

**Technical Manager III (2 positions)  
Administrative Support Representative**

<b>IPR Number:</b>	<b>43301</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW413-23-40-305-10-03</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm</b>
<b>Opening Date:</b>	<b>January 9, 2019</b>		<b>Monday – Friday</b>
<b>Closing Date:</b>	<b>January 23, 2019</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 serves as a personnel contact for designated central offices. This position is accountable for developing and preparing the documents necessary to fill vacant positions within those offices. This position utilizes technical writing in the development and editing of position descriptions. This position reviews and maintains current position descriptions to ensure an accurate representation of the organizational structure.

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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 working in a human resources environment reviewing confidential information, writing technical documentation or a combination thereof, **OR**
  - Six years of experience working in a human resources environment reviewing confidential information, writing technical documentation or a combination thereof

**Position Desirables:**

- Proficient in Microsoft Office, particularly Word and Visio
  - Experience with SharePoint
  - Working knowledge of organizational concepts
  - Ability to organize and handle multiple functions within given time constraints
  - Ability to maintain professional and harmonious relationships with departmental staff
  - Detail oriented
  - Strong oral and written communication skills
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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>	Administrative Support Representative
<b>POSITION CLASSIFICATION:</b>	Technical Manager III	<b>OFFICE:</b>	Office of Finance and Administration/Bureau of Personnel Management
<b>POSITION NUMBER:</b>	PW413-23-40-305-10-03		

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***Position Purpose***

This position serves as a personnel contact for designated central offices. This position is accountable for developing and preparing the documents necessary to fill vacant positions within those offices. This position utilizes technical writing in the development and editing of position descriptions. This position reviews and maintains current position descriptions to ensure an accurate representation of the organizational structure.

***Dimensions***

Position Descriptions:	100 - 300 annually
Posting Packages:	100 - 200 annually

***Nature and Scope***

This position reports to the Central Human Resources Services Unit Manager. No subordinates report to this position.

This position operates within a service environment and provides administrative support to staff in designated central offices. This position serves as a central contact for all inquiries regarding the hiring process, filling of vacancies and maintenance of classification documentation. S/He provides direction in developing organizational structures to support existing and/or proposed workforce changes. This requires the incumbent to be well versed in the policies and procedures of the Department of Central Management Services. The incumbent functions in an environment that requires all activities are conducted in a personable manner as s/he is viewed as a representative of the bureau while providing support under considerable time constraints.

Typical problems involve providing timely and accurate information and assistance to administrative staff. The incumbent must remain abreast of all policies and procedures involving the hiring process, documentation requirements, and organizational analysis to ensure compliance with management principles and departmental policy. As the majority of approval processes for assigned projects involve multiple phases, the greatest challenge is continual monitoring and follow up to ensure timely completion of projects. This entails continual communication within the Bureau of Personnel Management as well as with originating office staff.

This position provides guidance to staff by assisting in the preparation and completion of administrative paperwork. This includes the technical writing of position descriptions for both code and technical jobs and hiring documentation requesting administrative approval. S/He prepares/completes/reviews Internal Personnel Requests (IPR), position descriptions and posting packages. This position reviews paperwork for accuracy, grammar, format, completeness, and adherence to policy; edits accordingly; and obtains all necessary signatures. This position writes and/or directs the development of job descriptions. S/He maintains a database of job descriptions. S/He analyzes organizational structural requests to ensure compliance with organizational guidelines and appropriate classification level. The incumbent ensures approved changes are updated accordingly for all affected positions and structures. This position works with the originating office for amendments to documentation, submits to approval process and monitors for completion, continually providing

status updates to originating requestors. The incumbent may assist in maintaining organizational charts as necessary for each area. S/He assists in the completion of unit overflow, backlog, and special projects and may serve as a backup for unit functions in the absence of assigned staff, as necessary.

The incumbent is given the latitude to accomplish responsibilities and refers matters of a non-routine nature to the supervisor with recommendations for resolution. S/He is constrained by applicable departmental, state and federal rules and recommendations.

Contacts include staff of all levels throughout the assigned departmental areas as well as staff in the Bureau of Personnel Management.

The effectiveness of this position is evaluated by the accuracy and timeliness of support services to administrative staff and the quality of the documentation produced.

**Principal Accountabilities**

1. Serves as the central contact for designated central offices by providing direction in a timely and accurate manner.
2. Writes and/or directs the review of position requests to ensure compliance with proper format, organizational structure, and departmental policy.
3. Reviews position descriptions to ensure appropriate classification system (code or technical) and/or level.
4. Prepares and/or coordinates, with the originating office, documentation required to fill vacancies.
5. Reviews documents for accuracy, grammar, format, completeness, and adherence to policy; edits accordingly.
6. Maintains database of current position descriptions.
7. Reviews organizational changes to ensure an accurate representation of the organizational structure. Develops and/or coordinates supporting documentation.
8. Assists unit in the completion of overflow, backlog, and special project workloads. Serves as a backup for unit functions in the absence of assigned staff, as necessary.
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.
10. Performs other duties as 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: PW415-23-40-305-10-01

Working Title: Central Human Resources Services Unit Chief

**Position Requirements:**


- Completion of 120 hours of college, **OR**
- Completion of 60 hours of college plus two years of experience working in a human resources environment reviewing confidential information, writing technical documentation or a combination thereof, **OR**
- Six years of experience working in a human resources environment reviewing confidential information, writing technical documentation or a combination thereof

**Position Desirables:**

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**Agency Approvals**

  
Bureau Chief of Personnel Management

  
Secretary, Department of Transportation