



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: June 12, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement June 14, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, June 27, 2018**. Applications will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. 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 VI

Certification Section Manager
Bureau of Small Business Enterprises
Office of Business & Workforce Diversity
Springfield

Attachments
42797

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 **Wednesday, June 27, 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: Applications will be accepted from qualified permanent DOT employees only. 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 VI	Salary Range:	\$6,535 - \$11,020
Position Title:	Certification Section Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW416-23-45-102-00-01	IPR#:	42797

Office/Central Bureau/District/Work Address:

Office of Business & Workforce Diversity / Bureau of Small Business Enterprises / 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for overseeing management of the application process for business enterprises seeking participation in the department's program for small business utilization, including the federally mandated highway construction program for Disadvantaged Business Enterprises (DBE), the Illinois Unified Certification Program (IL UCP) and similar programs aimed at assisting small businesses.

Special Qualifications:

Required:

- Valid driver's license
- Frequent travel which may require overnight stays

Desired:

- Completion of a master's degree with major courses in business, management or public administration
- Three years' management experience working in public or business administration
- Working knowledge of small business utilization programs and applicable federal regulations
- Ability to plan, organize and execute administrative program requirements; plan and direct the efforts of employees; and coordinate operational and policy aspects of a major administrative program
- Ability to maintain harmonious working relationships with employees, agency officials and firms doing business with the department
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**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:	January 10, 2018	POSITION:	Certification Section Manager
APPROVED BY:	Debra Clark	OFFICE/DIVISION:	Business & Workforce Diversity / Bureau of Small Business Enterprises
CODE:	PW416-23-45-102-00-01	REPORTS TO:	Bureau Chief of Small Business Enterprises

Position Purpose

This position is responsible for overseeing management of the application process for business enterprises seeking participation in the department's program for small business utilization, including: the federally mandated highway construction programs for Disadvantaged Business Enterprises (DBE); the Illinois Unified Certification Program (IL UCP); and similar programs aimed at assisting small businesses. The administration of the certification application process requires the section manager to regularly interface with IL UCP participating agencies and other administrative personnel on an intra- and inter-agency basis. This position also provides training and conducts workshops on the DBE program regulations. This position responds to requests for information related to DBE certification.

Dimensions

Subordinate Personnel:	3 direct (2 Technical – 1 Code) 5 Indirect (All Technical)
Number of DBE Firms Reviewed for Certification:	600
Annual Goal of Construction Participation:	\$280 million
Annual Goal of Consultant Contracts:	\$65 million
Number of Annual On-Site Inspections:	300

Nature and Scope

This position reports to the Bureau Chief of the Bureau of Small Business Enterprises. Reporting to this position includes the Office Coordinator, Northern Certification Manager, Southern Certification Manager, and the Data Management Specialist.

As a result of the Surface Transportation Act of 1982, and subsequent reauthorizing regulations, requirements were established regarding components of a DBE. This and other federal and state legislation requires the department to implement various United States Department of Transportation (USDOT) and state provisions supporting the fullest participation by small, socially and economically disadvantaged firms in projects let by the department where federal and state funds are utilized. This position is responsible for administering all phases of the certification process to ensure that all new and recertification applicants initially meet and subsequently continue to meet, the minimum federal requirements of the program. It is the responsibility of this position to administer and supervise the examination and analysis of all applications submitted to the department for participation in the program. Decisions concerning recommendation of the certification status of applicant firms are based on relevant laws and regulations while still affording maximum opportunity for participation by potential DBEs in federal and state contracts.

Major problems facing the incumbent include processing cases in a timely manner, ensuring that the IL UCP DBE Directory information is accurate and timely, managing the approval of on-site inspections of new applicants and random on-site monitoring of certified firms, approving all audits for accuracy and correctness, representing the Illinois Department of Transportation (IDOT) at DBE appeal hearings, functioning as the secretary of the Administrative Review Panel (ARP), ensuring that the ARP meeting minutes and action reports are timely and accurate, and presenting cases to the ARP with appropriate recommendations. S/He manages all personnel responsibilities of the section. The major challenge for the incumbent is ensuring that adequate, timely evaluations of DBE applications are conducted to make a fair and objective analysis of a firm's eligibility. This task will be accomplished in such a manner to ensure that the application will be processed in an objective and expeditious manner, regardless of each applicant's ability to meet or maintain minimal federal requirements.

The incumbent establishes an annual plan of work for the section and is personally responsible to ensure its implementation. The incumbent is accountable for administering the internal analysis and examination of each application in the unit to determine if the federal eligibility requirements are being met. S/He is responsible for managing the qualitative review of each phase of certification process for each application. The incumbent is accountable for coordinating the certification process on an intra- and inter-agency basis by interfacing with IL UCP partner agencies, other federal, state and municipal agencies, minority and non-minority construction associations and other department modes. This position articulates certification policy and procedures with DBE applicants, other department modes and other government agencies. This position balances the application caseload between each unit to ensure applications are processed according to established procedures. The incumbent supervises all clerical and data entry tasks for the section's caseload and ensures the maintenance of an accurate and updated file system for all DBE applications.

The incumbent accomplishes accountabilities through the following staff:

Office Coordinator, who performs a wide variety of difficult and complex technical secretarial and office support functions. Serves as secretary to the section manager. Maintains the certification database from which reports are created for distribution, and maintains certification files.

Northern Certification Manager, who is accountable for managing the application process for all DBE in the Certification Section for the northern region. Only firms that are certified may participate in the federally mandated IL UCP. This position also responds to requests for information on the department's DBE program accomplishments.

Southern Certification Manager, who is accountable for managing the application process for all DBE in the Certification Section for the southern region. Only firms that are certified may participate in the federally mandated IL UCP. This position also responds to requests for information on the department's DBE program accomplishments.

Data Management Specialist, who is accountable for data management functions related to DBE certification reporting requirements.

The incumbent is given considerable latitude in accomplishing responsibilities, but is constrained by department regulations and policies. S/He is personally accountable for resolving sensitive certification concerns of an applicant prior to presenting an audit recommendation to the ARP. The incumbent has the authority to recommend staffing needs and disciplinary actions for subordinates. S/He performs, reviews, and approves performance evaluations for all subordinate staff. This position recommends the purchasing of equipment and supplies for the section.

The incumbent has internal contact with representatives of all levels of management from all offices and divisions in accomplishing his/her responsibilities. The incumbent must maintain a high level of confidentiality in accomplishing his/her responsibilities. External contacts include, but are not limited to IDOT contractors and subcontractors regarding DBE program eligibility, the IL UCP partner agencies, USDOT and other federal and state authorities concerned with DBE program eligibility requirements and activities, and various special interest groups. The incumbent is a spokesperson and representative for the department and bureau on various committees, task groups, and at public meetings. This position requires overnight travel to perform job duties and responsibilities.

The effectiveness of this position is demonstrated by the overall comprehensiveness and efficiency of the certification application process by ensuring the timely, objective, and accurate disposition of all new and recertification applications. The incumbent's effectiveness is determined by the ability to provide both timely and defensible recommendations on each applicant's status to the ARP. The ability to provide for effective coordination with other certifying agencies is essential so proper referrals of firms and follow up is maintained.

Principal Accountabilities

1. Manages Certification Section staff so that each DBE application is evaluated in an objective and timely manner, thus ensuring eligibility is determined on individual merit. Establishes and implements the section's annual work plan to determine program effectiveness.
2. Interfaces with and coordinates the certification process with: USDOT, IL UCP partner agencies, other state departments of transportation (DOTs), IDOT modes and divisions and other Illinois government agencies: Illinois Commerce Commission, Secretary of State, Central Management Services and the Capital Development Board.
3. Functions as the secretary of the ARP and makes oral presentations on each request for review for packet. Administers the preparations of accurate and timely ARP meeting minutes.
4. Represents the department at DBE appeal hearings following a firm's appeal of a Notice of Proposed Removal.
5. Provides for professional development of subordinate staff to maintain a high level of work performance, administers and recommends training for new employees, ensures compliance with department policies for all section personnel.
6. Recommends section staffing needs, disciplinary actions, and salary adjustments for all personnel. Performs, reviews, and approves performance evaluations for all subordinates.
7. Makes public presentations on certification eligibility standards and articulates certification procedures with federal and state agencies and contractor associations.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.