

**Technical Manager II
Employment Support Specialist**

IPR Number:	43314	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW412-23-40-303-20-02	Shift:	8:00 am – 4:30 pm
Opening Date:	February 8, 2019		Monday – Friday
Closing Date:	February 25, 2019	Salary:	\$4,105 - \$5,710*

Office/Central Bureau/District/Work Address:

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

Position Purpose:

This position is accountable for the assistance and coordination of administrative support duties for departmental employment programs and procedures within the Bureau of Personnel Management such as record retention, sick leave advancement, sick leave bank, accepting/reviewing employment documents, correspondence preparation, and work schedule changes.

Qualifications:

Position Requirements:

- Education/Experience:
 - Completion of 60 hours of college plus one year of experience working in a human resources environment,
OR
 - Five years of experience working in a human resources environment

Position Desirables:

- Ability to work on multiple tasks simultaneously
 - Strong organizational skills with attention to detail
 - Strong oral and written communication skills
 - Ability to maintain harmonious relationships with employees, agency officials, and the public
 - Ability to handle confidential information
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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 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 within 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**

DATE:	January 7, 2019	WORKING TITLE:	Employment Support Specialist
POSITION CLASSIFICATION:	Technical Manager II	OFFICE/BUREAU:	Office of Finance and Administration / Bureau of Personnel Management
POSITION NUMBER:	PW412-23-40-303-20-02	REGION/DISTRICT:	n/a

Position Purpose

This position is accountable for the assistance and coordination of administrative support duties for departmental employment programs and procedures within the Bureau of Personnel Management such as record retention, sick leave advancement, sick leave bank, accepting/reviewing employment documents, correspondence preparation, and work schedule changes

Dimensions

Departmental employee files:	5,000+
Annual personnel transactions:	19,000+

Nature and Scope

This position reports to the Employment Transactions Manager. No subordinates report to this position.

The Bureau of Personnel Management provides personnel services to the department impacting 5,000+ employees statewide. This bureau is specifically responsible for providing departmental employment programs, policy administration, personnel action procedures policy, organizational analysis, and compensation policy. 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. This position must remain aware of all current bargaining agreements, personnel policies, and Department of Central Management Services (DCMS) rules to ensure that the appropriate procedures are applied in personnel transaction processing. In addition, this position assists in the employment application process.

Typical problems faced by this position involve keeping abreast of a variety of procedures inherent in bargaining unit contracts, the Personnel Code, and the Merit Compensation Plan and applying the appropriate procedures for the task at hand. The greatest challenge to this position is to meet the demanding workload required to maintain the department's employment programs.

The incumbent performs administrative support functions and serves as the point of contact for the bureau providing administrative support. This position coordinates personnel documents, assembles information for each transaction, verifies the information, and maintains accurate personnel files for the department's 5,000+/- employees. S/He maintains files for departmental employees who require purging and preparing files of past employees for deposit to the record center. The incumbent answers personnel inquiries and supplies information as appropriate. This position accepts applications for posted positions by mail, fax, email, or hand delivery. This position logs in employment applications and verifies completeness. S/He prepares letters of employment verification, prepares correspondence on behalf of the Secretary's Office, responds to position inquiries, and answers web-emails for the bureau. The incumbent processes work schedule changes including flexible schedule requests. This position coordinates the departments Sick Leave Advancement and Sick Leave Bank programs in accordance with the Personnel Code and departmental policy.

This position has general latitude to accomplish responsibilities. Matters of a non-routine nature are referred to the supervisor with recommendations for resolution. The position is constrained by all applicable departmental/state/federal guidelines and practices.

Internal contacts include departmental staff at all levels. External contacts are with the DCMS and the general public.

The effectiveness of this position is measured by the accuracy of information collected for personnel files and the incumbent's ability to assist with departmental employment programs.

Principal Accountabilities

1. Provides administrative support functions. Serves at the point of contact providing support as required for the bureau.
2. Maintains employee's personnel files and purges past files according to the policies of the department. Screens visitors as to their authority to access confidential personnel information.
3. Accepts applications for employment, verifies eligibility of applicants, and verifies completeness of applications.
4. Coordinates the department's Sick Leave Advancement and Sick Leave Bank programs.
5. Processes departmental work schedule changes including flexible schedule requests.
6. Prepares correspondence relating to technical employment for technical vacancy notices, employment verifications, letters on behalf of the Secretary's Office, and answers web-email on behalf of bureau.
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.

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
 Working Title: Employment Transactions Manager
 Position Number: PW415-23-40-303-20-02

Position Requirements

- Education/Experience:
 - Completion of 60 hours of college plus one year of experience working in a human resources environment, **OR**
 - Five years of experience working in a human resources environment

Position Desirables

- Ability to work on multiple tasks simultaneously
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Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation