

Job Title: OFFICE COORDINATOR - OPT 4 - FATALITY ANALYSIS REPORTING SYSTEM (FARS) ANALYST - IPR#45083

Agency: Department of Transportation

Closing Date/Time: 07/29/2021

Salary: \$3,339 - \$4,549 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 2

Plan/BU: RC014

**Collective Bargaining Agreement language applies to this requisition:
We are currently transitioning away from a paper application process
to an electronic application process. This position has not been transitioned. Please follow
the directions below when applying to this position.**

**DO NOT APPLY ONLINE
DO NOT CLICK THE APPLY BUTTON**

**CMS100/B Employment Application and all applicable documentation should be submitted to
the Agency contact listed below.**

Agency Mission Statement

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

40%

1. Assembles fatal crash-related data from approximately 10 official source documents
 - Clarifies, analyzes, and interprets the data to determine the appropriate code from the FARS Coding and Validation Manual
 - Assigns approximately 120 data elements associated with each of the approximately 1,000 cases annually
 - Submits cases via micro data entry (MDE) computer, to the FARS Main Data Bank in Washington, D.C. within the specified time limits

20%

2. Confers with administrative officials of the Illinois State Police, local law enforcement agencies, Department of Public Health, and county coroners to coordinate the gathering of official fatal crash information required by FARS

- Solicits assistance from FARS contractors to resolve conflicts and other technical problems

20%

3. Utilizes database management software on a personal computer linked into the FARS network to retrieve data from the system for use in special studies used in the development of highway safety policy

- Generates data and prepares special reports for management use in making legislative recommendations
- Responds to requests for information from the National Highway Traffic Safety Administration (NHTSA), the media, researchers, various agencies, and the public

(Job Responsibilities continued)

10%

4. Coordinates work with administrative officials of the Office of the Secretary of State to obtain specific driver history and vehicle identification numbers which are necessary for a complete FARS case file

- Corresponds with other state counterparts to obtain vehicle/driver records for out of state motorists involved in fatal crashes in Illinois

5%

5. Reviews incomplete cases monthly and updates cases accordingly with the data gathered

- Checks completeness reports issued periodically by FARS (NHTSA) in Washington, D.C. against current files and corrects any errors
- Develops and maintains accurate files, logs, and other record keeping procedures to be used in cross referencing the fatality reporting system
- Compiles and reports the number of Illinois fatalities by month via the electronic message systems to the NHTSA Region V Contract Technical Manager and FARS Headquarters in Washington, D.C.
- Travels to attend national and regional meetings of FARS analysts as requested by NHTSA headquarters
- Participates in new training programs as provided by FARS
- Trains FARS personnel in other states

5%

6. Performs other duties as assigned which are reasonably within the scope of the duties enumerated above

Minimum Qualifications

1. Knowledge, skill, and mental development equivalent to two years of secretarial/business college, or completion of high school and two years of related office experience, or two years of independent business experience.

Knowledge, Skills, and Abilities

1. Ability to communicate orally and in writing.
2. Working knowledge of the logic of computer programs.
3. Ability to keyboard accurately.
4. Prefers knowledge of the vocabulary used in traffic safety record collection.

Conditions of Employment

1. Ability to view graphic crash scene photos.
2. Ability to travel statewide.
3. Ability to travel out-of-state for one week for FARS certification training and then one week per year for mandatory FARS system-wide training.

Marketing Statement

The Illinois Department of Transportation is seeking to hire a FARS Analyst. The successful candidate, under the direction of the FARS Manager, assembles data pertaining to all fatal crashes in Illinois from official source documents and confers with all administrative officials of the Office of the Secretary of State, Illinois Department of Public Health, county coroners, and officials of law enforcement agencies throughout the state to obtain specific information. The incumbent analyzes and interprets the available information, codes, and records the data on forms provided by the NHTSA, and submits via micro data entry the data to the master file in Washington, D.C. The incumbent maintains the daily FARS files and works with NHTSA consultants to coordinate and implement upgrades to the FARS system. S/He utilizes database management software to retrieve data for use by the Bureau of Data Collections and other Illinois Department of Transportation offices, state officials, the media, various safety agencies, and the public.

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

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

Office: Office of Planning & Programming/Bureau of Data Collection & Mapping

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Function: Transportation; Clerical and Administrative Support

CANDIDATES MUST SUBMIT A SEPARATE BID FORM (as applicable) AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.

APPLICATION INSTRUCTIONS

DO NOT APPLY ONLINE.

Please submit application via email to: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Current State Employees:

- Seeking a Promotion – Submit an **Official Position Vacancy Bid Form** and **CMS-100B Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - Older versions of the **CMS-100B** will not be graded or returned to applicants.
 - Failure to complete and submit the new **CMS-100B** (version dated 9/2020 or after) will result in your application being rejected.
- Seeking a Transfer – Submit an **Official Position Vacancy Bid Form, Transfer Request, and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
 - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.
- Seeking a Reduction - Submit an **Official Position Vacancy Bid Form** and **CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.

- Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

Former State Employees:

- Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
 - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

Non-State Employees:

- Submit a **CMS-100 Employment Application** (version dated 9/2020 or after) and official college transcripts (where applicable) to the Agency Contact address listed above.
 - Documentation is required for each Posting/Bid ID or your application(s) will be rejected.
 - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.