

Job Title: TECHNICAL ADVISOR V - ASSISTANT CHIEF COUNSEL - IPR#45690

Agency : Department of Transportation

Closing Date/Time: 08/17/2022

Salary: \$5,745 - \$9,840 Monthly

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 2

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 an Assistant Chief Counsel.

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.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

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 responsible for legal and legislative research, analysis, and investigation. S/He advises the Senior Chief Counsel, Deputy Chief Counsel, and the Chief Counsel on matters of policy and law in the department's operations, including legislation, litigation, contractual and statutory matters, and administrative and regulatory functions.

Public transportation grant programs administered: \$424,100,000 capital; \$491,700,000 operations

Annual projects impacted: \$100+ million

Annual internal legal opinions submitted: 25 – 50+

Annual litigation assistance and support provided: 15 – 30+ cases

This position reports to the Senior Assistant Chief Counsel – Chicago Region. There are no subordinates reporting to this position.

This position functions within the Office of Chief Counsel (OCC) which is responsible for resolving matters of legal concern encountered by the department. The incumbent works within the priorities and objectives established by the OCC and the Secretary, state and federal legislation, and departmental regulations and policies. S/He is involved in highly specialized research, analysis, and decision-making for all management and employee level positions within the department. This includes program development and delivery for the department's Region I area and the Office of Finance and Administration (OFA), Office of Communication (OC), Office of Legislative Affairs (OLA), and Office of Business and Workforce Diversity (OBWD). The department's Region 1 area encompasses northeastern Illinois and includes Cook, Lake, McHenry, Kane, DuPage, and Will counties as well as the city of Chicago. The incumbent receives work directly from the Senior Assistant Chief Counsel – Chicago Region, Deputy Chief Counsel, Chief Counsel, and at times from directors and other departmental personnel with whom working relationships exist.

Typical problems facing the incumbent include evaluating state and federal legislation, regulations, and rules; preparing and formulating departmental legislative positions and initiatives; analyzing and interpreting departmental and other local government's statutory authority; reviewing contract, preparing and disputing resolutions, determining appropriate solutions to complicated land acquisition issues in a timely manner; and providing assistance to the Office of the Attorney General and outside counsel representing the department in litigation. The major challenge to the incumbent is to provide prompt resolution to the various legal and policy questions raised in the department's daily operations.

(Job Responsibilities continued)

Problems are generally presented in a fact situation which the incumbent must analyze in order to ascertain the nature of the problem, the legal and policy issues present, and the optimum procedure to affect a solution. This procedure requires a thorough knowledge of state and federal statutory laws, rules, regulations, case law, and the department's operations. The end result is either the formulation of a legal decision or a presentation of relevant policy options. This position may at the discretion of the Senior Assistant Chief Counsel – Chicago Region, Deputy Chief Counsel, or Chief Counsel include responsibility and accountability for performing the required professional legal functions associated with the timely acquisition of right-of-way or the construction of highway improvements and local agency transportation facilities to meet established letting dates and to treat affected property owners equitably.

The incumbent has considerable freedom to act within his/her jurisdiction, subject to approval of the Senior Assistant Chief Counsel – Chicago Region. Generally, the incumbent works independently on day-to-day problems and requests concurrence of the Senior Assistant Chief Counsel – Chicago Region on major issues. The professional judgment developed through experience and legal training is invaluable to proper functioning of this position. This position is constrained by departmental regulations as well as all applicable state and federal laws.

Internally, the incumbent maintains contact with assigned offices throughout the department including the OFA, OC, OLA, and OBWD. Externally, the incumbent maintains contact with other state agencies and various grantees as well as the Office of the Attorney General, city of Chicago, Chicago

Transit Authority (CTA), Urban Mass Transportation Administration (UMTA), United States Department of Transportation (USDOT), and United States Army Corps of Engineers (USACE). This position requires occasional in-state travel which may include overnight stays.

The effectiveness of this position is measured by the incumbent's ability to provide accurate and prompt legal and policy advice which results in the effective resolution of issues confronting the department in the assigned areas of responsibility.

Principal Accountabilities

1. Provides the Senior Assistant Chief Counsel – Chicago Region, Deputy Chief Counsel, and Chief Counsel with prompt and accurate information to make the best decisions possible regarding each factual situation.
2. Formulates a legal decision or a presentation of relevant policy options.
3. Provides effective liaison and coordination with grantee agencies and other departments of state and federal government to achieve compliance with state and federal laws and regulations while achieving the prompt delivery of governmental services.
4. Provides legal advice and counsel to departmental offices to ensure compliance with all state and federal laws, rules, and regulations and departmental policies and procedures.
5. Reviews new state and federal legislation, court opinions, and opinions of the Office of the Attorney General to determine the effect on departmental operations.
6. Provides assistance and support services to the Office of the Attorney General and outside counsel representing the department in litigation.
7. Performs the required professional legal functions associated with the timely acquisition of right-of-way or the construction of highway improvements and local agency transportation facilities to meet established letting dates and to treat affected property owners equitably.
8. Maintains thorough knowledge of state and federal statutory laws, rules, regulations, case law, and the department's operations.
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

- Graduation from an accredited law school
- Possession of a valid license to practice law in Illinois
- Two years' professional experience in the practice of law
- Valid driver's license
- Occasional in-state travel which may include overnight stays

Position Desirables

- Progressively extensive experience working in a law firm, corporate law department, or government agency legal department
- Knowledge of and experience with areas of law such as real property, construction, environmental, procurement, grants, and/or transportation
- Civil litigation experience in Illinois courts
- Ability to maintain harmonious relationships with executive staff, coworkers, and the general public
- Ability to be flexible with assignments and responsibilities
- Willingness to research and study various areas of law
- Ability to plan and organize workload and meet deadlines
- Ability to competently utilize Microsoft Office applications

Work Hours: 8:00 A.M - 4:30 P.M. Monthly

Work Location: 100 W Randolph St Chicago, IL 60601-3218

Office: Office of Chief Counsel/Bureau of Legal Services

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

Job Family: Legal and Compliance; 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](#)

Non-State employees: on Illinois.jobs2web.com – click “Application Procedures” in the footer of every page of the website.

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