveness of this position is measured by meeting the federal-aid current billing schedule; the amount of federal funds collected; continued high number of final vouchers submitted; reduced amount of aged, inactive projects reflected on the FHWA Financial Integrity Review and Evaluation Reporting (FIRE) report; and the accuracy and usefulness of IDOT's billing and federal reporting systems.

**Principal Accountabilities**

1. Obtains and maintains proper authorizations for federal funding through the FHWA.
2. Prepares and submits the weekly federal reimbursement bill to FHWA for all Illinois' federally-assisted highway projects.
3. Ensures proper processing of FHWA obligation transactions, accounting adjustments, and project closings.
4. Ensures the accuracy and effectiveness of AJC/FPC (IDOT billing system) and PMC (IDOT federal reporting system).
5. Monitors fund balances and federal obligation ceilings to avoid inadvertent loss of federal funding due to program lapsing or federal rescission.
6. Ensures proper action is taken on aged, inactive projects to avoid the loss of federal funding.
7. Ensures proper project records are maintained for project review and auditors.
8. Ensures that audit inquiries are answered correctly and timely.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.

**Subordinates of this position**

Position Classification	Position Number	Working Title	Authorized Identical
Technical Manager V	PW415-23-10-404-10-01	Project Management Unit Manager	1
Technical Manager V	PW415-23-10-404-30-01	Systems Control Unit Manager	1
Public Service Administrator	37015-23-10-404-20-01	Final Voucher Unit Supervisor	1

**Supervisor of this position**

Immediate Supervisor Position Classification: Technical Manager VIII

Working Title: Bureau Chief of Programming

Position Number: PW418-23-10-400-00-01

**Position Requirements**

- Education/Experience:
  - Completion of 120 hours of college majoring in business, accounting, or finance plus four years of experience in managing large volumes of financial data in an accounting and project monitoring system in compliance with federal and state regulations, or a combination thereof, of which two years is supervisory experience **OR**
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**Position Desirables**

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**Agency Approvals**

  
Bureau Chief of Personnel Management

  
Secretary, Department of Transportation