

# Job Title: TECHNICAL MANAGER IV - SENIOR POLICY ADMINISTRATION SPECIALIST - IPR#45017

**Agency:** Department of Transportation  
**Closing Date/Time:** 01/27/2022  
**Salary:** \$5,120 - \$9,155 Monthly  
**Job Type:** Salaried Full Time  
**County:** Sangamon  
**Number of Vacancies:** 1  
**Plan/BU:** NR916

Interested applicants must apply for this position on the Work for Illinois website, [www.work.illinois.gov](http://www.work.illinois.gov). Please direct any questions to the Agency Contact listed below.

**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 SuccessFactors. 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 Senior Policy Administration Specialist. 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 composes, maintains, and clarifies policies and procedures for the department in conjunction with subject matter experts. This encompasses legal analysis, research into best practices, distribution, and implementation support.

Executive directives:	+/- 150
Policy manuals:	+/- 250
Committee charters:	+/- 40
Policy updates:	+/- 100 annually
Manual sales orders:	+/- 300 annually
Manual sales revenue:	\$116,835 - \$171,215 annually
Special projects:	10+ annually

This position reports to the Document Services Unit Chief. There are no subordinates reporting to this position.

This position works in an environment that provides policy development, policy analysis, and coordination in support of the department's Policy Administration Program. This responsibility includes strict adherence to the International Organization for Standardization (ISO) 9001 standards for

document control. This position is unique in that it provides policy administration services for all levels of employees throughout the department.

Typical problems encountered by the incumbent include performing a wide range of policy development activities with competing demands and priorities, and the need to adapt and assimilate information quickly to ensure policy outcomes are achieved.

The incumbent provides policy development and analysis services for the department. The incumbent writes, reviews, and edits policy documents with expert use of Microsoft Word, Adobe Acrobat, and the department's electronic policy administration software (PowerDMS). The incumbent meticulously ensures consistency of format, language, grammar, and content across policy documents. S/He is responsible for routing policy documents for executive review and working closely with policy owners and executive staff to address feedback. S/He provides detailed recordkeeping, maintains audit trails of all policy changes, and coordinates the archive of policy documents with the department's Records Center. The incumbent utilizes the PowerDMS to develop policies, schedule and track policy reviews, publish new and revised policy documents, and notify users of policy changes. The incumbent manages all draft and active policy files in PowerDMS, and coordinates permissions, creates and edits workflows, and develops training and quizzes within the software to ensure policies are accessible to and have been acknowledged by appropriate personnel. S/He coordinates all aspects of the policy related meetings including the agenda, meeting space, use of virtual meeting software, meeting records, and follow-up items.

### **(Job Responsibilities continued)**

The incumbent maintains various SharePoint sites that contain policy documentation and information. S/He maintains currency of the department's Policy Administration Program procedural documentation. In addition, the incumbent manages the sale of manuals for the department, including processing orders and distribution of manuals to internal and external customers. S/He manages an online ordering system (JetPay) to track manual order information and run funding and deposit reports, as well as uses the Systems Applications and Products (SAP) system to generate check lots for the Bureau of Business Services Accounting Unit. The incumbent uses a Microsoft Access database to track customer information and Microsoft Excel to track order and inventory statistics.

The incumbent has general latitude to accomplish his/her accountabilities. Matters of a unique nature will be referred to the Document Services Unit Chief for guidance with recommendations for resolution. The incumbent must work within the framework of the state and federal law, Central Management Services (CMS) rules, Illinois Department of Transportation (IDOT) policy and procedures, and sound business practices.

The incumbent provides a liaison relationship with staff in the Offices of Legislative Affairs, Chief Counsel, and Communications; Labor Relations Section; the department's Records Center; and other state agencies to ensure the department policy follows state and federal laws and any policy initiatives of the Governor's Office or CMS. The incumbent has contact with department employees at all levels and locations and works closely with executive level staff. S/He corresponds regularly with the public.

The effectiveness of this position is measured by the incumbent's ability to draft and analyze policy documents which align with the department's existing policies, while coordinating with various subject matter experts across the department, Labor Relations Section, and executive staff in order to meet policy review and publication deadlines.

### **Principal Accountabilities**

1. Provides policy document development, analysis, and publication services for internal customers.
2. Coordinates scheduled reviews for policy documents and works closely with executive staff.
3. Maintains policy administration software using PowerDMS and various SharePoint sites containing policy documentation and information.
4. Maintains currency of the department's Policy Administration Program procedural documentation.

5. Sells and/or distributes manuals to internal and external customers.
6. Manages an online ordering system for manual sales and maintains an Access database and Excel workbook to track order information and inventory.
7. Maintains and provides detailed recordkeeping and an audit trail of each policy change.
8. Coordinates all aspects of the policy related meetings including the agenda, meeting space, use of virtual meeting software, meeting records, and follow-up items.
9. Performs duties in compliance with departmental safety rules. Perform all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.

## **Qualifications**

### **Position Requirements**

- Education/Experience
  - Completion of a bachelor's degree majoring in business, political science, communications, English, or public administration, PLUS two years of experience with policy writing and analyzing policy documents, editing and formatting policy documents for grammar and consistency, creating policy related training and communication materials, managing an electronic policy administration and tracking system, or a combination thereof; OR
  - Eight years of experience with policy writing and analyzing policy documents, editing and formatting policy documents for grammar and consistency, creating policy related training and communication materials, managing an electronic policy administration and tracking system, or a combination thereof

### **Position Desirables**

- Ability to apply document control standards
- Strong computer skills with proficiency in Microsoft Word, Excel, SharePoint, Access, and Adobe Acrobat
- Experience working with PowerDMS
- Meticulous attention to detail, grammar, formatting, and spelling
- Strong oral and written communication skills
- Strong organizational skills and ability to multi-task

**Work Hours:** 8:00 AM - 4:30 PM Monday-Friday

**Work Location:** 2300 S Dirksen Pkwy Springfield, IL 62764-0001

**Office:** Office of Finance and Administration/Bureau of Business Services

**Agency Contact:** [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov)

**Job Function:** 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 work.Illinois.gov homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the work.Illinois.gov 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 [KS(1)] and review the Internal Candidate Application Job Aid HERE [KS(2)]

Non-State employees: on work.Illinois.gov – click "Application Procedures" in the footer of every page of the website.