To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
       Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: March 20, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Tuesday, March 21, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is 4:30 p.m. on Monday, April 3, 2017. 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 the Bureau of Personnel Management at 217/782-5594.

TM IV Contract Compliance Officer
Region 4/District 6/Executive Office of Highways Project Implementation Springfield

Attachments
41541
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 Monday, April 3, 2017, 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.

**Position Summary Sheet**

**Classification:** Technical Manager IV  
**Position Title:** Contract Compliance Officer  
**Salary:** $5,015 - $7,085*  
**Union Position:** □ Yes  □ No  
**Position Number:** PW414-23-56-000-00-01  
**IPR#:** 41541

**Office/Central Bureau/District/Work Address:**  
Office of Highways Project Implementation/District 6/Region 4/Executive/126 E Ash St. Springfield, IL

**Description Of Duties:**

This position is accountable for administering and implementing the Equal Employment Opportunity (EEO), Labor Compliance, and the Disadvantaged Business Enterprise (DBE) Program policies and provisions, including the appropriate utilization of minorities and women in the work force, on all district contracts involving federal funds.

**Special Qualifications:**

**Required:**
- Valid driver’s license
- Districtwide travel which may include extensive same day travel and occasional overnight travel; overtime

**Desired:**
- Four years of college preferably with courses in business or public administration
- Five years’ experience in business or public administration, and three years of construction experience or equivalent training and experience
- Knowledge and experience with EEO/Labor Compliance rules and regulations
- Strong oral and written communication skills and organizational skills
- Ability to plan and direct efforts of employees in the efficient accomplishment of objectives

**Shift/Remarks:**

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

*Individual salary offers are computed based on an applicant’s current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

*THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.
ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION

DATE: September 2016  
POSITION: Contract Compliance Officer

APPROVED BY: Jeffrey South  
OFFICE/DIVISION: Office of Highway Project Implementation/District 6

CODE: PW414-23-56-000-00-01  
REPORTS TO: Region Four Engineer

**Position Purpose**

This position is accountable for administering and implementing the Equal Employment Opportunity (EEO), Labor Compliance, and the Disadvantage Business Enterprise (DBE) Program policies and provisions, including the appropriate utilization of minorities and women in the work force, on all district contracts involving federal funds.

**Dimensions**

Subordinates: 1  
Personnel Advised: 23-30  
Value of Contracts: $50 to $150 Million annually  
DBE/WBE Contracts: 80 – 200 contracts annually  
Subcontract Requests: 300 to 600 annually

**Nature and Scope**

This position reports to the Regional Engineer and is under the day-to-day guidance of the Project Implementation Engineer. Reporting to this position is the Contract Compliance Specialist.

This position fosters positive EEO/Labor and DBE regulations between District 6 other state and federal agencies, contractors’ associates, unions, and civic organizations. Effective performance in this position is complicated by the widespread misunderstanding regarding EEO and Labor Compliance rules and DBE utilization regulations which have caused considerable controversy and frequently places the incumbent in challenging situations. One of the greatest challenges is correcting misinformation regarding EEO/Labor and DBE requirements. The incumbent is accountable for EEO and Labor Compliance for District 6 federally-funded projects which often introduce another party into the negotiation. It ensures contractor compliance with the numerous state/federal laws and regulations governing the EEO/Labor Compliance and DBE programs. Failure on the part of a contractor to comply may result in adverse legal action, loss of Federal Funds, and/or the loss of bidding privileges.

Typical problems faced by the incumbent include maintaining an updated knowledge of the EEO/Labor rules and regulations; analyzing and approving contractors’ and subcontractors’ project work forces to determine the utilization of minorities and females, and to promote utilization within the industry; reviewing EEO and labor rate records to determine completeness of EEO reports; DBE Utilizations plan identification and reviews; prompt payment intervention; DBE contract performance issues/disputes; supportive service referral and workshop/service coordination. The greatest challenge of the position is to maintain departmental compliance and eligibility for federal funding under the EEO/Labor provisions.

The incumbent monitors conformance to existing policies and conducts reviews or studies. S/He provides interpretation and analysis of policies. The issues with which the incumbent typically deals are of a sensitive and confidential nature of which s/he must be continually aware and exercise direction. The incumbent supervises review of contractor’s operations, including payrolls, for compliance deficiencies; conducts periodic EEO on-site inspections; reviews and approves various reports prepared by contractors; participates in
compliance reviews with state and federal Compliance Officers; attends pre-construction pre-bid conferences to explain EEO and Labor Compliance responsibilities to contractors; and investigates and solves complaints, if possible, and provides appropriate responses. S/He is involved in assisting construction firms in Disadvantaged Business Enterprises (DBE) programs and activities and seeks out new firms for eligibility. The incumbent recommends, assists, and monitors progress of the Department and contractors in setting and meeting short range, long range, annual, and contract DBE goals. S/He assists in established DBE percentages necessary to meet the required district goal or which construction projects are to be set aside for DBE contractors. The incumbent is responsible for effective liaison between the district, various supportive services, contractors, and suppliers. S/He participates in training of IDOT personnel and local agencies personnel. Extensive outreach efforts and development of effective workshops will be required in the support of meeting departmental EEO/DBE goals and objectives.

This position accomplishes its responsibilities through the following staff:

**Contract Compliance Specialist** - who is responsible for assisting with the implementation and monitoring of the Equal Employment Opportunity, Labor Compliance, and Disadvantaged/Women Business Enterprises Program provisions that apply to all state supervised construction projects in the District.

The incumbent works within the established guidelines of federal and state regulations pertaining to Equal Employment and Labor Wage requirements and the Surface Transportation Act. S/He has broad latitude when actively applying these regulations. Problems of a unique nature are referred to the supervisor for resolution. This position will require district-wide travel in the accomplishment of goals.

Internal contacts are with various levels of department management. External contacts include working relationships with Regional and Division EEO Administrator of the Federal Highway Administration, the Department of Labor, minority communities and organizations, unions, and local government units. These contacts will require district-wide traveling, which may include extensive same day travel and occasional overnight travel, as well as requiring substantial overtime during construction season.

The effectiveness of this position is measured by the degree of compliance with Equal Employment Opportunity and Labor Compliance programs, applicable federal/state legislation, Executive Orders, and departmental rules and regulations in an effort to avert the possibly of losing federal funds and minimizing the occasion of legal action against the region and regional contracts.

**Principal Accountabilities**

1. Monitors conformance to existing EEO and Labor Compliance policies and conducts reviews or studies. Provides interpretation and analysis of policies which are of a sensitive and confidential nature.

2. Recommends courses of action and programs to the Regional Construction Engineer regarding Labor and EEO compliance provisions.

3. Supervises and/or performs contract EEO/Labor Compliance and Trainee Records Inspection of contractors performing work for the department.

5. Establishes and maintains continuous status of percentages of district goals and ensures it is met. Makes recommendations regarding pre-post award waivers on construction contracts and contractors.

6. Supervises and/or conducts inspections relative to contract compliance reviews and complaints. Ensures compilation of current and accurate EEO statistical data for submittal to state/federal authorities.

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.