

# Job Title: TECHNICAL MANAGER IV - EMPLOYMENT SERVICES MANAGER - IPR#45097

Agency: Department of Transportation

Closing Date/Time: 07/22/2021

Salary: \$5,120 - \$9,155 Monthly

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: NR916

**DO NOT APPLY ONLINE**

**\*\*DO NOT CLICK THE APPLY BUTTON\*\***

## HOW TO APPLY:

**Technical Applications PM1080 (rev 3/8/21) 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 the closing date listed above. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080. Please indicate IPR#45097 on the Technical Application PM1080.**

## Agency Mission Statement

The Illinois Department of Transportation is seeking to hire an Employment Services Manager. 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 directing the recruitment, selection, training, promotion and retention of technical and office code employees; and for providing counseling, professional development/career services, and performance evaluations for these employees. The incumbent provides support services to personnel and management in the areas of interpreting and applying policy and procedure, evaluating staffing and organizational structure and needs, salary administration, headcount monitoring, and other areas of employee services.

This position reports to the Personnel Services Manager. Reporting to this position are the Recruiting Specialist, the Training and Employment Representative, and the Interviewers.

The incumbent supervises staff responsible for recruiting and selecting candidates for district one employment and providing technical and management programs and services designed to motivate, develop, and retain employees. Rapidly shifting priorities and frequent program changes require prompt and effective adjustment in personnel recruitment and selection and in developing and implementing supervisory and employee training activities. The consistent application of state and

departmental personnel policies in the recruitment, selection and promotion of district employees is complicated by the existence of several union contracts; a variegated ethnic population; a high degree of political sensitivity; and intense external salary competition for engineering, management, and clerical personnel.

Typical problems encountered in this position include providing guidance to bureau chiefs and managers on problems and procedures relating to staffing, motivation, and performance; securing required approval from the Office of Highways Project Implementation and the central Bureau of Personnel Management on various matters to be able to accomplish district objectives; and keeping current with the constant changes in personnel procedures.

The greatest challenge to this position is assisting district managers and supervisors in their efforts to staff their areas while sustaining employee morale. This is complicated by the large amount of retirements occurring every year, the increased numbers of new managers and supervisors, and the continuously changing guidelines for posting and filling positions which may cause significant delays at times.

The incumbent personally coordinates the submittal of all technical and office code posting documents including position descriptions for establishment or clarification and prepares technical employee salary adjustment proposals and office code salary increases. The incumbent oversees and may on occasion participate in the interviewing, evaluation, and selection of clerical, engineering, technical and management candidates for promotion and appointment. He/She provides direction to managers to ensure that all documentation has been received/submitted; all required procedures are followed; and that all procedures and actions conform to state and departmental policies, Equal Employment Opportunity (EEO)/Affirmative Action (AA) guidelines and applicable labor contract provisions.

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

In the area of training, the incumbent personally consults with district management to define supervisory and employee training needs, arranges for the development or scheduling of training programs to meet defined needs, and develops and conducts new civil engineer job rotation, orientation, and bureau informational seminars. He/She oversees the implementation of the district's Development and Training of Engineers (DATE) rotation program, the Engineering Co-Op program, the Seasonal Technician Trainee Intern program, and the Seasonal Engineering Technician Intern program. The incumbent oversees the development and implementation District One's annual recruiting activities. He/She may participate in career/job fairs, informational meetings, and community events as a representative of the Illinois Department of Transportation (IDOT) as needed.

The incumbent provides a variety of services related to employee morale, performance, and retention including employee career counseling and employee onboarding/exit interviewing. He/She interprets union contracts and assists supervisors and managers in the administration of employee discipline, conducting pre-disciplinary meetings, and assists in preparing supplemental agreements to the union contract as required.

The incumbent supervises the following staff:

- **Training and Employment Representative**: is responsible for coordinating the district's DATE rotation program for new civil engineers and other departmental and district training programs; coordinating the tuition reimbursement program; managing the selection and placement of seasonal technical help, temporary OOT employees, and 75-Day employees; tracking and processing technical time-in-grade promotions; and updating/maintaining the Work Bureau report and the PE/EIT license holder database.
- **Recruiting Specialist**: is responsible for developing and implementing creative and effective programs designed to attract and retain qualified Civil Engineer and Engineering Technician applicants for employment in district one.
- **Interviewer**: is responsible for assisting in the district selection process by conducting position vacancy interviews (Technical, Office Code, Negotiated Rate, and Temporary), ensuring compliance

with code interviewing regulations, and completing and maintaining all interview files for compliance with interview and selection requirements.

The incumbent works within state and departmental guidelines and personnel rules, including the Personnel Policy and Procedural Manual and various union contracts, that governs personnel management. The incumbent, however, is expected to exercise considerable independent judgment in recruiting and retaining employees, devising training programs, improving communications with district managers and employees, and resolving personnel problems, and administering salary plans.

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

The incumbent must develop and maintain effective relationships with district managers, various sections within the central Bureau of Personnel Management, and the Office of Highways Project Implementation in the processing of personnel actions relating to selection, promotions, and training. The incumbent also has occasional contact with area high schools, and colleges and universities nationwide to obtain cooperation in recruiting and selecting applicants and in initiating training programs.

The effectiveness of this position is measured by the degree to which managers are satisfied with solutions to problems relating to selection, promotion, training, performance, retention, and other personnel actions; and, by the degree to which personnel actions conform to State and departmental policies and guidelines.

### **Principal Accountabilities**

1. Develops and oversees the implementation of an extensive recruiting program designed to attract and retain qualified technical, engineering, management and code candidates and employees.
2. Oversees the development and implementation of district employees training and enrichment programs, including the DATE rotation program for Civil Engineers.
3. Monitors personnel actions such as performance evaluations, time-in-grade promotions, Professional Engineer and Engineer Intern licenses, and degree program completion and employee years of service milestones.
4. Oversees the administration of the district's tuition reimbursement program as well as the selection and assignment of seasonal technical employees, temporary OOT employees, and 75-Day employees.
5. Oversees the interviewing, evaluation, and selection of clerical, engineering, technical and management candidates for promotion and appointment.
6. Provides consistent and equitable application of personnel policies and collective bargaining agreements.
7. Trains, directs, evaluates, and motivates subordinate personnel.
8. Ensures that subordinate staff performs duties in accordance with the "Employee Safety Code" and established work practices.
9. Performs duties in compliance with departmental safety rules. Performs 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
  - o Completion of a bachelor's degree majoring in business administration, public administration, human resources, communications, marketing, education, training, sociology or psychology
    - PLUS two years of experience in public administration, business administration, governmental operations, and/or human resources OR
    - Eight years of experience in public administration, business administration, governmental operations, and/or human resources
- A valid driver's license
- Occasional district-wide and state-wide travel, occasional overnight stays, and occasional overtime
- Complete Interview and Selection Training within 6 months of start date

**Position Desirables**

- Working knowledge of state of Illinois and IDOT position classification systems and experience creating/modifying/submitting position descriptions for posting and filling
- Working knowledge of current recruitment and retention practices/processes and the ability to apply them to a large governmental organization
- Experience providing job-related training and counselling to employees
- Ability to plan, organize and execute various departmental technical program requirements
- Ability to develop and maintain cooperative relationships with employees, agency officials, and the general public
- Strong oral and written communication skills

Work Hours: 8:00 AM - 4:15 PM Monday - Friday (45-minute lunch)

Work Location: Schaumburg - 201 Center Ct

Office: Office of Highways Project Implementation/Region 1/District 1/Administrative Services

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

Job Function: Transportation

Collective Bargaining Agreement language applies to this requisition

We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.

Please visit the IDOT website at <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to obtain the required bid forms and application forms.