



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: February 6, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 7, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, February 22, 2018**. Applications 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.

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

TM IV

Intercity Highways Program Specialist
Office of Planning & Programming
Bureau of Programming
Springfield

Attachments
42527

Technical Applications [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 **Thursday, February 22, 2018**, 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 IV	Salary:	\$5,015- \$7,085*
Position Title:	Intercity Highways Program Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-10-401-20-02	IPR#:	42527

Office/Central Bureau/District/Work Address:

Office of Planning & Programming/Bureau of Programming/2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for assisting in the development and review of the downstate intercity highways program portion of the Department's Proposed Highway Improvement Program (Multi-Year Program or MYP); ensuring the accuracy and completeness of the intercity project information in the Windows Program Planning System (WPPS); programming and monitoring special federal funds allocated to the Department for use on specific downstate highway projects; and updating the Programming Guidelines as necessary.

Special Qualifications:

Desired:

- Completion of four years of college preferably with major courses in engineering, business, accounting, public finance, or public administration
- Five years of experience in an engineering-related field, public finance, or accounting
- Strong oral and written communication skills
- Strong computer skills
- Knowledge of the program planning process

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:	November 16, 2017	POSITION:	Intercity Highways Program Specialist
APPROVED BY:	Tracinda Sisk	OFFICE:	Planning and Programming/ Bureau of Programming
CODE:	PW414-23-10-401-20-02	REPORTS TO:	Intercity Highways Program Manager

Position Purpose

This position is accountable for assisting in the development and review of the downstate intercity highways program portion of the Department's Proposed Highway Improvement Program (Multi-Year Program or MYP), for ensuring the accuracy and completeness of the intercity project information in the Windows Program Planning System (WPPS), for programming and monitoring special federal funds allocated to the Department for use on specific downstate highway projects, and for updating the Programming Guidelines as necessary.

Dimensions

Multi-year project on file:	7,045
Highway program size:	\$1.8 Billion

Nature and Scope

This position reports to the Intercity Highways Program Manager. There are no subordinates reporting to this position.

Under the supervision of the Intercity Highways Program Manager, this position is part of a professional and technical staff charged with development, preparation, publication and monitoring of the Intercity Highways element of the Department's Proposed Highway Improvement Program (Multi-Year Program or MYP) for Districts 2-9. This position provides technical assistance in the review and resolution of problems of project candidates submitted by the districts. In addition, the incumbent provides technical support in the identification of intercity highway problems and alternative solutions and recommendations for specific projects.

One of the greatest challenges of this position is to develop the expertise needed for analysis of highway needs and priorities for developing the MYP. Major responsibilities of the position are evaluation of candidate project submittals by Districts 2-9 to determine if project criteria outlined in the Programming Guidelines are met and responding to inquiries as to the status of intercity highway projects in the MYP. Typical problems include developing funding schedules for the MYP that take into account contract plan availability by the districts, completion of commitments by the Department, and funding limitations. This requires knowledge and experience of highway scheduling, knowledge of the pavement management system, the Windows Program Planning System (WPPS), traffic, capacity and location studies and other preconstruction activities as related to highway construction projects.

This position evaluates candidate project submittals from Districts 2-9 against the Programming Guidelines and criteria. S/He reviews and assists in resolution of problems with project candidates submitted by the districts for various program categories. The incumbent provides technical assistance in the preparation of special studies to satisfy federal and legislative requests. This position produces briefing reports, summaries, and responds to correspondence pertaining to funding, project scope, cost, funding, participation of state/local governments, project scheduling and any known issues. This position updates and maintains the Programming Guidelines to ensure the

most recent and accurate information is included. S/He maintains and updates the bureau's record retention schedule requirements.

In performing the functions of this position, the incumbent works closely with technical staff throughout the Bureau of Programming.

Subject to general management guidance and specific information requests, the incumbent has wide latitude in accomplishing responsibilities and developing problem solving techniques. Problems which will be brought to the attention of the Intercity Highways Program Manager include candidate projects not meeting programming criteria, and inquiries beyond the technical feasibility of projects in the MYP. S/He is constrained by applicable departmental policies, state and federal guidelines and laws.

The incumbent has frequent contact with the section chiefs and technical staff of the Bureaus of Programming, Planning, Design and Environment, and Local Roads & Streets as well as the district Programming Engineers and Program Development Engineers.

The effectiveness of this position is measured by the incumbent's ability to identify, evaluate and monitor candidate projects in an accurate, concise and complete manner, taking into account programming guidelines and criteria. It is also measured by the timeliness and completeness of oral and written reports and letters.

Principal Accountabilities

1. Evaluates candidate project submittals from Districts 2-9 against the Programming Guidelines and criteria.
2. Reviews and assists in resolution of problems with project candidates submitted by the districts for various program categories.
3. Provides technical assistance in the preparation of special studies to satisfy federal and legislative requests.
4. Updates, revises and monitors the Programming Guidelines to ensure the information is up to date and accurate.
5. Prepares detailed status reports for projects in the Proposed Highway Improvement Program (Multi-Year Program or MYP), as well as for projects not funded in the MYP timeframe.
6. Performs other duties as required or assigned.
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.