



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 8, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement June 12, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, June 25, 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 VI

Crash Information Section Manager
Office of Planning and Programming
Bureau of Data Collection
Springfield

Attachments
42888

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 **Monday, June 25, 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 VI	Salary:	\$6,535 - \$8,778*
Position Title:	Crash Information Section Manager	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW416-23-10-803-00-01	IPR#:	42888

Office/Central Bureau/District/Work Address:

Office of Planning & Programming / Bureau of Data Collection / 2300 S Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for managing the state's mandated crash data collection requirements and contributing to the improvement of transportation safety. This position ensures accurate and timely distribution of crash data within the department and to other federal, state and local agencies.

Special Qualifications:

Required:

- Valid driver's license

Desired:

- Master's degree preferably with courses in communications, public relations, business/public administration, transportation, math or data analytics
- Three years of experience in public administration, business administration, or governmental operations of which at least two years should be in a supervisory capacity
- Working knowledge of statistical methods and techniques; motor vehicle crash related data; the Illinois Department of Transportation (IDOT) and/or other traffic record databases; and the Illinois Traffic Crash Report
- Strong oral and written communication skills; and excellent organizational 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:	April 17, 2017	POSITION:	Crash Information Section Manager
APPROVED BY:	Jessica Keldermans	DIVISION:	Office of Planning & Programming/Data Collection
CODE:	PW416-23-10-803-00-01	REPORTS TO:	Bureau Chief

Position Purpose

This position is accountable for managing the state's mandated crash data collection requirements and contributing to the improvement of transportation safety. This position ensures accurate and timely distribution of crash data within the department and to other federal, state and local agencies.

Dimensions

Subordinate Personnel:	2 Direct, 13 Indirect
Traffic Crashes:	400,000 Annually
In-Depth Crash Investigations:	300 Annually
State & Local Agencies:	1,200 Annually
Data Requests Filled:	650-700 Annually

Nature and Scope

This position reports to the Bureau Chief of Data Collection. Reporting to this position are the Fatality Data Unit Manager and the Traffic Statistics Unit Manager.

The incumbent's primary responsibility is to conceive, design and direct analytical programs that have potential for direct contribution to improvements in traffic safety in Illinois. This is accomplished through interpretation and use of all available data related to motor vehicle crashes; planning and assistance in the development of a motor vehicle crash data bank; contributions to formulation of traffic safety goals and programs with criteria by which these are to be judged and measured; development and supervision of teams and methods for conducting in-depth investigations of selected categories of motor vehicle crashes; and provision of consulting service in the field of evaluation design and methods. Within limitations imposed by budget and manpower considerations, the incumbent ensures that the analysis and interpretation of crash data effectively supports the department's goals and objectives and that the needed data is accurate and complete.

The primary challenge to this position is to produce practical and relevant studies, observations and data that help management and technical personnel improve traffic safety across the state. This involves formulating or assisting in formulating specific programs, projects and systems that have potential to improve safety aspects to vehicles, the driving environment or driver performance. Typical problems with this position are conveying trends of data and legislative analysis to identify major components of traffic crash patterns and to determine effective results. Related problems include the generation of complete and accurate primary data concerning the traffic crash pattern in the state to support the various types of research methods applied; the collation of data into readily accessible format; and the determination of data gaps and the means to accommodate such gaps in the analysis. The incumbent also deals with communication problems involving the information and conclusions which result from the analytical work. Varying degrees of detail and complexity are required to convey information to management which may influence the development of safety countermeasures, legislators and the public at large.

This requires participation in problem formulations, research designs, data acquisition plans and the analytical phases of the studies that are undertaken. Similar involvement is required in specific project assessments. Technical writing is essential to all the above functions, as is technical review of the material produced by subordinates. The incumbent also participates in professional meetings and research seminars on appropriate subjects representing the position of the Office of Planning & Programming (OP&P) as may be directed by the director or bureau chief. While subordinates will participate in all studies and contact coordinators with local government agencies, the incumbent will personally establish and direct studies and make contacts related to the highway safety program. The incumbent must have an understanding of state and federal requirements, as well as understanding legislation pertinent to the bureau and performing legislative reviews.

The incumbent is personally involved in all aspects of the development of the Safety Data Mart and the Safety Portal, which includes business and technical requirements, responsibilities, security roles, terminology, reports, planning and validation of content and user traffic acceptance testing. S/He is responsible for assisting staff in reviewing the eXtensible Markup Language (XML) vendor/agency scenarios for production approval, which requires a thorough understanding of the SR 1050 Illinois Crash Report form and validation rules, plus development and testing of new and existing validation rules used for all agencies.

The incumbent accomplishes accountabilities through the following subordinates:

Traffic Statistics Unit Manager—who is the principal source of processed primary data on traffic crash patterns responsible for coordinating data analysis, special studies and local agency liaison activities relative to traffic crashes in Illinois.

Fatality Data Unit Manager—who combines analytical functions with investigations of serious crashes in order to identify the primary causes and contributing factors in both narrow patterns and individual crashes that are generally representative.

The incumbent operates the section within federal and state statutes as well as departmental policies and procedures. S/He keeps the bureau chief informed of progress toward established objectives and goals. S/He submits annual operating plans and budget requests to the bureau chief for approval. The incumbent makes recommendations to his/her superior on hiring, firing, salary increases and other items related to personnel procedures.

The incumbent serves as a liaison between his/her section and the other offices and bureaus of the department to promote a coordinated effort toward achieving departmental objectives, including key coordination with the Bureau of Planning within OP&P and the Bureau of Safety Programs and Engineering. S/He represents the safety data services of the department to federal, state and local officials and the public as necessary. The incumbent ensures accuracy and transparency in managing relationships between staff, third party vendors, law enforcement agencies and other state agencies.

The effectiveness of this position is measured by the accuracy and availability of the data; increasing the number of law enforcement agencies reporting electronically; data requests and data reports provided in a timely manner to individuals within the department and other federal, state and local entities; meeting the requirements of federal performance measures; and the reduction in crashes and crash severity achievements.

Principal Accountabilities

1. Develops and directs the collection and reporting analysis of crash data to ensure efficient use of highway safety funds.

Crash Information Section Manager
Office of Planning & Programming/Bureau of Data Collection
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2. Confers and works with other crash data users to ensure compatibility of the department's data collection/analysis system with other systems.
3. Ensures accurate and timely distribution of crash data within the department and to other users.
4. Directs in-depth crash investigations for obtaining information to be used in formulating policy.
5. Coordinates with local and state police agencies concerning crash reporting.
6. Trains, manages, develops, and motivates subordinate staff to ensure efficient and effective section operations.
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.