

# Job Title: TECHNICAL MANAGER II - INTERVIEWER - IPR#45610

**Agency:** Department of Transportation

**Closing Date/Time:** 01/27/2022

**Salary:** \$4,190 - \$7,315 Monthly

**Job Type:** Salaried Full Time

**County:** Sangamon

**Number of Vacancies:** 3

**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 Interviewers.

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 assisting in the departmental selection process by conducting technical position vacancy interviews as well as ensuring compliance with code position interviewing regulations. S/He is responsible for the review and maintenance of all interview files for compliance with Rutan requirements.

Dimensions

Total departmental employees: +/- 5,050

Annual hires: 150-300

This position reports to the Recruiting and Interviewing Unit Manager. There are no subordinates reporting to this position.

The bureau in which this position operates provides personnel services department-wide. This position operates within a service environment and provides personnel related support to management and employees. The incumbent must maintain effective liaison with management department-wide in order to ensure the integrity of the departmental selection process as it relates to the promotion and placement of technical and code employees. The incumbent must maintain confidentiality, professionalism, and communicate appropriately with all levels of department employees as s/he is viewed as a representative of the bureau.

Typical problems faced by this position involve participating in interviews to ensure that the candidate selected meets the requirements of the originating office. This position's greatest challenge is to ensure that the interview process is conducted in a timely manner and assist the originating office with their hiring goals. Adequate documentation of employment decisions is a critical component of this position.

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

The incumbent personally conducts open competitive interviews for the selection of candidates to fill code and technical vacancies. This position ensures that the selection criteria complies with departmental policy as well as civil rights legislation and the Rutan court decision and is appropriate for the position. S/He screens first-round technical interview candidates. These positions may be covered by bargaining unit agreements; therefore, the incumbent must ensure interviewing practices are in compliance with union agreement regulations and Department of Central Management Services (DCMS) practices. Upon completion of interviews, the incumbent recommends candidates for selection. The incumbent maintains all records pertaining to the interview process by ensuring that all required documentation is included and available to departmental management and audit review. Complete and accurate files must be available at all times for audit and legal purposes. The incumbent assists potential candidates with inquiries regarding vacancies. S/He assists in the scheduling of technical and code vacancies. This position reviews interview documentation submitted by offices/districts and meets with subject matter experts prior to conducting interviews.

The incumbent is given latitude to complete duties. Matters of an unusual nature are referred to the Recruiting and Interviewing Unit Manager with recommendation for solution. This position is constrained by DCMS rules, departmental policies and procedures, union agreements, and applicable state and federal laws. This position deals continually with information that must remain confidential.

Internal contacts include departmental management at both the central office and district level in regards to interviewing policy and practices. External contacts include the public. Occasional statewide travel with overnight stays is required to represent the bureau in interviews.

The effectiveness of this position can be measured by the ability of the incumbent to provide timely and quality personnel service to departmental management in their attempt to hire personnel.

### **Principal Accountabilities**

1. Coordinates the departmental open competitive job interview program for technical positions to ensure the integrity of the program.
2. Evaluates selection criteria and participates as a panel member of the interview team.
3. Ensures the integrity of the interview process.
4. Coordinates the interview process for code employees by ensuring compliance with applicable regulations and practices.

5. Completes adequate documentation of employment decisions.
6. Participates in special studies as required.
7. Maintains and is responsible for all interview files.
8. Reviews questions and criteria.
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
  - Completion of a bachelor's degree majoring in human resources, business or public administration, or communications, OR
  - Completion of two years of college plus one year of experience working in a human resources environment, conducting interviews, or a combination thereof, OR
  - Five years of experience working in a human resources environment, conducting interviews, or a combination thereof
- Valid driver's license
- Occasional statewide travel with overnight stays

### **Position Desirables**

- Strong written communication skills with the ability to prepare accurate documentation
- Strong oral communication skills with the ability to interact with people in a professional manner
- Strong organizational skills with attention to detail
- Strong analytical skills
- Experience using Microsoft Word, Access, and Outlook
- Ability to maintain harmonious relationships with employees, agency officials, and the general public

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

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

**Office:** Office of Finance & Administration/Bureau of Personnel Management

**Agency Contact:** 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 <sup>[KS(1)]</sup> and review the Internal Candidate Application Job Aid <sup>[KS(2)]</sup> [HERE](#)

Non-State employees: on [work.Illinois.gov](http://work.Illinois.gov) – click “Application Procedures” in the footer of every page of the website.