



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 5, 2018

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.

TM II

Labor Relations Analyst
Region 1/District 1/Administrative Services
Office of Highways Project Implementation
Schaumburg

Attachments
42880

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 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

| | | | |
|-------------------------|--------------------------------|------------------------|---|
| Classification: | Technical Manager II | Salary: | \$4,105 - \$ 5,710* |
| Position Title: | Labor Relations Analyst | Union Position: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Position Number: | PW412-23-51-102-50-01 | IPR#: | 42880 |

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Administrative Services/201 W. Center Ct, Schaumburg, IL

Description Of Duties:

This position is responsible for providing administrative assistance to the district Labor Relations Manager and district Personnel Services Manager in matters pertaining to discipline, grievances and other issues that impact the district's labor relations.

Special Qualifications:

Required:

- Valid driver's license
- Occasional districtwide travel and overtime

Desired:

- Completion of four years of college, preferably with courses in business, sociology or public administration
- Two years' experience in public or business administration or governmental operations
- Working knowledge of the Department of Central Management Services (DCMS) rules, departmental personnel policies, and union contracts
- Working knowledge of the labor relations disciplinary process
- Training and experience utilizing computer software programs such as Microsoft (MS) Excel, MS Word, MS Access, MS PowerPoint, MS Outlook, and discipline tracking software
- Strong oral and written communication skills

Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45-minute lunch)

*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: | May 16, 2018 | POSITION: | Labor Relations Analyst |
| APPROVED BY: | Georgina Syas | OFFICE/DIVISION: | OHPI/District One/Bureau of Administrative Services |
| CODE: | PW412-23-51-102-50-01 | REPORTS TO: | Labor Relations Manager |

Position Purpose

This position is accountable for providing administrative assistance to the district Labor Relations Manager and district Personnel Services Manager in matters pertaining to discipline, grievances and other issues that impact the district's Labor Relations Unit.

Dimensions

| | |
|---|-----------------|
| Pre-disciplinary Meetings: | Approx. 80-90 |
| # of Grievances: | Approx. 250-300 |
| I. D. H. R. Questionnaires and Fact Findings: | Approx. 30-40 |
| Civil Rights Investigations: | Approx. 20-30 |
| Bureau of Investigations & Compliance Investigations: | Approx. 10-20 |

Nature and Scope

This position reports to the Labor Relations Manager. No staff reports to this position.

The position operates in an environment where the consistent application of work rules, personnel policies and effective employee discipline is greatly affected by the applicability of multiple union contracts, a variegated ethnic population, the area's high degree of political sensitivity and a number of satellite locations responsible for a considerable amount of operational activities.

This position is responsible for drafting accurate charges for discipline and the recordkeeping and maintenance of the district's discipline and grievance databases. This position provides administrative assistance to the Labor Relations and Personnel Services Managers.

Typical problems entail providing accurate analysis and timely completion of assigned projects. The greatest challenge is to recognize the impact of the different bargaining unit agreements on the application of progressive discipline as well as maintain a tickler system to ensure timely response to grievances and related issues.

This position is personally responsible for utilizing independent judgment in drafting confidential correspondence regarding grievance responses, position statements, disciplinary charges and other related types of correspondence. The incumbent maintains a tickler file to ensure timely responses and utilizes initiative to initiate responses. S/He originates and prepares correspondence for signature, which provides for the interpretation or clarification of departmental labor relations policies in contract administration and grievance reviews, as well as correspondence with district management and/or employees participating in pre-disciplinary meetings, pre-arbitration meetings and grievance reviews. The incumbent assists in gathering testimonials and conducts independent research to aid in the preparation of material used in pre-disciplinary meetings, grievance reviews and reconsideration meetings. S/He may participate in pre-disciplinary meetings and grievance reviews as an observer and takes notes during the proceedings. This position assists in conducting internal administrative investigations to determine if employees violated departmental policies, procedures or rules and, if so, should face discipline or discharge. S/He maintains all aspects of the computerized discipline and grievance tracking system

including development of data bases and reports which includes frequent and continued contact with key administrative personnel to ensure that discipline or grievance resolutions are implemented in a timely manner.

This position is under the general guidance of the Labor Relations Manager and has complete latitude to accomplish all responsibilities while recognizing the constraints dictated by the various union contracts as well as departmental policies and work rules specific to specialized units.

Within the district, the incumbent maintains contact with all management levels within Bureaus/Sections/Units which employ technical personnel or code employees represented by a labor organization, as well as the central office Labor Relations Section and all labor unions representing departmental employees. Occasional districtwide travel and overtime may be required to fulfill the duties of this position.

The effectiveness of the position can be measured by the timely and accurate development of documentation required by the Personnel Services Section to facilitate successful labor relations.

Principal Accountabilities

1. Prepares confidential correspondence regarding grievance decisions, position statements and other related types of correspondence utilizing independent judgement.
2. Upon request of the Labor Relations, Personnel and/or Administrative Services Manager, drafts responses to interrogatories and/or questionnaires for administrative fact-findings.
3. Assists in conducting internal administrative investigations to determine if employees violated departmental policies, procedures or rules and, if so, should face discipline or discharge.
4. Assesses section automation needs pertaining to area of responsibility and recommends procedures to meet those needs.
5. Coordinates all activities necessary to conduct grievance review at the district level.
6. Schedules pre-disciplinary meetings and serves as liaison with district management and union officials in matters pertaining to scheduling and follow-up disciplinary actions.
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.
8. Performs other duties as assigned.