



Bunny Koehler

**Technical Manager III (1 position)
Law Enforcement Special Projects Analyst**

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|-------------------------|------------------------------|------------------------|---|
| IPR Number: | 44331 | Union Position: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Position Number: | PW413-23-10-803-22-02 | Shift: | 8:00 am – 4:30 pm |
| Opening Date: | | | Monday - Friday |
| Closing Date: | | Salary: | \$4,765 - \$8,295 * |

Office/Central Bureau/District/Work Address:

Office of Planning & Programming / Bureau of Data Collection / 2300 S. Dirksen Parkway, Springfield, IL

Position Purpose:

This position is responsible for providing technical support to law enforcement agencies regarding the development and maintenance of traffic statistics and for reviewing and analyzing the various location references used to identify coordinates on all interstate, state, and state-maintained routes in Illinois. This position also assists with updating, testing, and distributing the state’s paper and electronic version of the SR1050 Motor Vehicle Crash Report. Further, this position provides assistance in accessing and using the Safety Portal.

Qualifications:

Position Requirements:

- Education/Experience
 - Completion of bachelor’s degree majoring in communications, public relations, law enforcement, or transportation, **OR**
 - Completion of two years of college plus two years of experience gathering and reviewing data, and working with law enforcement agencies, **OR**
 - Six years of experience gathering and reviewing data, and working with law enforcement agencies
- Valid driver’s license
- Frequent statewide travel with overnight stays

Position Desirables:

- Working knowledge of Safety Improvement Programs
- Extensive knowledge and use of the Microsoft Office Suite (preferably Word, Excel, and PowerPoint)
- Experience dealing with law enforcement agencies and local units of government
- Strong oral and written communication skills

How to Apply/Remarks:

Technical Applications PM1080 (rev 8/23/19) 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.

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 and experience listed within the application will be considered for determining eligibility for this position.

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.

Applicants will be notified in writing to schedule interviews.

*Individual salary offers are computed based on an applicant’s qualifications and experience relative to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

| | | | |
|---------------------------------|-----------------------|-------------------------|--|
| DATE: | February 16, 2020 | WORKING TITLE: | Law Enforcement Special Projects Analyst |
| POSITION CLASSIFICATION: | Technical Manager III | OFFICE/BUREAU: | Office of Planning and Programming / Bureau of Data Collection |
| POSITION NUMBER: | PW413-23-10-803-22-02 | REGION/DISTRICT: | n/a |

Position Purpose

This position is responsible for providing technical support to law enforcement agencies regarding the development and maintenance of traffic statistics and for reviewing and analyzing the various location references used to identify coordinates on all interstate, state, and state-maintained routes in Illinois. This position also assists with updating, testing, and distributing the state's paper and electronic version of the SR1050 Motor Vehicle Crash Report. Further, this position provides assistance in accessing and using the Safety Portal.

Dimensions

| | |
|------------------------------|-----------------------------|
| Traffic data requests: | 50 - 100 annually |
| Location reference systems: | 4 |
| Special projects: | 5 - 10 annually |
| High incident location maps: | 1,500 - 2,000 problem areas |

Nature and Scope

This position reports to the Traffic Resource Coordinator. No subordinates report to this position.

This position is responsible for the review of police crash reports submitted to the department in accordance with the state statute. The incumbent reviews these reports to ensure that they have been properly completed and also determines which law enforcement agencies are delinquent in reporting. This position is also responsible for providing technical support for and conducting a variety of special projects relative to the development and maintenance of statistical data and reports designed to compliment state, county, and local efforts to address highway crash problems.

A typical problem is to discern the accuracy and validity of conflicting traffic crash data and determine the appropriate interpretation. One of the primary challenges to this position is to accurately identify discrepancies and problems associated with the proper completion of police crash reports. The incumbent is further challenged to provide technical support for a broad range of special projects. This often requires the application of a new method of data retrieval and/or reporting depending on the nature of the project.

The incumbent is responsible for reviewing incoming police reports, separating inaccurate reports, identifying problem areas, and referring problems for further action and resolution. S/He develops and implements a system to identify those agencies throughout the state that are more than thirty (30) days behind in submitting the required crash reports, contacts those agencies to determine the cause or reason for tardiness in filing the reports, and works with the appropriate individuals in those agencies to help avoid the late filing in the future. S/He obtains Coroner Reports of Death Resulting from Motor Vehicle Crashes (SR8) from all counties in the state. The incumbent monitors Illinois State Police (ISP) reports on non-investigated crashes with injuries by district and prepares monthly summary reports. The incumbent assists with a variety of special projects relative

to statistical data. S/He provides technical support which includes reviewing and analyzing traffic statistics and preparing written reports. Such projects are generally in response to data requests from state, county, and local entities and are used to evaluate highway safety problems. S/He is responsible for the inventory of police crash reports, the daily distribution of reports to the law enforcement agencies throughout the state, and the maintenance of current inventory of forms. S/He works with Bureau of Data Collection staff regarding problems with the Local Liaison Reporting (LLR) system used to track local agency reporting. S/He assists with the development and revision of the instruction manual for the Illinois Traffic Crash Report Form. S/He provides procedural guidelines for completing the form accurately as well as information regarding past problem areas with the form and their solutions. S/He is responsible for reviewing the extensible markup language (XML) vendor/agency scenarios for production approval plus developing and testing new and existing validation rules used for all agencies. This requires the incumbent to have a thorough understanding of the SR1050 and its validation rules.

The incumbent has freedom to accomplish position accountabilities referring only unusual problems to the Traffic Resource Coordinator for resolution. The incumbent receives general guidance in the application of new methodology when conducting special projects. The incumbent provides supervision to seasonal employees working on traffic statistics projects. All duties are conducted within the parameters of departmental policies, procedures, and practices.

The incumbent works with various personnel in the Traffic Statistics Unit in providing location reference expertise to support a variety of program areas. S/He maintains contacts as needed with local agency personnel regarding the clarification of data and reference coordinates. The incumbent also works with state, county, and /or local agency personnel during the course of special project activity. This position requires frequent statewide travel with overnight stays to conduct necessary field investigations.

The effectiveness of this position is directly tied to the incumbent's ability to accurately identify valid/appropriate roadway coordinates for both the establishment and retrieval of reliable traffic data. Effectiveness is further measured by the accuracy and timeliness of technical support given in the accomplishment of special projects and the maintenance of the accurate inventory of crash reports.

Principal Accountabilities

1. Develops and maintains a system to identify agencies that are more than thirty (30) days late in submitting required crash reports and works with those agencies to ensure timely reporting.
2. Maintains the inventory of police reports and monitors the daily distribution of crash reports to law enforcement agencies and other users (insurance agencies and motorists).
3. Monitors law enforcement agency crash reporting levels using the Crash Information System (CIS) and the Safety Portal.
4. Provides technical support as needed with a variety of special projects ensuring the accuracy and validity of statistical data, data analysis, and supporting reports.
5. Responds to questions from law enforcement agencies regarding the Illinois Vehicle Code and the American National Standards Institute (ANSI) Manual on Classification of Motor Vehicle Traffic Crashes.
6. Assists with the development and revision of the instruction manual for the Illinois Traffic Crash Report Form to improve the accuracy of data reporting and alleviate potential reporting problems.
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 IV

Working Title: Traffic Resource Coordinator

Position Number: PW414-23-10-803-22-01

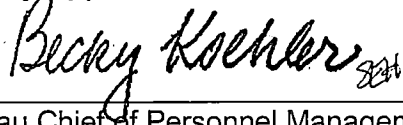
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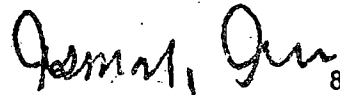
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Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation