

Job Title: TECHNICAL MANAGER III - SAFETY GRANT ADMINISTRATOR - IPR#46107

Agency : Department of Transportation

Closing Date/Time: 11/22/2022

Salary: \$4,765 - \$ 8,295 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 2

Plan/BU: NR916 - Protech Teamsters

***This position is covered by the Revolving Door Prohibition policy.**

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 Safety Grant Administrators.

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 functions as an administrator of grants for the Bureau of Safety Programs and Engineering (BSPE). The incumbent reviews and processes claims for reimbursement, conducts on-site visits and performs desk monitoring of assigned agencies, conducts budget oversight, interprets and applies a variety of state and federal rules and regulations, and communicates directly with agencies regarding their highway safety grants. This position is accountable for the development, management, and evaluation of local and state agency highway safety projects within the scope of the Illinois Highway Safety Plan (HSP).

Local agency projects:	150 - 200 annually
State agency projects:	12 - 18 annually
Annual highway safety funds managed:	\$18 - 23 million federal per year

This position reports to the Safety Projects Manager. There are no subordinates reporting to this position.

The Illinois Strategic Highway Safety Plan (SHSP) describes areas with data-driven emphasis and multi-discipline safety strategies to reduce traffic related fatalities and serious injuries on all public roadways in the state. Federal and state funds are directed to local and state agencies as grants in an effort to increase highway safety throughout the state. Annually, the National Highway Traffic Safety Administration (NHTSA) requires the department to develop the Illinois HSP which provides for the allocation of federal highway safety funds to local and state agencies in an effort to increase highway safety throughout the state. The HSP is an integral part of the SHSP. Within the scope of these plans, the incumbent manages and monitors grants with local and state agencies encompassing a broad range of highway safety emphasis areas. Programs eligible for federal funds include the priority areas of occupant protection, impaired driving, police traffic services, traffic records, pedestrian, bicycle, and motorcycle safety. The incumbent is knowledgeable in all program areas to manage the diverse range of projects assigned. The incumbent is responsible for maintaining contact with local governmental and state agencies to manage and monitor projects and serving as a subject matter expert in one of the areas of emphasis within highway safety.

Typical challenges faced by this position are to identify significant highway safety problems in local and state agency jurisdictions, identify possible countermeasures, develop projects with local and state agencies to produce the desired results, and overcome public apathy toward highway safety problems. This position plans for, prioritizes, and manages multiple projects and deadlines while ensuring that the diverse range of projects assigned meets established performance measures.

(Job Responsibilities continued)

The incumbent analyzes crash and injury data, previous problem-solving efforts, and the local and state agencies' ability to address highway safety problems. S/He contacts local and state government agencies to encourage the implementation of applicable highway safety projects to reduce the frequency and severity of crashes within local and state agency jurisdictions. The incumbent is responsible for the management and monitoring of assigned highway safety projects implemented by local agencies and select state agencies. S/He manages and assists state and local agencies from inception to final completion of projects. S/He personally meets with state and local officials to assist with the identification of highway crash issues, development of appropriate countermeasures including budgetary and administrative factors, and preparation of highway safety agreements.

The incumbent processes agreements to provide for federal participation in the projects. Upon approval of an agreement, s/he monitors the project to ensure goals and objectives established for the project and the highway safety programs are obtained. The incumbent monitors each phase of a project through on-site visits and computer tracking, reviews monthly data submitted by local and state agencies regarding project activities and analyzes the data to determine the program impact as required to meet federal evaluation guidelines. S/He prepares written reports regarding findings and provides local and state agencies with alternatives for achieving program objectives and the Evaluation Section with individual project results for use in evaluating the overall project. The incumbent reviews and approves claims for reimbursement to ensure all purchases are eligible within federal guidelines. S/He initiates the payment process for eligible expenditures and maintains comprehensive project files to ensure documentation requirements are met. The incumbent may assist with the development of program initiatives and represent the BSPE at local and state press events to promote highway safety issues.

The incumbent works, within the framework of the SHSP and HSP to encourage the development of local and state agency projects. Project assignments of moderate to extensive complexity are received by the Safety Projects Manager and the incumbent completes assignments under general supervision. This position operates

within established BSPE and departmental policies and procedures and those established by the NHTSA and the Federal Highway Administration (FHWA).

(Job Responsibilities continued)

The incumbent maintains communication and collaboration with the other Safety Grant Administrators and the Administrative Support Services Section within the BSPE. The incumbent maintains external contact with the grantees which include traffic safety-related associations, local law enforcement agencies, and state agencies such as the Illinois State Police and Office of the Illinois Secretary of State. This position requires frequent independent statewide travel which may include overnight stays to meet with officials from grantee or potential grantee agencies.

The effectiveness of this position can be measured by the quality and quantity of projects developed and managed including the monitoring of fiscal activity and providing input as a subject matter expert in highway safety program areas. Effectiveness can be further measured by the accuracy of project evaluations and the incumbent's ability to ensure project goals are met.

Principal Accountabilities

1. Analyzes crash and injury data, previous problem-solving efforts, and the local and state agencies' ability to address highway safety problems.
2. Manages and monitors highway safety projects implemented by local agencies and select state agencies to ensure goals and objectives are established and met and data is reviewed monthly.
3. Maintains close contact with local agencies and select state agencies to assist in the development of projects, identification of highway crash problems and development of appropriate countermeasures, preparation of highway safety agreements, and reduction of the frequency and severity of crashes.
4. Reviews and makes recommendations to the Safety Projects Manager regarding approval of highway safety agreements to provide local governments and state agencies with the funding to initiate projects.
5. Manages approved highway safety projects through on-site monitoring, computer tracking, review, and analysis of progress reports, and final evaluation to ensure goals and objectives are met.
6. Provides the Evaluation Section with individual project results for use in evaluating overall projects.
7. Reviews and approves claims for reimbursement, initiates the payment process for eligible expenditures, and maintains comprehensive project files to ensure documentation requirements are met.
8. Assists with the development of program initiatives and represents the BSPE at local and state press events to promote highway safety issues.
9. Recommends goals and objectives to BSPE management for the HSP to provide and coordinate the best utilization of available resources and a programmatic and administrative evaluation of the overall HSP.
10. Serves as a liaison with federal, state, local, and private agencies in developing and executing highway safety project activities.
11. Conducts on-site and desk monitoring of grants to evaluate progress on a monthly/quarterly basis to ensure intended grant and program objectives are being met and are in compliance with federal and state standards and regulations.
12. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
13. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience:
 - Completion of a bachelor's degree majoring in business, public administration, or communication, OR
 - Completion of two years of college plus two years of experience with administering grants, processing grant claims, managing programs, managing projects, or a combination thereof, OR
 - Six years of experience with administering grants, processing grant claims, managing programs, managing projects, or a combination thereof
- Valid driver's license
- Frequent statewide travel which may include overnight stays

Position Desirables

- Ability to communicate clearly and effectively with internal and external stakeholders
- Ability to maintain harmonious relationships with internal and external stakeholders

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

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

Office: Office of Highway Project Implementation/Bureau of Safety Programs and Engineering

Agency Contact: DOT.CONTACTHR@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