



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: September 27, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 29, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, October 13, 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 VI

Agreements Unit Chief
Bureau of Design and Environment
Office of Program Development
Springfield

Attachments
41136

Technical Applications (PM 1080 rev 9/19/16) **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 **Thursday, October 13, 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 VI	Salary Range:	\$6,535 - \$11,020
Position Title:	Agreements Unit Chief	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW416-23-65-309-20-01	IPR#:	41136

Office/Central Bureau/District/Work Address:

Office of Program Development/Bureau of Design and Environment/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for securing agreements with consultant engineering firms for engineering projects, utility companies for utility adjustments, railroad companies for railroad-highway intersection improvements, and local agencies for joint participation agreements; providing internal quality control/quality assurance (QC/QA) of said agreements; and developing and conducting training classes related to the agreement process for both internal and external stakeholders.

Special Qualifications:

Required:

- Valid driver's license.
- Occasional statewide and out-of-state travel

Desired:

- Knowledge, skill and mental development equivalent to a Master's Degree preferably with courses in public administration, business administration or government operations or equivalent in training and experience
- Three years' experience with various engineering related procurement procedures
- Three years of progressively responsible supervisory experience
- Ability to develop and conduct training classes
- Ability to develop and maintain cooperative relationships with departmental staff, engineering consultants and the FHWA
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

***THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	5/20/2016	POSITION:	Agreements Unit Chief
APPROVED BY:	Maureen Addis	OFFICE/DIVISION:	Office of Program Development Bureau of Design and Environment
CODE:	PW416-23-65-309-20-01	REPORTS TO:	Preliminary Engineering Section Chief

Position Purpose

This position is accountable for securing agreements with consultant engineering firms for engineering projects, utility companies for utility adjustments, railroad companies for railroad-highway intersection improvements, and local agencies for joint participation agreements; and, for providing internal quality control/quality assurance (QC/QA) of said agreements. Develops and conducts training classes related to the agreement process for both internal and external stakeholders.

Dimensions

Personnel Supervised:	10 Direct; 6 Indirect
Consultant Agreements Secured:	500/year @ \$85 M
Utility Agreements Secured:	200/year @ \$15 M
Railroad Agreements Secured:	150/year @ \$30 M
Joint Agreements Secured:	225/year @ \$40 M

Nature and Scope

This position reports directly to the Preliminary Engineering Section Chief, as does the Consultant Services Unit Chief and the Electrical & Mechanical Unit Chief. Reporting to this position are the Agreement Managers, Consultant Agreement Administrator, and Project Coordination Engineer.

This position functions within an environment which coordinates the preparation and execution of agreements for transportation improvements statewide. This position is generally responsible for all composition, policy compliance, and securing execution of highway improvement agreements that involve other government agencies or private entities and the Department. More specifically, this position administers the Department's annual preliminary engineering program through the timely processing of all agreements with the consultant engineering industry. In addition, this position administers all aspects of agreements with public and private entities, the railroad industry, and other state and local agencies in connection with the state system. The incumbent ensures all costs are "usual and customary" fees and within Departmental policies and guidelines. This position further advises the district offices and central office bureaus of approval or recommended changes in proposed agreements, and provides internal quality control/quality assurance (QC/QA) of said agreements.

Typical problems encountered in this position include resolving issues concerning appropriateness of compensation; securing executed agreements within established deadlines; and, ensuring proposed agreements comply with established policy and applicable laws. The greatest challenge for this position is dealing with shifting priorities, changing policies and procedures, and processing agreements in a timely manner to meet established schedules, deadlines and commitments. Excellent human relations skills are needed to meet this challenge.

The incumbent is personally responsible for the "flow" of all consultant agreements and utility, railroad and joint agreements on the state system. This involves developing, implementing and maintaining internal procedures as well as monitoring performance, supervising and setting priorities for subordinates in order to ensure timely, accurate and equitable agreements, which inputs on the letting readiness, i.e., accomplishment of the Department's program. This position also ensures that the Department's procedures for recovering monies assessed to consultant engineering firms for design errors are properly administered. In addition, the incumbent is responsible for ensuring that the Department's DBE/WBE requirements for each contract are

communicated to the appropriate staff for monitoring and compliance. The incumbent accomplishes these accountabilities through his/her subordinate staff consisting of:

Project Coordination Engineer with his/her staff of two who prepare and secure agreements with utilities, railroads and local agencies.

Consultant Agreement Administrator with his/her staff of four who monitor, prepare reports, prepare contract obligation documents, etc. for the various agreements and transactions.

Senior Consultant Agreement Managers and Consultant Agreement Managers who prepare, finalize and secure agreements with engineering consultants.

This position operates under the general direction of the Chief of Preliminary Engineering. S/He has wide latitude to initiate actions as deemed appropriate and must refer only controversial matters to the Chief of Preliminary Engineering for resolution.

Internal contacts include staff within the Office of Program Development, district offices, as well as other offices and divisions within the Department. The incumbent is the liaison between the Financial Review & Investigations Section within the Office of Finance & Administration and the Agreements Unit. External contacts include staff from consultant engineering firms, railroads and the Federal Highways Administration. Occasional statewide and out-of-state travel is required.

The effectiveness of this position can be measured by the incumbent's ability to secure quality agreements in a timely manner with the aforementioned entities. The quality of agreements assured is measured by the conformance to road and bridge laws and Departmental policy. Timeliness is further measured by the availability of projects to be advertised for letting and, ultimately, by the accomplishments of the Department's program.

Principal Accountabilities

1. Assigns work and manages work flow of subordinates.
2. Secures executed agreements for specific projects within scheduled time limits.
3. Ensures agreements and supplements meet established standards (QC/QA)
4. Develops sound procedures and comprehensive analyses of all proposals and agreements.
5. Recommends final execution or other disposition of agreements to the Director of the Office of Program Development.
6. Develops and maintains cooperative relationships with Departmental staff, engineering consultants, railroad companies, and the FHWA.
7. Develops and conducts training classes related to the agreement process for both internal and external stakeholders.
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. Performs other duties as assigned.