



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: October 23, 2015

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 26, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, November 6, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET IV                      Project Planning and Programming Technician  
                                    Bureau of Local Roads & Streets  
                                    Highways  
                                    Springfield

Attachments  
40482

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, November 6, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



An Equal Opportunity Employer

## Position Summary Sheet

**Classification:** Engineering Technician IV      **Salary Range:** \$4,695 - \$8,775  
**Position Title:** Project Planning and Programming Technician      **Union Position:**  Yes  No  
**Position Number:** PW014-23-50-401-10-02      **IPR#:** 40482

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### Office/Central Bureau/District/Work Address:

Division of Highways/Bureau of Local Roads/2300 S. Dirksen Parkway, Springfield, IL

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### Description Of Duties:

This position is responsible for calculating and disseminating monthly Motor Fuel Tax (MFT) allotments; monitoring federal and non-federal fund allotments; maintaining an accurate annual and multi-year local program; conducting funding and needs analyses; coordinating the County Engineer Salary Program; monitoring municipal population changes for funding allocations; coordinating annual township tax certifications for MFT eligibility; summarizing the local annual "For the Record" data; coordinating the yearly local agency special benefits package; and monitoring the local WMFT system.

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### Special Qualifications:

#### *The following criteria is desired:*

- Knowledge, skill, and experience equivalent to eight years of experience in public or business administration, research, statistics, public finance or accounting activity or any equivalent combination of experience and training.
- Computer experience including, but not limited to, Microsoft Office products with emphasis on Word, Excel, and Access databases, and SharePoint
- Working knowledge of the function and application of public relations in problem areas and the ability to plan, organize and execute administrative or technical program requirements are also desirable

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### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	August 14, 2015	<b>POSITION:</b>	Project Planning and Programming Technician
<b>APPROVED BY:</b>	<u>Thomas Winkelman</u>	<b>OFFICE/DIVISION:</b>	Highways/Bureau of Local Roads and Streets
<b>CODE:</b>	PW014-23-50-401-10-02	<b>REPORTS TO:</b>	Local Planning and Programming Engineer

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**Position Purpose**

This position is responsible for calculating and disseminating monthly Motor Fuel Tax (MFT) allotments; monitoring Federal and non-Federal fund allotments; maintaining an accurate annual and multi-year local program; conducting funding and needs analyses; coordinating the County Engineer Salary Program, monitoring municipal population changes for funding allocations, coordinating annual township tax certifications for MFT eligibility, summarizing the local annual "For The Record" data, coordinating the yearly local agency special benefits package, and monitoring the local WMFT system.

**Dimensions**

Federal Planning:	600 projects annually \$200 million
Motor Fuel Tax:	\$500 million annual program
State Funds:	\$150 million
Local Agencies Involved:	2,850
Federal Projects Involved:	150 Annual Program, 350 multi-year

**Nature and Scope**

This position reports to the Local Planning and Programming Engineer, as do the Urban Programs Manager; Rural, Bridge and Safety Programs Manager; and the Highway Systems Manager. There are no subordinates reporting to this position.

The incumbent operates in an environment characterized by continual liaison with district personnel, local agencies, FHWA, and various State agencies to effect proper coordination of their concerns regarding Motor Fuel Tax (MFT), and Federal and State highway programming. This position is unique in that it requires an in-depth understanding of local, state, and federal procedures, requirements and needs involving local agency highway projects and an ability to promote cooperation among the various agencies involved. The position also requires the ability to formally and informally communicate the basic requirements to others.

Typical problems include resolving discrepancies in the various Federal and State fund account balances and MFT discrepancies as reported by local agencies, and ensuring an accurate and timely publication of local agency annual highway programs and accomplishments. The greatest challenge is to ensure expeditious preparation of the necessary Federal and State programming documents, and MFT monthly allotment receipts in a timely manner.

This position is responsible for the timely and accurate distribution of monthly MFT allotments to local agencies, including updating populations, road district mileage and county vehicle registration fees that are used in the distribution formulation. The incumbent also responds to MFT audit confirmations and requests regarding MFT disbursements, and solicits and reviews certification of township tax levies to determine MFT eligibility.

The incumbent is responsible for maintaining the accuracy of the annual and multi-year programs in the WMFT, WPPS and Illinois Roadway Information systems; and report local agencies annual accomplishment in the For The Record publication. This responsibility requires extensive knowledge of the factors involved in the various fund allotment formulas to ensure that appropriate data changes are incorporated in formulas. The incumbent is responsible for the calculation and dissemination of Federal and State fund allotments to local agencies, updates the current Federal fiscal year allotments in the WMFT system, and addresses any problem with the reports related to Federal and State matching funds. This position is personally responsible for ensuring that changes to local agencies affecting the amount of MFT funds to be received are accurately entered in the computer system and are expediently reported to the State Comptroller and Department of Revenue in order to generate the correct MFT monthly allotments to the local agencies.

The incumbent is also responsible for coordinating the County Engineer Salary Program. This responsibility includes an annual re-ranking of the counties based on formula inputs as well as adjusting the recommended salaries based upon U.S. Bureau of Labor statistics. The incumbent is also responsible for the agreements and transfer of MFT funds for up to 50 percent of the salary for those participating counties. The incumbent is also responsible for the calculation and annual distribution of the local benefits program which includes the Township Bridge Program, County Consolidated Program, Needy Township Program and High Growth Cities Program.

The incumbent receives general guidance from the Local Planning and Programming Unit Chief. This position keeps the Unit Chief advised of potentially controversial problems involving the accomplishment of sensitive projects.

The incumbent has frequent contacts with all bureaus and district offices of the Division of Highways, the Office of Planning and Programming, the Office of Finance and Administration, and the Bureau of Information Processing. The external contacts are the Federal Highway Administration, local agencies and private auditors, the State Comptroller, the State Treasurer, and Department of Revenue.

The effectiveness of this position is measured by the timely processing of the monthly MFT allotment; by the accuracy of the local annual and multi-year programs and reports prepared by the incumbent.

### ***Principal Accountabilities***

1. Calculates and disseminates MFT, Federal and non-Federal fund allotments to local agencies for their use in financing local highway improvements.
2. Maintains an accurate annual and multi-year program in both the WMFT and WPPS systems and reports local agency annual accomplishments in the For the Record publication.
3. Coordinates the County Engineer Salary Program.
4. Calculates and distributes the annual local benefits program which includes the Township Bridge, County Consolidated, Needy Township, and High Growth Cities Programs.
5. Establishes and maintains liaison among the districts, local agencies, FHWA, other state agencies, local planning organizations, and other bureaus within the Department for effective coordination of position responsibilities.
6. Develop criteria for use in determining local highway needs.
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.