



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 16, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 18, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, May 1, 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 III

Compliance Project Manager
Bureau of Transit Operations
Office of Intermodal Project Implementation
Chicago

Attachments
42724

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, May 1, 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 III	Salary:	\$4,670 - \$6,483*
Position Title:	Compliance Project Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-80-602-00-02	IPR#:	42724

Office/Central Bureau/District/Work Address:

Office of Intermodal Project Implementation/Bureau of Transit Operations/69 West Washington St., Suite 2100, Chicago IL

Description Of Duties:

This position is accountable for effectively providing technical assistance and training to ensure compliance with federal and state program requirements for state and federal transit operation funding programs. S/he will also identify and address state and federal program compliance deficiencies within the Operations Bureau.

Special Qualifications:

Required:

- Valid driver's license
- Occasional statewide travel which may include overnight stays

Desired:

- Completion of four years of college preferably with courses in business/public administration, accounting, public finance or law
- Four years of work experience in project management, operations, administration or compliance of transportation grants
- Experience with MS Word, MS Excel, and database programs
- Technical writing skills and excellent oral communication skills
- Detail-oriented with strong organizational skills preferred
- Ability to adhere to schedules and deadlines
- Familiarity with federal transportation grants

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 PM 1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	2/6/18	POSITION:	Compliance Project Manager
APPROVED BY:	Carrie Cooper	OFFICE/DIVISION:	Office of Intermodal Project Implementation
CODE:	PW413-23-80-602-00-02	REPORTS TO:	Section Chief, Transit Operating-Northern Illinois

Position Purpose

This position is accountable for effectively providing technical assistance and training to ensure compliance with federal and state program requirements for state and federal transit operating funding programs. S/he will also identify and address state and federal program compliance deficiencies within the Operations Bureau.

Dimensions

Annual Active Contracts	100-150 projects
Annual Compliance Reviews	50-75 projects

Nature and Scope

This position reports to the Section Chief Transit Operating—Northern Illinois. This position has no subordinates.

This position is accountable for researching, reviewing and interpreting changes to regulatory requirements to ensure compliance with all state and federal public and specialized transportation operating assistance programs administered by the Transit group and managing, coordinating and completing various rural grantee program compliance activities, including internal and external audits and reviews required to meet federal and state program requirements.

This position performs and coordinates, with the Transit Program Compliance Section, federal and state Transit Operating internal compliance reviews and desk and site reviews for grantees. Therefore, one of the major challenges for the incumbent is reviewing Transit Operations' policies, procedures and documentation ensuring all state and federal program guidelines and compliance requirements are adhered to, and working with the Transit Program Compliance Unit to implement changes to Transit policy. Typical problems faced by the incumbent include providing instruction and technical assistance to various eligible grant recipients that may include counties, cities, mass transit districts and operators regarding state/federal compliance requirements. An additional challenge for the incumbent will be assisting with the maintenance and/or updating of an internal Grant Management Procedures Manual, State Management Plan, biennial Element Review, and all other required reporting forms for federal and state operating assistance programs.

The incumbent is personally accountable for day-to-day activities as they relate to state and federal compliance of the Transit Operating assistance grant programs including random audits of the central project files for compliance. S/He assists with the reviews and updates the Transit program procedures to ensure proper implementation of current state/federal requirements and guidelines for Transit Operating programs. Other responsibilities include on-site inspection of grantee's facilities, equipment and operations. The incumbent may be called upon to execute special high priority projects as assigned by the Section Chief.

The incumbent works directly with the Section Chief to perform his/her duties and is constrained by departmental policies and procedures, the Federal Transit Administration's program regulations, manuals and circulars. Problems outside the scope of the procedures are discussed with the Section Chief, Bureau Chief and Deputy Director to determine a recommended course of action.

Within the department, the incumbent maintains contact with various OIPI staff, providing operating compliance information to the Transit Program Compliance Unit, representatives from the Offices of Planning and Programming, Finance and Administration, Business and Workforce Diversity, Internal Audit, Chief Counsel, and Communications, and others. Externally, the incumbent has contact with local public/private transportation agencies, local/state officials, the public, consultants, internal and external auditors, and representatives of the Federal Transit Administration (FTA) for the purpose of accomplishing all assigned responsibilities. These tasks often require the incumbent to travel within the state to perform annual onsite reviews and make presentations to transit officials and providers. Some overnight travel and training is required.

The effectiveness of this position will be measured by the incumbent's ability to ensure all state and federal transit operating regulatory compliance requirements have been met.

Principal Accountabilities

1. Reviews, interprets and maintains knowledge of regulatory compliance requirements for revisions and changes to federal and state operating assistance programs
2. Assists and provides updates for the Section 5310-5311 State Management Plan for all rural federal and state operating assistance grant programs to the Transit Program Compliance Section
3. Conducts biennial desk reviews and onsite reviews for all rural federal and state operating assistance grant program recipients coordinated with Operating staff and Transit Program Compliance Section
4. Reviews pre-bid, pre-award concurrence requests and third party contractual agreements for compliance with federal/state program guidelines
5. Makes recommendations to the Transit Program Compliance Section for grant administration improvements.
6. Assists the Transit Program Compliance Section with developing and providing training on various program compliance requirements for both internal staff and grant participants.
7. Performs random internal audits of Transit Operating grant (electronic and hardcopy) files to ensure compliance with program procedures, prepares deficiency reports, assists in gathering missing documents and data from Transit Operating staff and grantees.
8. Assists the Transit Program Compliance Section in the coordination and communication with Operating Grant Project Managers for internal and external Transit operating program audits and compliance reviews.
9. Participates and coordinates special projects in cooperation with Transit Operating staff and the Transit Program Compliance Section.

10. Assists Transit Operating Grant staff and the Transit Program Compliance Section in the maintenance of thorough and accurate grant and program records, data entry, data management and records retention in accordance with departmental policy and procedures.
11. Represents the Operations Bureau to the Transit Program Compliance Section regarding forms and records retention.
12. Participates and contributes to the annual review and revisions of the internal transit operating procedures manuals.
13. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
14. Performs other duties as assigned.