Job Title: TECHNICAL MANAGER IV - CONSTRUCTION SERVICES ANALYST - IPR#44645

Agency: Department of Transportation
Closing Date/Time: 07/18/2022
Salary: $5,120 - $9,155 Monthly
Job Type: Salaried Full Time
County: Sangamon
Number of Vacancies: 1
Plan/BU: NR916 - Protech Teamsters

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement
The Illinois Department of Transportation is seeking to hire a Construction Services Analyst.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities
This position is accountable for providing direct support to staff for the Bureau of Construction’s Contract Payment Management System (BCM), Contract Services Database (CSD), Requalification Database (PQL), Subcontractor Registration Database (SCR), Construction and Material Management System (CMMS), and other applications. This position also provides for the coordination of statistical data pertaining to highway construction contracts, from the time of letting, through the active life of the contract, to final payment and acceptance by the Illinois Department of Transportation (IDOT). This position updates policy and procedure changes for the Construction Manual and all Bureau of Construction forms.

Annual value of construction work assessed: $3 billion
Document control: 65 forms, templates, brochures, and manuals
Construction manual support: Manuals utilized by district resident engineer’s (RE),
This position reports to the Contract Administration Section Chief. There are no subordinates reporting to this position.

This position provides information technology (IT) support to the Bureau of Construction and district staff for the administration of construction contracts. This includes providing support for the department's current contract administration documentation and payment systems, CMMS, and BCM. Support and training are provided to CMMS users in each district. Direct support is provided to the Bureau of Construction’s accounting and engineering staff for the BCM which is utilized to generate $2 billion of contractor payments, record over 9,000 contract change authorizations, and maintain detailed contractor records for over 2,800 active contracts each year.

The greatest challenge of this position is ensuring accurate information is obtained and used for generating routine and requested unique reports. This includes downloading and coding all information into the CSD for each letting and updating it during the life of the contract and during finalization. Typical problems of this position are providing computer support to the Bureau of Construction staff and maintaining accurate and up-to-date forms and the Construction Manual.

(Job Responsibilities continued)

The incumbent is personally responsible for the entry of all weekly reports into the weekly report database. This position maintains a status for the Construction Manual through coordinating changes and additions to policy and procedures statements, graphs, and tables. The incumbent identifies, analyzes, and coordinates all notifications of expired or renewed contractor liability insurance and informs the districts of the need to take appropriate action. S/He coordinates revisions of all construction forms and specific task training for computer connectivity, Microsoft Access application support, Main Frame application support, Microsoft Office Applications, Microsoft SharePoint, and other designated software. This position coordinates the details of the Contractor of the Year program. S/He works with Bureau of Construction staff and Bureau of Information Processing (BIP) analysts to define and request BCM production changes for input screens and reports. The incumbent works with BIP staff to add or revise construction information on the Internet. This position performs special studies and projects which involve working with managers to evaluate and develop statewide construction policies and procedures. The incumbent will work with the Bureau of Construction’s staff to develop innovative IT solutions to contract administration and provide IT support to the Bureau of Construction and district staff in relation to contract administration and use of IT resources used for construction inspection. This position is accountable for providing support services and staff assistance to ensure that final payments to highway contractors are timely and accurate. The position provides support for hardware, software, and Internet applications. This position contributes by processing the resident engineer’s (RE) weekly reports into the CSD and schedules the printing and delivery of various monthly construction reports. Direct support is provided to the Bureau of Construction’s accounting and engineering staff for the CSD, PQL, and other systems which are utilized to perform contract administration functions, prequalify over 800 contractors, and maintain detailed contractor and construction records.

The incumbent is given latitude in accomplishing assigned responsibilities with limited direction from the Contract Administration Section Chief. Matters of a unique nature are referred to the Contract Administration Section Chief with recommendations for resolution. This position is constrained by all departmental, state, and federal regulations, statutes, and laws.

Internally, the incumbent maintains contact with central office bureau staff and district office staff. External contacts include members of the public, contractors, insurance companies, and banks. Occasional statewide travel with overnight stays is required.

The effectiveness of this position is measured by the accuracy and retrievability of records maintained and statistical information provided; the timeliness and accuracy of reports submitted; the timeliness of interaction with others in the department and the ability to provide accurate and thorough assistance to the Engineer of Construction, project review engineers, the Contract Administration Section Chief, and central office bureau and district staff.

Principal Accountabilities

1. Develops and provides high priority and ad hoc reports from the Bureau of Construction as required by IDOT executive staff.
2. Provides support and training to the Bureau of Construction and districts staff for the contract administration systems.
3. Provides support to Bureau of Construction staff for BCM and works with BIP to define and request system changes.
4. Performs special studies and projects concerning constructions policies, procedures, and information needs.
5. Coordinates and maintains the Construction Manual, construction memoranda, and Bureau of Construction forms.
7. Coordinates meetings and activities between the department entities, panel members, contractor’s organizations, and nominated contractors necessary in the selection of the Contractor of the Year awards.
8. Analyzes and coordinates all notifications of expired contractor’s liability insurance and informs the respective districts of the need to take appropriate action.
9. Develops and maintains construction information on IDOT’s website with BIP.
10. Performs liaison duties with BIP for computer connectivity, Microsoft Access application support, Main Frame application support, Microsoft Office Applications, Microsoft SharePoint, and designated software.
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
12. Performs other duties as assigned.

Qualifications

Position Requirements
• Education/Experience
  • Completion of a bachelor’s degree majoring in computer science, information technology, business analytics, or business administration plus two years of experience in supporting, operating, analyzing, or developing computer applications OR
  • Eight years of experience in supporting, operating, analyzing, or developing computer applications
• Occasional statewide travel with overnight stays

Position Desirables
• Valid driver’s license
• Extensive knowledge in implementing new information technology systems in the work place

Work Hours: 8:00 AM - 4:30 PM Monday - Friday
Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001
Office: Office of Highways Project Implementation/Bureau of Construction
Agency Contact: DOT.CO.BPM.EmploymentApplications@illinois.gov
Job Family: Transportation

APPLICATION INSTRUCTIONS
Use the “Apply” button at the top right or bottom right of this posting to begin the application process. If you are not already signed in, you will be prompted to do so.
State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.
Non-State employees should log in on the using the “View Profile” link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.
If you have questions about how to apply, please see the following resources:
State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:
• donotreply@SIL-P1.ns2cloud.com
• systems@SIL-P1.ns2cloud.com