

**Technical Manager III  
Employment Coordinator**

<b>IPR Number:</b>	<b>43250</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW413-23-40-303-20-08</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm</b>
<b>Opening Date:</b>			<b>Monday – Friday</b>
<b>Closing Date:</b>		<b>Salary:</b>	<b>\$4,670 - \$6,483*</b>

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

Office of Finance and Administration / Bureau of Personnel Management / 2300 S. Dirksen Parkway, Springfield, Illinois

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**Position Purpose:**

This position is responsible for processing pre-employment criminal history background checks, coordinating inter-agency transfers, maintaining the Downstate Teamster transfer files, preparing employment verifications, tracking interview and personnel files in accordance with the department's record retention policies, monitoring employee leave of absence documents and serving as back up to the Employment Specialist position.

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**Qualifications:**

**Position Requirements:**

- **Education/Experience:**
  - Completion of 120 hours of college **OR**
  - Completion of 60 hours of college plus two years of experience in a human resources environment to include processing and reviewing confidential information and implementation of employee policies and bargaining agreements, **OR**
  - Six years of experience working in a human resources environment to include processing and reviewing confidential information and implementation of employee policies and bargaining agreements

**Position Desirables:**

- 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 general public

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**How to Apply/Remarks:**

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 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

**Agency Contact:** Bureau of Personnel Management, 217/782-5594

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

**Only education/coursework listed on page two of the application will be considered for determining eligibility for this position.**

**NOTE:** Please be advised that if a high volume of applications is 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.

\*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.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	December 4, 2018	<b>WORKING TITLE:</b>	Employment Coordinator
<b>POSITION CLASSIFICATION:</b>	Technical Manager III	<b>OFFICE:</b>	Office of Finance & Administration / Bureau of Personnel Management
<b>POSITION NUMBER:</b>	PW413-23-40-303-20-08		

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***Position Purpose***

This position is responsible for processing pre-employment criminal history background checks, coordinating inter-agency transfers, maintaining the Downstate Teamster transfer files, preparing employment verifications, tracking interview and personnel files in accordance with the department's record retention policies, monitoring employee leave of absence (LOA) documents and serving as back up to the Employment Specialist position.

***Dimensions***

Total Active Departmental Employees:	5,200 +/-
Background Checks Processed:	2,500 +/- per calendar year
Inter-Agency Transfers:	50 +/- per calendar year
Downstate Teamster Transfer Requests:	150 +/- per calendar year
Employment Verifications:	50 +/- per calendar year
Interview Files:	10,000 +/- (active/non-active files)
Personnel Files:	20,000 +/- (active/non-active files)
Employees on Leave of Absence:	200 +/-

***Nature and Scope***

This position reports to the Employment Transactions Manager. No staff reports to this position.

The bureau within which the incumbent operates provides a variety of departmental personnel services which impact 5,200 +/- employees statewide. This position is specifically responsible for coordinating employment programs for all code and technical positions that are consistent with departmental employment needs as well as the Personnel Code and bargaining unit contracts, with assignments requiring interpretations and application of rules and regulations. The incumbent functions in an environment that requires that activities are conducted in a personable manner as s/he is viewed as a representative of the bureau.

Typical problems include managing multiple priorities in a rapid work environment, keeping abreast of a variety of bargaining unit contracts, the Personnel Code and applying the procedures appropriately. The greatest challenge of this position is to meet the demanding workload required in a timely fashion to ensure the bureau's goals are met.

As the Employment Coordinator, the incumbent personally coordinates day-to-day personnel functions for permanent and temporary, and both union and nonunion employees. This position ensures that required documents are returned in a timely fashion to meet hiring deadlines. The incumbent is specifically responsible for coordinating voluminous amounts of criminal history background checks with the Bureau of Investigations and Compliance (BIC). The incumbent serves as a liaison between the department and other state agencies to ensure employee benefits transfer accordingly through the inter-agency transfer process. The incumbent must stay abreast of a variety of procedures inherent in department policy, bargaining unit contracts, and the Personnel Code and to apply the appropriate procedure to process each individual transaction. The incumbent maintains the transfer files statewide for all code Downstate Teamster employees and initiates the

transfer process in accordance with the bargaining unit agreement. The incumbent serves as the point of contact for employment verifications for past and present employees according to policy. The incumbent provides organizational expertise to the unit regarding record retention schedules, policies and practices. The incumbent serves as record retention coordinator for the unit and is responsible for maintaining a filing system and managing the record retention of the unit's records according to policy. The incumbent tracks all interview and personnel files in accordance with the department's record retention policies. In addition, the incumbent serves as a liaison to the Office of Chief Counsel (OCC) and BIC, providing documents because of complaints and/or litigation. This position continually monitors employee LOA paperwork ensuring the documentation is in compliance with departmental rules. The incumbent monitors the LOA process and provides updates to the Employment Transaction Manager. The incumbent serves as back up to the Employment Specialist position in the preparation of postings, processing Personnel Action Forms and assisting with the coordination of the department's temporary employment programs.

The incumbent is given wide latitude in accomplishing responsibilities. Problems of a unique or sensitive nature are referred to the supervisor with recommendations for resolution. S/He is constrained by all departmental and Department of Central Management Services (DCMS) rules and regulations as well as all bargaining unit agreements and applicable state and federal guidelines. This position may be required to provide support outside of normal working hours when necessary to meet operational requirements of the department.

In performing the functions of this position, the incumbent maintains internal contact with all levels of departmental employees. Externally, s/he is in contact with the DCMS and other state agency human resource offices.

The effectiveness of this position can be measured by the incumbent's ability to coordinate employment procedures for permanent and temporary, and both union and nonunion employees in a timely manner and in accordance with all governing policies.

### ***Principal Accountabilities***

1. Processes criminal history background checks through BIC.
2. Serves as departmental liaison with other state agencies to ensure employee benefits transfer accordingly through the inter-agency transfer process.
3. Maintains the transfer files statewide for all code Downstate Teamster employees and initiates the transfer process in accordance with the bargaining unit agreement.
4. Prepares employment verifications for past and present employees according to policy.
5. Tracks all interview and personnel files in accordance with the department's record retention policies, while serving as a liaison to the OCC and BIC, providing documents because of complaints and/or litigation.
6. Monitors employee LOA paperwork ensuring the documentation is in compliance with departmental rules.
7. Serves as back up to the Employment Specialist position in the preparation of postings, processing Personnel Action Forms and assisting with the coordination of the department's temporary employment programs.
8. Performs duties in compliance with departmental safety rules. Performs all duties in manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as required or assigned.

**Subordinates of this position** (if applicable, list subordinate information in the chart below)

Position Classification	Position Number	Working Title	Authorized Identical
N/A			

**Supervisor of this position**

Immediate Supervisor Position Classification: Technical Manager V

Position Number: PW415-23-40-303-20-02

Working Title: Employment Transactions Manager

**Position Requirements:**

- Completion of 120 hours of college, **OR**
- Completion of 60 hours of college plus two years of experience in a human resources environment to include processing and reviewing confidential information and implementation of employee policies and bargaining agreements, **OR**
- Six years of experience working in a human resources environment to include processing and reviewing confidential information and implementation of employee policies and bargaining agreements

**Position Desirables:**

- 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 general public

**Agency Approvals**

  
Bureau Chief of Personnel Management

  
Secretary, Department of Transportation