



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 31, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 1, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Friday, September 15, 2017**. Applications will not be accepted after that time and date.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM VI

Budget Section Manager
Office of Finance & Administration
Bureau of Budget & Fiscal Management
Springfield
RUTAN EXEMPT POSITION

Attachments
42188

A cover letter, resume and Technical Application [PM1080 rev 6/1/17](#)** **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 **Friday, September 15, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager VI – RUTAN EXEMPT POSITION	Salary:	\$6,535 - \$8,778*
Position Title:	Budget Section Manager	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW416-23-40-101-00-01	IPR#:	42188

Office/Central Bureau/District/Work Address:

Office of Finance & Administration / Bureau of Budget & Fiscal Management /2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for directing the development, justification and administration of the Department's operating budget, including the analysis of manpower needs in all areas of the Department. S/He also coordinates the development, presentation and defense of the Department's capital and grants budgets.

Special Qualifications:

Desired:

- Master's Degree preferably with major courses in accounting, finance or public administration
- Three years of experience in accounting, finance or public administration with emphasis in state budgets
- Proficiency in Microsoft Office Suite, with an emphasis in Excel
- Ability to maintain harmonious relationships with employees and agency officials
- Strong organizational skills and detail-oriented

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.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	April 14, 2016	POSITION:	Budget Section Manager
APPROVED BY:	Joanne Woodworth	OFFICE:	Finance & Administration, Bureau of Budget & Fiscal Mgmt.
CODE:	PW416-23-40-101-00-01	REPORTS TO:	Bureau Chief

Position Purpose

This position is accountable for directing the development, justification and administration of the Department's operating budget, including the analysis of manpower needs in all areas of the Department. The position also coordinates the development, presentation and defense of the Department's capital and grants budget.

Dimensions

Staff	4
Department's Operating Budget	\$2.5+ Billion
Department's Capital Budget	\$15+ Billion
Budget Responsibilities	120

Nature and Scope

This position reports to the Bureau Chief as do the Executive Secretary II and the Fiscal Analysis Section Chief. Reporting to this position are the Budget Administrator, Budget Development Coordinator, Budget Technical Manager and Senior Budget Analyst.

Working within guidelines set by the Governor's Office of Management and Budget (GOMB), the Director, Office of Finance and Administration, and the Secretary of Transportation, the Budget Section exercises internal control and coordination of the budget and manpower needs of the Department. The incumbent works with the Fiscal Analysis Section on all future revenues and expenditures and on monitoring the Department's cash flow to develop a budget consistent with available resources. The incumbent also works with the various offices in the Department in the development and administration of the grants and capital programs.

The greatest challenge to this position is to develop and establish a fundable operating budget and staffing plan that is acceptable to the Secretary and all concerned external parties. Budget development is coordinated with the various budget entities. In the development of the budget, the incumbent presents various alternatives to the Director and the Secretary for accomplishing DOT programs through an efficient allocation of fiscal and manpower resources. Should it become necessary, the incumbent must recommend methods of reducing expenditures in order to operate within the budget.

The incumbent develops the IDOT budget with internal guidance from the Secretary and executive staff and external guidance from GOMB. Throughout the development process, the incumbent negotiates funding with departmental directors and the GOMB. Other duties include helping prepare testimony for the appropriations committees' hearings and reviewing the fiscal impact of proposed legislation. Upon final approval of the Department's budget (appropriation bill), the incumbent establishes reserves, allocates certain appropriations between budget entities, and communicates the overall results to all budget entities. Thereafter, the incumbent monitors the budget on an ongoing basis and proposes adjustments to keep the budget on track throughout the fiscal year. The Budget Section has an extensive set of financial models and computer-generated reports

to develop, track and report on the budget. S/He is responsible for costing out union and state economic proposals and counter-proposals during union negotiations.

The incumbent accomplished accountabilities through the following positions:

Budget Development Coordinator: responsible for coordinating the development and justification of the budget submittal to GOMB and General Assembly.

Budget Administrator: responsible for monitoring the budget throughout the year and overseeing efficient utilization of the appropriation by the budget entities.

Senior Budget Analyst: responsible for all activities necessary to collect, format, analyze and make recommendations for departmental operating budgets.

Budget Technical Manager: responsible for compiling appropriation bill language, establishes appropriation account structure and coordinates with the Comptroller's Office.

The incumbent will have staff responsibility for his/her actions and will act on his/her own initiative to accomplish objectives. Changes to policy and procedures affecting the Department require the approval of the Bureau Chief. The incumbent will be responsible for recommendations involving evaluation, recruitment and promotion of staff. This position is constrained by all departmental regulations.

The incumbent maintains contact with all offices and/or bureaus in the Department relative to their budgetary problems, manpower needs, and/or policy changes. Externally, s/he maintains contact with the GOMB, the Governor's Office, the General Assembly and legislative committees, and other State Agencies such as the Comptroller's Office.

The effectiveness of the position is measured by the incumbent's ability to direct in the development and administration of a workable budget and staffing plan that allows the Department to accomplish the programs set forth.

Principal Accountabilities

1. Develops and justifies the Department's budget to assure adequate resources for accomplishing Departmental programs.
2. Directs the allocation of fiscal and manpower resources throughout the Department in accordance with departmental priorities set by the Secretary.
3. Effectively executes and monitors budgetary and manpower levels.
4. Analyzes future resource availability in order to develop and maintain a workable and realistic operating budget and staffing plan.
5. Maintains effective budgetary and manpower control to ensure that expenditure authorization is not exceeded and is in compliance with program priorities set by the Secretary.
6. Provides timely and meaningful data to top management to enable them to make decisions on staffing and departmental programs.

7. Directs the allocation of the Department's manpower resources to ensure operational efficiency.
8. Trains, motivates, and evaluates subordinate personnel.
9. Completes other duties as assigned.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.