

Job Title: TECHNICAL MANAGER IV - DIVERSITY AND EXTERNAL AFFAIRS MANAGER - IPR#45934

Agency : Department of Transportation

Closing Date/Time: 01/24/2023

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

Job Type: Salaried Full Time

County: Cook

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 Diversity and External Affairs 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 serves as a liaison between the Office of Business and Workforce Diversity (OBWD), Office of Finance and Administration (OFA), and external stakeholders including, but not limited to, state and local legislators, municipal leaders, Disadvantaged Business Enterprises (DBE) and prime contractors, Chamber of Commerce staff, economic development organizational staff, planning association personnel, and community based organizational staff. This position is responsible for ensuring that internal and external stakeholders are kept abreast of DBE goal achievement through reporting, and made aware of certification workshops, compliance efforts, supportive services assistance, community outreach initiatives, and networking. This position represents the department and is charged with helping manage DBE project initiatives, data management, and subsequent reporting.

Ad hoc reports:	15 - 20 annually
Illinois Department of Transportation (IDOT) and Supportive Services Workshops:	25 - 50 annually

This position reports to the Director of OBWD. There are no subordinates reporting to this position.

The environment of this position is unique in that the incumbent provides assistance and performs special assignments for the Director of OBWD regarding the federal DBE Program, Supportive Services, Highway Construction Training Program, and Illinois Works Jobs Program Compliance. To be most effective, the incumbent should be able to personally anticipate and identify impending issues and problems, especially issues involving DBE goal achievement and related subjects. The incumbent initiates reviews and/or studies of issues and presents, often on short notice, written and precise documents and presentations for management staff. This position serves as liaison between the department and various community groups, the legislature, other state agencies, and the public for the DBE Program. The issues the incumbent typically deals with are of a sensitive and confidential nature of which s/he must be continually aware and exercise discretion. It is essential that the incumbent can elicit, understand, and present divergent views. The incumbent receives guidance from the Deputy Director of OBWD on a project basis.

The greatest challenge of this position is to ensure the development of the best possible solutions to DBE goal achievement within the constraints of budgetary and socioeconomic factors. Typical problems encountered include providing timely customer service between the department and legislators, local officials, and various other entities to resolve problems that could delay or halt initiatives.

(Job Responsibilities continued)

The incumbent coordinates DBE goal achievement reporting, certified DBE analytics, external events, and activities between the OBWD and OFA. S/He manages development briefing materials which detail specific problems, information, and possible solutions and recommends alternative courses of action and positions in dealing with such problems. Where issues or problems cross departmental office lines, s/he serves as liaison to ensure proper communication of goals and objectives throughout the process. The incumbent ensures that final presentation of information or solutions to management staff represents all relevant points of view and recommendations are of a consistent pattern with past decisions, and activities are compatible with the overall objectives and plans. The incumbent remains apprised of the IDOT's DBE goal commitment and achievement, in addition to DBE engagement. S/He maintains a database of organizations and develops and maintains relationships with the staff from these organizations and community members. S/He organizes and participates in the promotion of the IDOT's outreach activities, such as annual job fairs and internal/external diversity outreach events. In conjunction with the Bureau of Personnel Management (BPM), the incumbent monitors the need for training in areas which may impact diversity. As a liaison between the department and various external organizations, the incumbent attends and plans events organized by outside organizations/firms as a departmental representative. The incumbent provides monthly progress reports regarding activities to departmental directors and bureau chiefs. S/He prepares ad hoc reports and projects as required and attends meetings concerning the DBE goal achievement. The incumbent develops new strategies in addressing and formulating resolutions to diversification program issues.

The incumbent has general latitude to accomplish accountabilities. The incumbent is required to operate within the established departmental rules and regulations and in accordance with legislative mandates and executive orders. Problems of a unique or unusual nature are referred to the Director of OBWD with solutions for resolution.

Internally, the incumbent maintains close liaison with all OFA and OBWD staff. Regarding outreach efforts, the incumbent may have contact with various other departmental staff at all levels of management. Externally, s/he is in frequent contact with community groups, legislators, and the public regarding OFA/OBWD programs. S/He

meets frequently with various local officials. Frequent statewide and/or out-of-state travel with overnight stays is required.

The effectiveness of this position is measured by the timely production of reports and deliverables; validity, thoroughness, and accuracy of information provided to management staff; and degree of reliance management staff demonstrates in the incumbent.

Principal Accountabilities

1. Keeps abreast of the IDOT's DBE goal achievement and commitment and total certified DBE figures to gather data for the OBWD which may be used in outreach efforts.
2. Maintains a database of organizations and develops and maintains relationships with the staff from these organizations and community members through newsletters, phone calls, and virtual/in person meetings.
3. Develops, coordinates, and plans outreach workshops, events, and networking opportunities for external stakeholders and attends certified DBE and prime contractor meet and greets with district personnel.
4. Participates in the organization and promotion of internal/external diversity recruitment and outreach events.
5. Monitors the need for training in areas which may have DBE underutilization, goal achievement, and emerging policy priorities in conjunction with the BPM and develops training plans.
6. Coordinates information on relevant DBE policy issues to ensure that decisions are consistent with past policies and current goals and objectives of the OBWD.
7. Serves as liaison between the department and various external organizations by attending external district and region visits, workshops, job fairs, community meetings, and networking events.
8. Prepares ad hoc reports and projects as required and attends meetings concerning the DBE goal achievement and DBE utilization.
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, political science, public policy studies, economics, or communications PLUS two years of experience managing outreach or diversity programs, projects, and/or data, or a combination thereof; OR
 - Eight years of experience managing outreach or diversity programs, projects, and/or data, or a combination thereof
- Valid driver's license
- Frequent statewide and/or out-of-state travel with overnight stays

Position Desirables

- Working knowledge of governmental operations or external relations
- Project Management Professional Certification
- Experience working with databases
- Working knowledge of the Microsoft Office Suite

Work Hours: 8:00 am - 4:30 pm Monday-Friday

Work Location: 69 W Washington St Chicago, IL 60602-3134

Office: Office of Business and Workforce Diversity/Executive

Agency Contact: DOT.CONTACTTHR@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