

Job Title: DEPUTY DIRECTOR - SAFETY & RESEARCH (TECHNICAL MANAGER VIII)

Job Requisition ID: 45785

Closing Date/Time: 04/03/2025

Agency: Department of Transportation

Class Title: TECHNICAL MANAGER VIII - PW418

Salary: \$7,035 - \$11,240 Monthly

Job Type: Salaried

Category: Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: Non-Union/At Will

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

Please attach a DETAILED Resume/Curriculum Vitae (CV), a copy of your transcripts or diploma for all degrees earned, and a copy of any applicable professional licensures to the MY DOCUMENTS section of your application. Please note that the Department of Transportation must verify proof of higher education for any degree earned (if applicable) before any offer can be extended. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document in lieu of a Resume or CV.

REQ#45785/REQ#2025-00207

Why Work for Illinois?

Working with the State of Illinois is a testament to the values of compassion, equity, and dedication that define our state. Whether you're helping to improve schools, protect our natural resources, or support families in need, you're part of something bigger—something that touches the lives of every person who calls Illinois home.

No matter what state career you're looking for, we offer jobs that fit your life and your schedule—flexible jobs that provide the gold standard of benefits. Our employees can take advantage of various avenues to advance their careers and realize their dreams. Our top-tier benefits and great retirement packages can help you build a rewarding career and lasting future with the State of Illinois.

Position Overview

This position is accountable for assisting the Director of Intermodal Project Implementation with planning, developing, coordinating, and implementing rail transit safety oversight and planning and researching activities related to transit and rail programs administered within the Office of Intermodal Project Implementation (OIP) in order to promote and improve transit and rail services for the people of Illinois.

Essential Functions

This position reports to the Director of Intermodal Project Implementation. Reporting to this position are the MetroLink Safety Program Manager, Chicago Transit Authority (CTA) Safety Program Manager, Manager of Program Support, and Safety and Research Office Coordinator.

This position works within guidelines set by the Secretary of Transportation to assist the Director of Intermodal Project Implementation with developing and directing programs to meet the provision of safety and research activities related to public transportation, rail services, and light rail safety oversight throughout the state. As a representative of the Director of Intermodal Project Implementation, the incumbent is involved in highly sensitive public and political issues facing the department. This position frequently requires the incumbent to present sensitive or critical issues of interest to the Director of Intermodal Project Implementation and the department including special studies and review and recommendations for solutions. In addition, this position ensures that all

safety oversight, specialized contract initiatives, and planning studies are compliant with state and federal rules, statutes, and regulations.

Typical challenges for this position include the coordination of safety and research activities and reports to ensure a cohesive effort in supporting the administrative needs of the department. One of the greatest challenges of this position is the early identification of emerging issues and the development of internal policies and procedures to respond in a timely and efficient manner. Other challenges to this position are to ensure that all funding assistance is implemented within the stated time frames and federal and state regulations; all relevant federal funds are applied for and that no federal funds lapse; development of equitable and justifiable program funding distribution recommendations to best allocate limited funding resources; conflict resolution with grantees regarding project and funding related issues; correct analysis and recommendations are made to the Director of Intermodal Project Implementation and the department, to ensure appropriate policy initiatives and specific actions to enhance the overall goals of transportation services in the state.

Essential Functions continued

The incumbent is personally involved in the development, analysis, and recommendation of policies regarding safety oversight, research, and planning of intermodal studies. This position is responsible for implementation of federal and state funding assistance programs and specific project requests and studies. The incumbent coordinates departmental programs ensuring their basis is sound, consistent, and equitable. This position promotes efficient administration of state and federal funding for safety oversight and research to meet both short- and long-range goals and objectives. The incumbent analyzes present and proposed safety initiatives for compliance with departmental policies and procedures and federal requirements. This position serves as a representative for the Director of Intermodal Project Implementation in the resolution and in-depth investigation of sensitive programs, departmental objectives, and strategic planning concerns. Responsibilities of this position include identification of significant issues, analysis of potential impact, formulation of alternative strategies for resolution, and presentation of courses of action to resolve safety issues in the interests of OIPI and the department. This position manages new program initiatives throughout their implementation.

The incumbent accomplishes accountabilities through the following staff:

MetroLink Safety Program Manager, who is accountable for overseeing the management and operation of the Safety Oversight Section which is responsible for monitoring and coordinating the rail transit safety programs of the MetroLink rapid transit system in accordance with state and federal guidelines.

CTA Safety Program Manager, who is accountable for overseeing the management and operation of the Safety Oversight Section which is responsible for monitoring and coordinating the rail transit safety programs of the CTA rapid transit system in accordance with state and federal guidelines.

Manager of Program Support, who is accountable directing and interpreting technical and policy analysis of public transportation and multi-modal activities and transportation related to engineering studies.

Safety and Research Office Coordinator, who is accountable for operational functions for the Safety and Research sections including but not limited to, federal spend-downs, trip and travel arrangements, equipment maintenance and procurement, and document filing and retention. The incumbent also acts as Freedom of Information Act (FOIA) officer in accordance with state and federal guidelines.

Essential Functions continued

This position exercises wide latitude in decision-making. However, those decisions which hold major policy significance are referred to the Director of Intermodal Project Implementation. The incumbent is constrained by designated deadlines, state and federal statutes, and departmental policies and procedures.

Internal contacts include the Secretary of Transportation, other department directors and staff of the Offices of Finance and Administration, Planning and Programming, Communications, Chief Counsel, Business and Workforce Diversity, Highways Project Implementation, and Legislative Affairs. External contacts include staff at the Office of the Governor and United States Department of Transportation as well as legislative staff members and the general public. The incumbent represents the Director of Intermodal Project Implementation on committees, conferences, meetings, and other special events. This position requires occasional in-state and out-of-state travel which may include overnight stays. This position also requires 24-hour on-call availability for rail transit emergencies.

The effectiveness of this position is measured by how successfully the incumbent assists the Director of Intermodal Project Implementation in promoting, analyzing, and implementing safety and research initiatives throughout the state while adhering to state and federal requirements.

Principal Accountabilities

1. Provides accurate and comprehensive advice to the Director of Intermodal Project Implementation on safety and transportation improvement studies impacting the department.
2. Coordinates and implements the state safety oversight of rail transit systems in both the Metropolitan Chicago area and the bi-state area in accordance with program requirements including risk-based inspections.
3. Manages and directs staff to meet departmental goals.
4. Oversees the efficient procurement and administration of grant agreements and professional service agreements for program assistance and safety research.
5. Conducts special projects as assigned by the Director of Intermodal Project Implementation and provides timely and effective solutions to problems posing major impacts on departmental operations.
6. Maintains effective liaison with stakeholders of the rail safety program including federal, state, and local partners.
7. Effectively represents the Director of Intermodal Project Implementation and the department as assigned.
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.

Minimum Qualifications

- Completion of a master's degree majoring in business administration, public administration, leadership, accounting, management, project management, marketing, mathematics, or communication plus five years of progressively responsible related managerial experience in rail transit safety oversight, contract or grant administration, monitoring planning studies, transportation operations, or a combination thereof, OR Completion of a bachelor's degree majoring in business administration, public administration, leadership, accounting, management, project management, marketing, mathematics, or communication plus nine years of progressively responsible related managerial experience in rail transit safety oversight, contract or grant administration, monitoring planning studies, transportation operations, or a combination thereof, OR Seventeen years of related experience in rail transit safety oversight, contract or grant administration, monitoring planning studies, transportation operations or a combination thereof.
- Three years of supervisory experience.

Preferred Qualifications

- Ability to lead, direct, and manage staff.
- Experience in managing performance measures and monitoring project task performance.
- Ability to identify, plan, adapt, and adjust priorities.
- Knowledge of transit rail safety and research studies.
- Understanding of implementing various program initiatives.
- Strong oral and written communication skills adaptable for responding to various audiences including executives and legislators.
- Strong organizational skills.
- Ability to visualize, articulate, solve, and communicate solutions to complex problems.
- Ability to plan and adapt as the needs for funding availability change.
- Strong experience with Microsoft Excel or another spreadsheet program..

Conditions of Employment

- The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.
- Valid driver's license.
- 24-hour on-call availability for rail transit emergencies.
- Ability to obtain FTA Transit Safety and Security Program certification within 12 months of hire.
- Occasional in-state and out-of-state travel that may include overnight stays.
- Successful completion of a background screening.
- This position has been found to meet the requirements in section 4A-101 of the Illinois Governmental Ethics Act requiring the occupant/employee to file a Statement of Economic Interest. The Illinois Governmental Ethics Act (5 ILCS 420/4A et seq.) requires certain state officials and employees to file annual Statements of Economic Interest with the Office of the Secretary of State that will be made available for examination and copying by the public. All employees required to file a Statement of Economic Interest are also required to file the Supplemental Statement of Economic Interest with the Executive Ethics Commission. (See Executive Order 15-09) Fines and penalties apply to untimely filings.
- Certain provisions of the revolving door restrictions contained in 5 ILCS 430/5-45 apply to this position. As a result, the employee should be aware that if offered non-State employment during state employment or within one year immediately after ending State employment, the employee shall, prior to accepting any such non-State employment offer, notify the Office of the Executive Inspector General for the Agencies of the Illinois Governor (OEIG) or may be subject to a fine.

About the Agency:

The Illinois Department of Transportation is seeking to hire a Deputy Director of Safety and Research.

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 and hybrid work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (12) 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
- Employee Assistance Program and/or mental health resources

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.

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

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

Office: Office of Intermodal Project Implementation

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Posting Group: Transportation; Leadership & Management; Science, Technology, Engineering & Mathematics

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Seasonal and temporary workers should use a personal e-mail address when applying for jobs.

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