

**Technical Manager III (1 Position)
Local Agency and Training Specialist**



IPR Number:	44332	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-10-803-22-01	Shift:	8:00 am – 4:30 pm Monday – Friday
Opening Date:			
Closing Date:		Salary:	\$4,765 – \$8,295 *

Office/Central Bureau/District/Work Address:

Office Planning and Programming / Bureau of Data Collection / 2300 South Dirksen Parkway, Springfield, Illinois

Position Purpose:

This position is accountable for enhancing traffic safety through contacting, training, and advising local safety officials of appropriate motor vehicle crash reporting and highway safety services available through the Illinois Department of Transportation (IDOT).

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 in communications, public relations, law enforcement, or transportation, **OR**
 - Six years of experience in communications, public relations, law enforcement, or transportation
- Valid driver's license
- Extensive statewide travel with overnight stays

Position Desirables:

- 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
 - Experience providing training to government entities regarding statutory requirements
 - Strong oral and written communication skills
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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:** Local Agency and Training Specialist
POSITION CLASSIFICATION: Technical Manager III **OFFICE/BUREAU:** Office Planning and Programming / Bureau of Data Collection
POSITION NUMBER: PW413-23-10-803-22-01 **REGION/DISTRICT:** n/a

Position Purpose

This position is accountable for enhancing traffic safety through contacting, training, and advising local safety officials of appropriate motor vehicle crash reporting and highway safety services available through the Illinois Department of Transportation (IDOT).

Dimensions

Local agencies contacted:	800
Training sessions conducted:	5 - 50 as needed
Distribute crash reports statewide:	500,000 annually
Highway construction funds:	\$500 million annually

Nature and Scope

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

The incumbent's primary responsibility is to provide training in the use of Illinois' uniform crash report forms and develop contacts with state and local agency safety officials. This is accomplished through direct personal contact with police agencies, county superintendents of highways, city engineers, and county coroners. The incumbent develops and provides training to ensure that all state and local safety agencies are aware of the crash reporting requirements and needs mandated by the Illinois Vehicle Code.

A major problem encountered by this position is to communicate and convince local officials of the need for using all available crash data in planning local highway construction and safety projects. The primary challenge to this position is to obtain crash report data in a timely manner so the Crash Information System (CIS) remains current and is an effective tool that can be used to increase the effectiveness of law enforcement and engineering agencies in planning safety projects.

This position is responsible for conducting traffic safety classes for members of law enforcement agencies and coordinates with local safety officials when conducting training sessions, professional meetings, and seminars. The incumbent oversees the development of lesson plans and audio-visual aids for training sessions and presentations and ensures that the information presented is according to the Illinois Vehicle Code, safety laws, and policies and meets the department's mission in advancing traffic safety. Frequently, the incumbent is the first line of communications with local officials and s/he must be capable of developing a cordial atmosphere of cooperation and handle situations with tact and diplomacy. The incumbent is the department's liaison with county coroners for completing the Coroner's Report of Deaths Resulting from Motor Vehicle Crashes Form (SR8). S/He must be knowledgeable of police crash investigation techniques and must ensure that all police reporting agencies have an adequate supply of police report forms on hand at all times. The incumbent maintains a working knowledge of the Fatal Accident Reporting Systems (FARS), CIS, and highway safety programs and services.

The incumbent has the freedom to act in the performance of the required duties but operates within state and federal statutes and department policies and procedures. The Traffic Resource Coordinator must be kept informed of the status of contacts and assigned work. The incumbent recommends the purchase of equipment and supplies pertaining to the job functions and makes recommendations for employment of specialized service personnel as needed.

The incumbent is in contact with various personnel within the department and other state, federal, and local agencies. Within general guidelines established by the Traffic Resource Coordinator, the incumbent arranges trip schedules, meetings, and training sessions with local and state officials that effectively support the department's goals and objectives. The incumbent must manage time in an efficient manner due to extensive statewide travel with overnight stays.

The performance of this position is measured by the incumbent's ability to maintain contacts with safety agencies in order to receive accurate and timely crash reports.

Principal Accountabilities

1. Initiates contact with state and local safety officials to advise them of the highway safety services provided by the department.
2. Develops and presents training on the proper completion of the police crash report form (SR-1050) and the use of crash data by local agencies for engineering and enforcement activities.
3. Prepares progress reports on contacts made with local agencies.
4. Solicits and recommends revisions to the crash report form.
5. Identifies and resolves problems that may arise regarding the use of the crash report form.
6. Responds to questions regarding the Illinois Vehicle Code and the American National Standards Institute (ANSI) Manual on Classification of Motor Vehicle Traffic Crashes from law enforcement agencies.
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

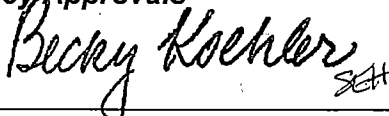
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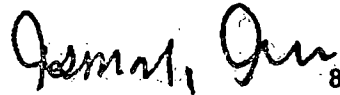
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Agency Approvals

 *Becky Koehler* SKH

Bureau Chief of Personnel Management

 *Jamal, Jr.* 8

Secretary, Department of Transportation