

Job Title: TECHNICAL MANAGER II - EMPLOYMENT SUPPORT SPECIALIST - IPR#45873

Agency : Department of Transportation

Closing Date/Time: 08/09/2022

Salary: \$4,190 - \$7,315 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 an Employment Support Specialist.

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 assistance and coordination of administrative support duties for departmental employment programs and procedures within the Bureau of Personnel Management such as record retention, sick leave advancement, sick leave bank, review of employment documents, correspondence preparation, and work schedule changes.

Departmental employee files: 5,000+
Annual personnel transactions: 19,000+

This position reports to the Employment Transactions Manager. There are no subordinates reporting to this position.

The Bureau of Personnel Management provides personnel services to the department impacting 5,000+ employees statewide. This bureau is specifically responsible for providing departmental employment programs, policy administration, personnel action procedures policy, organizational analysis, and compensation policy. The incumbent functions in an environment that requires all activities are conducted in a personable manner as s/he is viewed as a representative of the bureau while providing support under considerable time constraints. This position must remain aware of all current bargaining unit agreements, personnel policies, and Department of Central Management Services (DCMS) rules to ensure that the appropriate procedures are applied in personnel transaction processing. In addition, this position assists in the employment application process.

Typical problems faced by this position involve keeping abreast of a variety of procedures inherent in bargaining unit contracts, the DCMS Personnel Code, and the Merit Compensation Plan and applying the appropriate procedures for the task at hand. The greatest challenge to this position is to meet the demanding workload required to maintain the department's employment programs.

(Job Responsibilities continued)

The incumbent performs administrative support functions and serves as the point of contact for the bureau providing administrative support. This position coordinates personnel documents, assembles information for each transaction, verifies the information, and maintains accurate personnel files for the department's 5,000+ employees. S/He maintains files for departmental employees which require purging and preparing files of past employees for deposit to the record center. The incumbent answers personnel inquiries and supplies information as appropriate. S/He prepares letters of employment verification, prepares correspondence on behalf of the Secretary's Office, responds to position inquiries, and answers webmail for the bureau. The incumbent processes work schedule changes including flexible schedule requests. This position coordinates the department's Sick Leave Advancement and Sick Leave Bank Programs in accordance with the DCMS Personnel Code and departmental policy. The incumbent contributes to the creation of personnel reports and data management. S/He assists with the creation of job postings.

This position has general latitude to accomplish responsibilities. Matters of a non-routine nature are referred to the supervisor with recommendations for resolution. This position is constrained by all applicable departmental/state/federal guidelines and practices.

Internal contacts include departmental staff at all levels. External contacts are with the DCMS and the general public.

The effectiveness of this position is measured by the accuracy of information collected for personnel files and the incumbent's ability to assist with departmental employment programs.

Principal Accountabilities

1. Provides administrative support functions. Serves as the point of contact providing support as required for the bureau.
2. Maintains employee's personnel files and purges past files according to the policies of the department. Screens visitors as to their authority to access confidential personnel information.
3. Contributes to the creation of personnel reports and data management.
4. Coordinates the department's Sick Leave Advancement and Sick Leave Bank Programs.

5. Processes departmental work schedule changes including flexible schedule requests.
6. Prepares correspondence relating to position vacancies, employment verifications, letters on behalf of the Secretary's Office, and answers webmail on behalf of bureau.
7. Assists with the creation of job postings.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience:
 - Completion of a bachelor's degree majoring in Human Resources or Business Administration, OR
 - Completion of two years of college plus one year of experience working in a human resources environment, OR
 - Five years of experience working in a human resources environment

Position Desirables

- Ability to work on multiple tasks simultaneously
- Strong organizational skills with attention to detail
- Strong oral and written communication skills
- Ability to maintain harmonious relationships with employees, agency officials, and the public
- Ability to handle confidential information

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 Family: Transportation; Clerical and Administrative Support

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