

Job Title: TECHNICAL MANAGER II - CONTRACT COMPLIANCE SPECIALIST - IPR#46576

Agency : Department of Transportation

Closing Date/Time: 05/30/2023

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 a Contract Compliance 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 responsible for compiling, reviewing, and analyzing data for Federal Aviation Administration (FAA) reports and compliance. The incumbent assists with implementing and monitoring equal employment opportunity (EEO), United States Department of Labor, Disadvantaged Business, Enterprise (DBE), and Women's Business Enterprise (WBE) program provisions that apply to all state supervised airport construction projects statewide.

Number of prime contracts:	70 - 100 annually
Value of contracts:	\$130 - \$150 million annually
DBE and WBE contracts:	140 - 200 annually
Subcontract requests:	300 - 2,000 annually

This position reports to the Equal Employment Opportunity (EEO) Contract Compliance Coordinator. There are no subordinates reporting to this position.

This position operates within an environment of numerous state and federal regulations which dictate the steps a contractor must take to be in compliance with EEO, Department of Labor, DBE, and WBE contracts' special provisions. Failure on the part of a contractor to comply may result in adverse legal and financial consequences for the parties involved. This position is responsible for fostering positive EEO and labor attitudes while ensuring that EEO and Department of Labor program compliance provisions for statewide airport improvement contracts are followed.

Typical problems faced by the incumbent include maintaining a constant knowledge of ever-changing EEO, DBE, and WBE rules and regulations; assisting in the coordination of all related programs; and assembling and analyzing weekly, monthly, quarterly, and semi-annual associated data required by federal mandates. The greatest challenge of this position is to assist in the improvement of existing programs with the objective of maintaining department compliance and eligibility for federal funding under EEO, DBE, and WBE special provisions.

(Job Responsibilities continued)

The incumbent is responsible for assisting the EEO Contract Compliance Coordinator in the implementation and control of a program which monitors all contractors and subcontractors and accumulates data relevant to minority and female program utilization. S/He is also responsible for assisting in the design and control of an information tracking system that reflects usage of minorities and women by specific contractors. The incumbent then advises those contractors if there is evidence of unsatisfactory employment practices and offers functional guidance to contractors and unions. S/He assists in the review of final documentation paperwork to ensure compliance is obtained. The incumbent assists with recommending changes in the content of long range and annual EEO, DBE, and WBE goals and objectives. S/He assists with providing prompt, complete, and objective investigation of all complaints alleging discrimination of contractor and subcontractor compliance and provides an appropriate response to the allegations. The incumbent assists in representing the Division of Aeronautics at professional and public meetings with state, federal, and civic groups in the areas of EEO, DBE, and WBE programs; participates in seminars _with all types of EEO officials to jointly develop improved techniques for implementing policies and programs; assists with the planning and conducting of training programs to make contractors and their supervisors aware of EEO requirements; and works to improve program management within the Division of Aeronautics. S/He performs office, field, and analytical duties as assigned by the EEO Contract Compliance Coordinator.

The incumbent has the latitude to resolve routine compliance problems. Issues of significant non-compliance are forwarded to the EEO Contract Compliance Coordinator. S/He operates under various state and federal regulations and executive orders pertaining to EEO and labor compliance.

While performing the functions of this position the incumbent will have personal contact with various levels of department management, community organizations, contractors, state and federal agencies, and unions. This position requires extensive statewide travel with occasional overnight stays.

The effectiveness of this position is measured by the absence of deficiency citations in departmental and federal inspections and by the Division of Aeronautics' compliance with standards for EEO, DBE, and WBE programs.

Principal Accountabilities

1. Assists with coordinating and monitoring contract special provisions relating to EEO labor compliance and DBE and WBE programs to ensure contractor compliance.
2. Assists contractors in maintaining preassigned minority and female representation and recommends actions to remedy deficiencies.
3. Maintains effective liaison with contractors, state personnel, and public organizations that facilitate equal employment opportunity compliance.
4. Ensures accurate and timely submittal of required reports.

5. Performs office, field, and analytical duties as assigned by the EEO Contract Compliance Coordinator.
6. Ensures optimum compliance with DBE and WBE programs by assisting with coordination and monitoring of these programs. ·
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/ Experience:
 - Completion of a bachelor's degree majoring in business management, construction management, public administration, human resources, or business administration, OR
 - Completion of two years of college plus one year of experience with state and federal EEO regulations, contract compliance, DBE and WBE provisions, or combination thereof, OR
 - Five years of experience with state and federal EEO regulations, contract compliance, DBE and WBE provisions, or a combination thereof
- Valid driver's license
- Extensive statewide travel with occasional overnight stays

Position Desirables

- Ability to maintain harmonious relationships with contractors and various state, federal, and civic groups
- Ability to speak in public and represent the department at public meetings and seminars
- Excellent written and oral communication skills

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

Work Location: 1 Langhorne Bond Dr Springfield, IL 62707-8415

Office: Office of Intermodal Project Implementation/Division of Aeronautics

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Legal, Audit & Compliance; Office & 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