



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: July 3, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 6, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, July 19, 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

Contract Compliance Analyst
Bureau of Small Business Enterprises
Office of Business and Workforce Diversity
Springfield

Attachments
42936

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 **Thursday, July 19, 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:	Contract Compliance Analyst	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-45-103-10-01	IPR#:	42936

Office/Central Bureau/District/Work Address:

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

Description Of Duties:

This position is accountable for reviewing contract documents to ensure the required provisions for Equal Employment Opportunity (EEO), labor compliance, trainees and Disadvantaged Business Enterprise (DBE) goals are included. This position assists in the review of department-wide DBE Utilization Plans and final payments made to DBE firms. This position performs the initial review for pre-award waivers, modifications, and final waiver requests. This position assists in gathering data required and inputs information into the database management system for documenting program accomplishments and generating required status reports.

Special Qualifications:

Required:

- Valid driver's license
- Occasional statewide travel with overnight stays

Desired:

- Completion of a four years of college preferably with major courses in mathematics, accounting, public or business administration
- Four years of experience of which at least two years should be related to data management, public or business administration, and two years in the highway construction industry working with contractors and the public
- Knowledge of technical language used in the highway construction industry
- Understanding of federal and state laws and regulations pertaining to EEO/Affirmative Action and compliance
- Strong oral and written communication skills
- Detail-oriented and well-organized; and ability to work on multiple tasks simultaneously
- Ability to maintain harmonious relationships with employees, agency officials and the public

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 23, 2018	POSITION:	Contract Compliance Analyst
APPROVED BY:	Ronald Brown	OFFICE:	Office of Business & Workforce Diversity/Bureau of Small Business Enterprises
CODE:	PW413-23-45-103-10-01	REPORTS TO:	Contract Compliance Office Unit Manager

Position Purpose

This position is accountable for reviewing contract documents to ensure the required provisions for Equal Employment Opportunity (EEO), labor compliance, trainees and Disadvantaged Business Enterprise (DBE) goals are included. This position assists in the review of departmentwide DBE Utilization Plans and final payments made to DBE firms. This position performs the initial review for pre-award waivers, modifications, and final waiver requests. This position assists in gathering data required and inputs information into the database management system for documenting program accomplishments and generating required status reports.

Dimensions

Number of Certified DBE Firms:	850+
Annual Departmental Consultant Architect/Engineering Contracts:	\$600 million
Annual Goal for DBE Participation:	22.7 percent
Annual Number of Trainees in Federal-aid Contracts:	35

Nature and Scope

This position reports to the Contract Compliance Office Unit Manager. There are no subordinates reporting to this position.

In response to the Surface Transportation Assistance Act of 1982 and subsequent federal and state legislation, the department administers several programs to ensure participation by DBEs in consultant engineering, contracting and general procurement activities. This position operates in an environment where the department's program activities affect major contracting associations, minority and women-owned and controlled organizations, and various political interest groups. Effective administration of these programs necessitates continual monitoring of contract activities. It is the responsibility of this position to review contract documents to ensure that correct required provisions, EEO, labor compliance, trainees and DBE goals are included. Failure to comply with applicable federal and state laws and regulations may result in the loss of federal funds and/or conflict with the provisions of the Civil Rights Act of 1964.

A typical problem facing this position is to ensure a thorough review of DBE Utilization Plans, to recommend approval and/or obtain required additional information as needed. The greatest challenge for this position is a timely review of contract documents to ensure the inclusion of correct DBE goals, EEO and prevailing wage provisions.

The incumbent reviews requests for modifications to previously approved DBE Utilization Plans and recommends approval and/or obtains additional required information. This position assists in the review of final documentation for final payment made to DBE firms. The initial review of requests for pre-award waivers, material breach of contract, and final waiver requests is also the responsibility of this position. The incumbent assists in gathering data required and for input into the database management system for documenting program accomplishments and generating

required status reports. The incumbent reviews requests for approval of subcontractors to assure compliance with the DBE Special Provisions.

The incumbent exercises wide latitude in accomplishing assigned responsibilities. Matters of an unusual or sensitive nature are referred to the Contract Compliance Office Unit Manager for resolution. This position is constrained by applicable department/state/federal policy, practices and guidelines.

Internal contacts include central office personnel within the Bureau of Small Business Enterprises and the Bureau of Construction. Departmental contacts also include representatives from all offices, bureaus and district office personnel. Externally, the incumbent maintains contact with Illinois Department of Transportation contractors and subcontractors, state and federal authorities, and various special interest groups while accomplishing accountabilities. Occasional statewide travel with overnight stays may be required.

The effectiveness of this position can be measured by the degree to which contract documentation for all projects conforms to laws, regulations and departmental goals.

Principal Accountabilities

1. Reviews contract documents to ensure that correct required provisions for EEO, labor compliance, trainees and DBE goals are included.
2. Reviews DBE Utilization Plans and makes recommendations for approval and/or obtains additional information as needed.
3. Reviews requests for modification of approved DBE Utilization Plans and recommends approval and/or obtains additional information as needed.
4. Assists in the review of final documentation regarding final payments made to DBE firms.
5. Obtains and performs the initial review of DBE and trainee goals per contract and enters this information in the database.
6. Performs initial review of requests for pre-award waivers, materials breach of contract and final waiver requests. Also reviews Requests for Approval of Subcontractor to assure compliance with the DBE Special Provisions.
7. Assists in gathering data required and for input into the database management system for documenting program accomplishments and generating required status reports.
8. Performs other duties as required or assigned. This may include assisting with workshops, seminars, conferences, etc.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.