



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Becky Koehler  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: June 5, 2018

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

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, June 20, 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.

TA IV

Central Office FOIA Officer  
Bureau of Downstate Legal Services  
Office of Chief Counsel  
Springfield

Attachments  
42864

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Wednesday, June 20, 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

<b>Classification:</b>	<b>Technical Advisor IV</b>	<b>Salary:</b>	<b>\$4,695 - \$6,698*</b>
<b>Position Title:</b>	<b>Central Office FOIA Officer</b>	<b>Union Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Position Number:</b>	<b>PW954-23-30-203-00-01</b>	<b>IPR#:</b>	<b>42864</b>

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#### Office/Central Bureau/District/Work Address:

Office of Chief Counsel / Bureau of Downstate Legal Services / 2300 S. Dirksen Parkway, Springfield, IL

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#### Description Of Duties:

This position is responsible for receiving Freedom of Information Act (FOIA) requests and inquiries, and coordinating, reviewing, and redacting (if necessary) and distributing departmental responses.

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#### Special Qualifications:

##### Desired:

- Master's degree preferably with courses in business or public administration
- Four years of experience in responsible business management, public administration or information management
- Ability to prioritize workload and complete assignments within time constraints
- Ability to catalog and coordinate multiple requests from various departments, bureaus, agencies and the general public
- Ability to develop and maintain effective working relationships with co-workers, the general public and other state agencies
- Strong oral and written communication skills to effectively convey departmental policies, FOIA legislation, and compile correspondence or reports
- Ability to process confidential and sensitive materials
- Prior experience as FOIA Officer for state or federal agency

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#### 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**

<b>DATE:</b>	May 30, 2018	<b>POSITION:</b>	Central Office FOIA Officer
<b>APPROVED BY:</b>	Phil Kaufmann	<b>OFFICE:</b>	Chief Counsel/Downstate Legal Services
<b>CODE:</b>	PW954-23-30-203-00-01	<b>REPORTS TO:</b>	Senior Assistant Chief Counsel -- Ethics

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***Position Purpose***

This position is responsible for receiving Freedom of Information Act (FOIA) requests and inquiries, and coordinating, reviewing, and redacting (if necessary) and distributing departmental responses.

***Dimensions***

Freedom of Information Act	50 – 100
Legislation	15 – 30
Access Counselor Decisions	25 – 50

***Nature and Scope***

This position reports to the Senior Assistant Chief Counsel – Ethics. The incumbent provides guidance and direction to designated district office FOIA coordinators.

This position functions in an environment where accurate, thorough and timely management and coordination of correspondence, communication, and information is provided by the incumbent to comply with the time sensitive demands of the FOIA while considering and accommodating, as possible, the multi-faceted operations of the department.

Typical problems facing the incumbent are requests for information that may be initially unclear and require communication with the requestor to clarify and identify the records sought, handling requests that may be maintained in hard copy or as electronically stored information (ESI), coordinating with multiple departmental working areas to compile responses to FOIA requests, prioritizing and scheduling the workload to minimize potential problems, and coordinating communications between the Office of Chief Counsel (OCC) and other departmental staff as well as outside interested parties, and reviewing responsive records for information potentially exempt under FOIA and redacting exempt information. The greatest challenge to the incumbent is to analyze requests and provide accurate and thorough responses within limited time constraints.

The incumbent is responsible for preparing, processing, and providing responses to FOIA requests. S/He performs these duties by organizing, compiling, reviewing, and redacting (if necessary) potentially responsive records with the assistance of relevant departmental staff. The incumbent consults the departmental management, OCC staff and the Governor’s Office legal counsel on appropriate responses to FOIA requests and on the departmental response to requests to review FOIA denials submitted to the Public Access Counselor (PAC). In completing these duties, the incumbent should be aware of legislation, case law, and PAC opinions that affect the departmental process and obligations for FOIA. The incumbent works with and assists district FOIA coordinators in both responding to FOIA requests and remaining updated on developing FOIA case law, legislation, and PAC opinions.

The incumbent is expected to exercise a significant degree of discretion and independent judgement when performing assignments. S/he works independently and is expected to work directly with departmental officials, other state officials, vendors, and members of the public. The incumbent prioritizes workload and advises the Senior Assistant Chief Counsel or Deputy Chief Counsel on matters of a sensitive nature. S/He is constrained by state and government legal processes and procedures and department rules and regulations.

The incumbent has internal contacts with staff of the OCC and all departmental offices. External contacts include attorneys and staff at other state agencies and bodies, the Governor's Office of General Counsel, Secretary of State, Attorney General's Office, and members of the public and press (requestors).

The effectiveness of this position can be measured by the incumbent's ability to timely provide appropriate and legally compliant responses to FOIA requests received by the department.

### ***Principal Accountabilities***

1. Receives, clarifies, catalogues, coordinates retrieval of responsive records to, reviews, redacts (if necessary), and responds to FOIA requests submitted to the department.
2. Compiles a FOIA report monthly or more often as directed.
3. Alerts and consults with the Senior Assistant Chief, Deputy Chief Counsel, or other attorneys, departmental management, and the governor's legal counsel on FOIA requests meeting certain, specified parameters.
4. Coordinates the organization, compilation, preparations, and distribution of the departmental response(s).
5. Coordinates and submits departmental responses to inquiries from the PAC.
6. Keeps abreast of developments in FOIA legislation and both related legislation and Public Access Counsel opinions.
7. Works with and assists district FOIA coordinators in both responding to FOIA requests and remaining updated on developing FOIA case law, legislation, and PAC opinions.
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 required.