



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 26, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 31, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, September 14, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

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

TM V

Distributed Systems Manager
Bureau of Information Processing
Office of Finance and Administration
Springfield

Attachments
41082

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) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, September 14, 2016**, 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.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager V	Salary Range:	\$6,020 - \$10,210
Position Title:	Distributed Systems Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW415 23-40-205-30-01	IPR#:	41082

Office/Central Bureau/District/Work Address:

Office of Finance & Administration/Bureau of Information Processing/2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for the management and supervision of Senior.NET Developers, System Architects, .NET Developers, Internet/Intranet Support Specialists, Administrative Systems Developers, Applications Support System Analysts, XRM/.NET Developers, and Management Systems GIS Support Specialists. This unit is responsible for the administration, investigation, analysis, design, development, maintenance and support of enterprise applications that support the mission and goals of the department.

Special Qualifications:

Required:

- A valid driver's license
- Limited travel to attend meetings and/or training sessions

Desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in Management Information Systems or comparable Computer Science related field with minimum considered of associates degree in a Computer Science curriculum
- Seven years' experience and general understanding of Microsoft development software such as .NET, SQL, Visual Studio and Team Foundation Server, Project Management Training; and experience with Agile software development or equivalent combination of experience and training
- Experience managing Request for Proposals for projects over \$500,000
- Ability to organize and facilitate meetings and automated presentation tools

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	April 7, 2016	POSITION:	Distributed Systems Manager
APPROVED BY:	<u>Dan Wilcox</u>	OFFICE/DIVISION:	Finance & Administration
CODE:	PW415 23-40-205-30-01	REPORTS TO:	Chief Technology Officer

Position Purpose

This position is accountable for the management and supervision of Senior.NET Developers, System Architects, .NET Developers, Internet/Intranet Support Specialists, Administrative Systems Developers, Applications Support System Analysts, XRM/.NET Developers, and Management Systems GIS Support Specialists. This unit is responsible for the administration, investigation, analysis, design, development, maintenance and support of enterprise applications that support the mission and goals of the department.

Dimensions

Subordinate Personnel:	10+/- FTE; 20+/- Consultants
Number of New Development Project:	10 annually
Number of Enterprise Systems:	100+
Annual BIP Action Requests Supported	1500+/-

Nature and Scope

This position reports to the Chief Technology Officer in the Bureau of Information Processing (BIP), and oversees IT staff and consultants working on enterprise application projects, as well as system support and maintenance.

This position directs information systems development projects to provide new or improved enterprise application systems for Divisions and Offices of the Department, enhancing their operations and resulting in improved productivity. This is accomplished with Agile project teams, using a matrix work structure, with staff being assigned development projects through the Project Management Office and this position acts as the functional manager with general management oversight of the assigned staff. The incumbent is responsible for managing a highly skilled professional staff in a discipline that requires constant training to remain current on new technologies. Requests for updates or enhancements to supported systems are made through the Action Request process and this position assigns staff work from those requests. For all work tasks of projects, the incumbent is responsible for the following: investigating and determining the scope of the request; understanding the request objectives; assisting with questions or problems with particular applications or interfaces; recommending time schedules; determining resource requirements; assigning project staff; checking project progress, and ensuring timely completion.

The greatest challenge of this position is ensuring functional staff complete assigned tasks or projects in a timely manner. A typical problem for the incumbent entails identifying and rectifying either a communication or technical problem in an expeditious manner so that action requests or project assignments remains on schedule.

This position is personally responsible for making recommendations to the Chief Technology Officer concerning evaluations, promotions, and meritorious salary increases for subordinate staff. The incumbent also reviews staff's career development requirements and recommends specialized training. In addition, the incumbent personally prepares special reports, research analysis and Requests for Proposal (RFP) for new development or system replacement initiatives.

The incumbent participates on the technical review committee for RFP's and assists in the coordination of selection committee evaluations and overall committee submittal to the Bureau of Business Services. The incumbent assists in writing of contracts for awarded vendors and interacts with DCMS/BCCS Production Control staff with any problems or issues that arise infrastructure services or vendor supported functions. The incumbent works closely with the Project Management Office on assigning available staff to the PMO development projects and ensuring staff performs the tasks which are assigned by the PMO. The incumbent will also personally prepare and conduct formal presentations to departmental managers on an as needed basis. This requires not only a knowledge of the Department's wide range of standard application software available, but also broad knowledge of the enterprise applications supported by the Department of Central Management Services Bureau of Computer and Communications Services (DCMS/BCCS). The incumbent provides information to the Chief Technology Officer concerning budget requests to facilitate hardware and software procurement for new or upgraded enterprise applications.

The incumbent accomplishes accountabilities through the following staff:

Technical Managers

These positions are responsible for coordinating development activities; developing techniques to accomplish and test conversions; independently performing coding, testing and implementation; serving as a project leader in the development or enhancement of an enterprise system; dividing complex assignments into components and assigning components to project team members; monitoring assignments to meet overall project timeframes; coordinating activities with user or other BIP staff.

Programmer/Analysts

These positions are responsible for performing a wide range of highly technical development tasks including the analysis, design, coding, testing and documentation of enterprise applications software.

This position has the latitude to resolve technical and procedural problems as directed by the Section Manager and Bureau Chief. The position is governed by departmental and Division policies, Department of Central Management Services rules, several union agreements, various pay plans and applicable state and federal laws. The incumbent recommends the hiring and disciplining of subordinates and is responsible for the evaluation of these subordinates.

Internal contacts are with all department technology users, primarily Bureau Chiefs, Section Heads and Directors as well as other department staff. External contacts are with DCMS, and various vendors and consultants especially pertaining to enterprise application development and RFP projects.

The effectiveness of this position is measured by the incumbent's ability to oversee the delivery of cost effective results through the development and use of enterprise application systems.

Principal Accountabilities

1. Manages and supervises professional staff responsible for the development administration, investigation, analysis, design, maintenance and support of enterprise application systems.
2. Assigns tasks and monitors progress of work requests received through the Action Requests process. Analyzes and evaluates action request work in-progress for completion by assigned deadlines.
3. Recommends to the Project Management Officer, available staff resources for assignment to project teams and ensures staff meet the requirements of the assigned roles for the PMO.

4. Establishes and maintains liaisons with project sponsors and stakeholders on enterprise projects and systems.
5. Trains, motivates and evaluates subordinate personnel to ensure a well-developed, highly trained, and productive staff.
6. Acts as point of contact and coordinator on BIP RFP's. Works closely with originator of the RFP, Business Services & DCMS to provide guidance and support throughout the entire RFP process.
7. Makes recommendations to management regarding procurements in support of enterprise application development objectives.
8. Performs special assignments as assigned by the section manager or bureau chief.
9. Ensures subordinate compliance with all Department safety rules, practices and procedures.
10. Performs all duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.