



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: October 25, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 27, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, November 10, 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 III (2 pos) Senior Resource Analyst
Region 1/District 1/Administrative Services
Highways Project Implementation
Schaumburg

Attachments
41331

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, November 10, 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 III (2 positions)	Salary Range:	\$4,670 - \$8,295
Position Title:	Senior Resource Analyst	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-51-103-10-02	IPR#:	41331

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Administrative Services/201 W. Center Ct., Schaumburg, IL

Description Of Duties:

This position develops procedures to improve analysis and collection of both budgetary and operational data; develops policy papers and special reports for senior staff; oversees specialized audits; and monitors district Court of Claims requests. It develops background analysis for the development of the annual budget request and spending plan including extensive analysis of programmatic issues. The position oversees vehicle usage and fuel consumption for district vehicle fleet.

Special Qualifications:

Required:

- Valid driver's license
- Weekly districtwide travel to team sections

Desired:

- Knowledge, skill, and mental development equivalent to the completion of four years of college, preferably with major courses in business, computer science, accounting, statistics, public finance, or public administration
- Four years' experience in public or business administration, computer science, statistics, public finance or accounting activities or equivalent combination of experience and training
- Working knowledge of Access, mainframe database programs and advanced concepts in Excel (data mining)
- Ability to apply statistical and analytical procedures and techniques in problem solving
- Ability to develop budget issue policy papers
- Ability to handle confidential/sensitive information appropriately

Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45 minute lunch)

This position works a normal shift, except during peak busy periods, when some overtime is necessary to meet deadlines.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	May, 2016	POSITION:	Senior Resource Analyst
APPROVED BY:	<i>Richard Johnson</i>	OFFICE/DIVISION:	OHPI/Region 1/District 1/Bureau of Administrative Services
CODE:	PW413-23-51-103-10-02	REPORTS TO:	Budget Officer

Position Purpose

This position is accountable for conducting studies in the areas of operating budget expenditure, resource allocation and utilization in order to enable district management to better evaluate and improve use of resources.

Dimensions

Operating Budget	\$298 Million
Team Section Audits-Monthly	29
Annual Commodities Audits	1
Quarterly Commodities Audits	3
Research Projects and Analysis	35
Court of Claims Requests	67

Nature and Scope

This position reports to the Budget Officer as does another Senior Resource Analyst, two Budget Resource Analysts and one Budget Resource Technician.

District One has the largest district operating budget, exceeding \$298 Million. This position has the responsibility for developing procedures to improve collection and analysis of budgetary and programmatic information; conducting studies to improve utilization of district resources; and the development of budget issue policy papers. The incumbent must be familiar with the operation of the governmental organizations, technical functions, such as complex spreadsheets, data processing, and accounting. The incumbent must be extremely detail orientated and must be able to work independently.

Typical problems of this position include correctly identifying real causes of various district issues analyzed and defining the steps necessary to implement changes to correct problems and deficiencies. The greatest challenge of this position is to implement specific programs and information systems that improve the district's ability to better evaluate utilization of resources in order to maximize the utilization of these resources in the most effective and efficient manner.

Functions performed by the incumbent include the development of complex spreadsheets, and monitoring various computer applications in place such as the WEX fuel purchasing system, the NAPA tracking system for purchases by team sections, annual commodities inventory, quarterly inventories, and the inspection and processing of Prairie invoices. In addition, the incumbent prepares detailed studies on financial and operational issues, and develops solutions after detailed examination of an assigned task, and prepares special budget issue papers to address specific concerns.

The incumbent has the independence to define various additional areas for study, but also has tasks assigned by the Financial Services Manager. S/he will be exposed to confidential information and is expected to handle this sensitive information appropriately. Matters of a unique nature are referred to the supervisor for resolution. This position is constrained by all applicable departmental regulations.

The incumbent develops and maintains effective contact with personnel from other bureaus. S/He works in conjunction with other bureau staff to analyze problems and develop solutions. Travel to various team sections throughout the district on a weekly basis is required.

The effectiveness of this position is measured by the extent to which the reported results of studies improve the district's ability to better evaluate its resource utilization, operative efficiency, and maximize returns.

Principal Accountabilities

1. Conducts studies and implements recommendations designed to improve the use of district resources.
2. Monitors team sections for usage of parts and other inventory for the NAPA contract.
3. Examines and monitors WEX and CMS invoices for fuel purchases, and monitors consumption of fuel throughout the district.
4. Examines Prairie invoices for major repairs, and monitors expenses for Prairie.
5. Conducts the quarterly and Annual Commodity Audit for the district.
6. Assists the Financial Services Manager and Budget Office with the development of the annual operating budget request.
7. Assists in the fiscal year close-out, and analyzes expenditures for trends.
8. Participates in research studies as directed by Senior Management.
9. Conducts research and prepares issue papers on topics assigned by Senior Management.
10. Monitors and tracks all expenditures submitted by the private the building management company for the Headquarters Facility.
11. Monitors all Court of Claims requests and ensures claims are legitimate.
12. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
13. Performs other duties as assigned.