

Job Title: SENIOR PUBLIC SERV ADM - DIRECTOR OF THE OFFICE OF BUSINESS & WORKFORCE DIVERSITY - IPR#46445

Agency: Department of Transportation

Closing Date/Time: 03/15/2023

Salary: \$10,833 - \$11,667 Monthly

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: Non-Union/At-Will

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

*******A RESUME IS REQUIRED FOR THIS JOB POSTING*******

Please attach a **DETAILED Resume/Curriculum Vitae (CV)** to the **MY DOCUMENTS** section of your application. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

All applicants who want to be considered for IDOT positions MUST apply electronically through the illinois.jobs2web.com website.

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 Director of the Office of Business and Workforce Diversity.

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

25%

1. As Director of the Office of Business and Workforce Diversity, serves as a policy-formulating administrator for all business diversity needs of the department which has a statewide impact.

- Acts authoritatively on policy-making issues impacting agency management and statewide agency operations.
- Provides problem resolution for issues/problems occurring with diversity and civil rights law compliance.

25%

2. Directs the development and monitoring of departmental projects and programs for compliance with diversity efforts.

- Directs the periodic review of departmental efforts for compliance with tenants of quality and underlying laws, regulations, and policies governing these projects and programs.
- Oversees the development and implementation of directives and strategies for departmental business diversity efforts.
- Recommends revisions to ensure viable and efficient programs.
- Oversees on-site reviews to ensure proper documentation and compliance with applicable rules and regulations regarding small business utilization.
- Directs enforcement of contractor compliance with workforce utilization goals and labor wage laws.
- Travels throughout the state.

20%

3. Directs the development and monitoring of departmental policies and programs to ensure compliance with federal regulations.

- Reviews to ensure compliance with civil rights laws to minimize departmental exposure to forfeiture of federal funds, litigation, or administrative intervention.

(Job Responsibilities continued)

15%

4. Serves as full-line supervisor.

- Assigns and reviews work.
- Approves time off.
- Provides guidance and training to assigned staff.
- Adjusts first level grievances.
- Effectively recommends and imposes discipline up to and including discharge.
- Completes and signs performance evaluations.
- Establishes annual goals and objectives.
- Counsels staff regarding work performance.
- Reassigns staff to meet day-to-day operating needs.
- Establishes annual goals and objectives.
- Determines and recommends staffing needs.

10%

5. Confers with management on all issues relevant to the Office of Business and Workforce Diversity and its effect upon agency activities.

- Prepares position papers and budget justifications.
- Speaks on behalf of the department and the Secretary at meetings, conferences, and other situations.
- Commits the department and the Secretary to specific courses of action relative to business and workforce diversity.
- Prepares monthly reports of reviews and results for submission to the Secretary.

5%

6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Knowledge, Skills, and Abilities

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to completion of four (4) years of college with courses in business or public administration.
2. Requires prior experience equivalent to four (4) years of progressively responsible administrative experience in a public or business organization.

Preferred Qualifications

1. Four (4) years of experience working with agency programs and objectives.
2. Possess strong oral and written communication skills.
3. Four (4) years of experience developing staff utilization and employee motivation.
4. Four (4) years of experience working with agency policies and procedures.
5. Four (4) years of experience developing and managing a major agency program.
6. Four (4) years of experience developing, installing, and evaluating new and revised methods, procedures, and performance standards.
7. Four (4) years of experience exercising judgment and discretion in developing, implementing, and interpreting departmental policies and procedures.
8. Four (4) years of experience developing and maintaining cooperative working relationships.
9. Four (4) years of experience developing agency long range and strategic plans.

Conditions of Employment

1. Valid driver's license.

Position Marketing Statement

The Illinois Department of Transportation (IDOT) is seeking to hire a Director of the Office of Business and Workforce Diversity. The successful candidate will, subject to management approval, serve as Director of the Office of Business and Workforce Diversity for the IDOT. S/He organizes, plans, executes, controls, and evaluates diversity efforts and civil rights law compliance; serves as the Secretary of Transportation's spokesperson regarding diversity programs and civil rights issues; and supervises a professional staff.

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

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

Office: Office of Business and Workforce Diversity

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Administration/Management; Legal and Compliance

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