



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 26, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Tuesday, January 30, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, February 13, 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 II

Employment Screening Services Assistant
Bureau of Personnel Management
Office of Finance and Administration
Springfield

Attachments
42570

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 **Tuesday, February 13, 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 II	Salary:	\$4,105 - \$5,710*
Position Title:	Employment Screening Services Assistant	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW412-23-40-307-20-01	IPR#:	42570

Office/Central Bureau/District/Work Address:

Office of Finance and Administration / Bureau of Personnel Management / 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for providing support services for the departmental Employment Screening Program which includes drug and alcohol testing, employment verifications for DOT-regulated employees, and post-offer pre-employment physicals.

Special Qualifications:

Desired:

- Completion of four years of college preferably with courses in business, statistics, or public administration.
- Two years of experience in an administrative/assistant role working with medical providers and/or in confidential setting
- Working knowledge of medical terminology and/or medical field experience
- Knowledge of and experience working with federal drug and alcohol testing program rules/regulations (49 CFR Part 40) and/or Drug Free Workplace programs
- Ability to research, format, compose and present studies, reports and recommendations
- Proficient Microsoft Office Suite computer skills
- Strong analytical, oral and written communication skills

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:	August 3, 2015	POSITION:	Employment Screening Services Assistant
APPROVED BY:	<u>Devra Muench</u>	OFFICE:	Finance & Administration/Bureau of Personnel Management
CODE:	PW412-23-40-307-20-01	REPORTS TO:	Employment Screening Services Program Manager

Position Purpose

This position is accountable for providing support services for the Departmental Employment Screening Program which includes drug and alcohol testing, employment verifications for DOT-regulated employees, and post-offer pre-employment physicals.

Dimensions

Annual Drug & Alcohol Tests	3,600
Annual Pre-Employment Physicals	1,500
Annual Employment Verifications	350
Public Record Verifications	1,500

Nature and Scope

This position reports to the Employment Screening Services Program Manager as do the Drug and Alcohol Program Advisor, Employment Screening Services Specialist, an Office Coordinator and an Office Occupations Trainee.

The bureau within which this position operates provides a variety of departmental personnel services impacting employees statewide. The unit employs employment screening processes in order to create a safe workplace, ensure appropriate risk management, and to ensure that departmental employees are physically qualified to perform the jobs for which they are hired. The Employment Screening Services Unit oversees medical pre-employment testing, employment verifications for DOT-regulated employees, and the development and implementation of drug/alcohol testing and prevention programs within a complex and legally sensitive service environment. This position provides administrative support for these services to central offices/divisions as well as decentralized districts. The incumbent also participates in the coordination of any training classes conducted by the unit and assists with developing training materials. This position arranges travel and lodging accommodations for Unit staff and assists in the completion of related travel forms. S/He also reviews all vendor billing invoices for accuracy and approval/submission for payment.

Major challenges faced include providing management with timely information regarding problem issues so that appropriate decisions can be made. Typical problems involve obtaining the cooperation and participation of departmental administrative staff to resolve any outstanding issues.

This position is responsible for assisting the Employment Screening Services Manager/DER in processing confidential information regarding Substance Abuse Program management including medical examinations. The incumbent provides initial compilation and review of all pre-employments/post-offer physical examinations and drug/alcohol testing received from medical providers across the state. Compilations are provided to the supervisor for final review. S/He prepares correspondence for approved pre-employment/post-offer, post-accident, reasonable suspicious test results, as well as correspondence for medical holds and medical denials. The incumbent provides a copy of signed approval memorandum/letter on pre-employment, drug and alcohol

results, medical holds, medical denials, post-accident test results, and reasonable suspicion test results to the districts. This position contacts district personnel for any missing documentation or problem with applicants. S/He files completed pre-offer employment/post-offer physicals examination and *Drug and Alcohol Chain of Custody* forms separately. The incumbent advises the supervisor of any issues regarding departmental medical providers as well as any information received from the Medical Review Officer (MROs), Medical Examiner (ME) or vendors. S/He contacts vendors for testing results and for results not posted on the vendor's website. The incumbent enters data for maintenance of spreadsheets; assists with the Management Information System (MIS), Drug and Alcohol results. S/He assists with maintaining updates for drug and alcohol collection sites provided by vendor. This position assists in obtaining/distributing employment verifications to previous employers regarding previous drug/alcohol testing results per USDOT regulations. S/He assists in the maintenance of statewide contact information for all testing facilities, including contact information for IDOT's MROs, Medical Examiners, and district contact staff. The incumbent also conducts research as needed.

Internal contacts include bureau staff as well as other department-wide administrative staff. External contacts include MROs, MEs, vendors and the general public.

This position has latitude to accomplish daily responsibilities. S/He is constrained by all applicable departmental/state/federal rules and regulations. Matters of a unique nature are referred to the supervisor with recommendations for resolution.

The effectiveness of this position is measured by the timely and accurate compilation of information so that appropriate decisions can be made and documentation provided to support these decisions.

Principal Accountabilities

1. Assists in processing confidential information regarding the department's Employment Screening Services Program; provides initial compilation and review information received from medical providers; and provides compilations to the supervisor for final review.
2. Prepares correspondence for approved pre-employment/post-offer, post-accident, reasonable suspicion test results, as well as correspondence for medical holds and medical denials. Provides copy of documentation to the districts. Contacts district personnel for any missing documentation or problem with applicants.
3. Advises supervisor of issues regarding departmental medical providers as well as any information received from the MROs, MEs or vendors. Contacts vendors for testing results and for results not posted on the vendor's website.
4. Enters data for maintenance of spreadsheets; assists with the MIS, Drug and Alcohol results.
5. Assists in obtaining/distributing employment verifications to previous employers regarding previous drug/alcohol testing results per USDOT regulations.
6. Assists in the maintenance of statewide contact information for testing facilities for IDOT's MROs, MEs, and district contact staff.
7. Performs other duties as assigned. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.