

Job Title: TECHNICAL MANAGER IV - HIGHWAY PROGRAM MANAGER - IPR#45846

Agency : Department of Transportation

Closing Date/Time: 08/12/2022

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

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

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 a Highway Program 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.

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 accountable for the accuracy of program data in the Windows Program Planning System (WPPS) and the funding for all projects in the annual Proposed Highway Improvement Program (annual highway program). This position is responsible for reviewing and analyzing the state pre-letting project lists, drafting joint state and local agreements/amendments, and participating on monthly agreements/amendments status conference calls with the City of Chicago personnel. In addition, this position is responsible for assisting with the development of the annual Proposed Highway Improvement Program.

Program size: \$1.5 - \$3.0 billion annually

State Lettings: 7 annually

Agreements/amendments: 1,100 annually

This position reports to the Program Implementation Unit Chief. No subordinates report to this position.

This position operates in an environment that requires knowledge of the highway program process and implementation from preliminary engineering through construction as well as knowledge of available sources of revenue such as state and federal transportation bills and the effects of potential legislation on revenue estimates and proposed programs. Due to the dynamic nature of the annual highway program and the deadlines associated with the highway letting schedule, the review of the agreements/amendments must be completed in a timely manner. This position requires a broad knowledge of project data elements, various types of specific federal and state fund categories, and appropriation codes.

(Job Responsibilities continued)

The greatest challenge of this position is to manage large volumes of agreements/amendments with short deadlines for review to ensure project readiness for state and local lettings. Typical problems the incumbent will encounter include lack of timely submittals of agreements/amendments for review, agreements/amendments with incorrect funding amounts, or lack of availability of special funds.

The incumbent reviews the state pre-letting project lists for the state and local program to confirm project readiness, to verify funding eligibility and appropriation availability, and to ensure inclusion in the annual highway program. The incumbent reviews draft joint state and local agreements/amendments for both state and local lettings to confirm available funding, the use of restricted funding, and state funding on local projects. S/He reviews the scope of work, project location, and project description in the WPPS, Motor Fuel Tax (MFT) system, Federal Program Management (FPM) system, and the state letting database to ensure the accuracy of the data and to provide accurate agreement/amendment comments. The incumbent uses the Fiscal Administration and Operations (FOA) system to provide appropriation codes to ensure correct project funding. The incumbent participates in monthly conference calls with the City of Chicago personnel to report status of agreements/amendments between the City of Chicago and the Illinois Department of Transportation (IDOT) and to obtain missing project information in order to ensure their projects are moving forward in the annual program. The incumbent assists in the development of the annual Proposed Highway Improvement Program. S/He maintains current and working knowledge of the highway programming and planning process, state and local legislation, and highway fund categories. The incumbent maintains communication with various central bureaus on the status of local and state letting agreements/amendments, funding projects, and the development and availability of special funding programs.

Job Responsibilities (continued)

The incumbent exercises wide latitude in accomplishing assigned responsibilities. S/He receives general guidance from the Program Implementation Unit Chief and is expected to keep him/her advised of potentially controversial issues regarding state and local lettings, agreements/amendments, funding, and appropriations.

The incumbent has frequent contacts with the Bureau of Programming staff as well as the Bureaus of Local Roads and Streets, Planning, and Design and Environment. External contacts include the City of Chicago personnel to which the incumbent provides status updates for agreements/amendments between the City of Chicago and IDOT.

The effectiveness of this position is measured by the quality, accuracy, timely review, evaluation, and response to agreement/amendment comments of the annual Proposed Highway Improvement Program as well as the timely review and evaluation of the state pre-letting project lists.

Principal Accountabilities

1. Reviews and evaluates state pre-letting project lists for the state and local program for funding verification and project readiness.
2. Reviews, evaluates, and provides comments for all draft state and local joint agreements and amendments.
3. Compares project specific data from pre-letting project lists and agreements/amendments to the WPPS, MFT, FPM, and state letting database.
4. Participates in monthly conference calls with the City of Chicago personnel to ensure projects are moving forward in the annual highway program.
5. Monitors appropriation balances in the FOA.

6. Assists with the development of the annual Proposed Highway Improvement Program.
7. Maintains a current and working knowledge of the highway programming and planning process, state and local legislation, and highway fund categories.
8. Maintains communication with various central bureaus on the status of local and state letting agreements and amendments, funding projects, and the development and availability of special funding programs.
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 business, finance, management, accounting, economics, or statistics **PLUS** two years of experience in the practice of highway planning and programming, budgeting, data management, accounting functions, financial planning, managing a fiscally constrained program in compliance with federal and state regulations, or a combination thereof, **OR**
- Eight years of experience in the practice of highway planning and programming, budgeting, data management, accounting functions, financial planning, managing a fiscally constrained program in compliance with federal and state regulations, or a combination thereof

Position Desirables

- Working knowledge of highway program data
- Ability to effectively monitor and analyze data and provide accurate and timely program information
- Experience in managing multiple projects and tasks while meeting deadlines
- Ability to communicate to the supervisor and colleagues in a clear, concise, and accurate manner
- Experience utilizing computer programs that manage large volumes of data
- Excellent skills in Microsoft Word, Access, and Excel

Work Hours: 8:00 AM - 4:40 PM Monday-Friday

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

Work Office: Office of Planning and Programming/Bureau of Programming

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

Job Family: 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