



**Technical Manager V (1 Position)  
Human Resources Manager**

<b>IPR Number:</b>	<b>43498</b>	<b>Union Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Position Number:</b>	<b>PW415-23-58-104-00-01</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm</b>
<b>Opening Date:</b>	<b>May 3, 2019</b>		<b>Monday – Friday</b>
<b>Closing Date:</b>	<b>May 16, 2019</b>	<b>Salary:</b>	<b>\$6,020 – \$8,115*</b>

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

Office of Highways Project Implementation / Bureau of Administrative Services / Region 5 / District 8 / 1102 Eastport Plaza Drive, Collinsville, Illinois

**Position Purpose:**

This position is responsible for all district personnel functions and exercises discretion to ensure utilization of resources to accomplish district goals. This position assists district employees, local agencies, elected officials, and the public.

**Qualifications:**

**Position Requirements:**

- Education/Experience:
  - Completion of 120 hours of college majoring in human resources, business administration, or public administration plus three years of experience in human resources, business administration, public administration, governmental operations or a combination thereof **OR**
  - Eleven years of experience in human resources, business administration, public administration, governmental operations or a combination thereof
- Valid driver's license
- Occasional district-wide and state-wide travel, which may include overnight stays
- Occasional overtime during evenings and weekends

**Position Desirables:**

- Ability to plan, organize, and execute administrative or technical program requirements
- Working knowledge of departmental organization and functions, workers' compensation activities, departmental personnel policies and union contracts
- Strong oral and written communication skills
- Ability to maintain harmonious relationships with employees, agency officials and the public

**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 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:** April 12, 2019                      **WORKING TITLE:** Human Resources Manager  
**POSITION CLASSIFICATION:** Technical Manager V                      **OFFICE/BUREAU:** OHPI/Administrative Services  
**POSITION NUMBER:** PW415-23-58-104-00-01                      **REGION/DISTRICT:** Region 5/District 8

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***Position Purpose***

This position is responsible for all district personnel functions and exercises discretion to ensure utilization of resources to accomplish district goals. This position assists district employees, local agencies, elected officials, and the public.

***Dimensions***

Staff: 2 Direct; 5 Indirect  
District Personnel: 640 Permanent; 200+/- Hourly  
Annual Payroll/Benefits: \$35 Million/\$15 Million  
Labor Contracts: 4 Contracts/40 Locals  
Freedom of Information Requests: 150 Annually

***Nature and Scope***

This position reports to the Bureau Chief of Administrative Services. Reporting to this position are the Safety and Claims Manager and the Personnel Officer.

This position is accountable for managing the district section that performs work governed by complex personnel policies and procedures, various laws and regulations involving recruitment, hiring, selection, and placement of personnel within an organization that has union, non-union, professional, and paraprofessional employees. Numerous layers of regulations involving executive orders, federal and state laws, Department of Central Management Services (DCMS) rules, departmental personnel policies, and union contracts must be considered to ascertain which takes precedence in a conflict situation. The district is located in an area that is known for its strong union presence which requires sensitivity when communicating with various local and union officials. The incumbent is required to effectively communicate departmental positions and practices to all levels of employees, labor unions, local political leaders, employment applicants, various civic groups and the public.

Typical problems include labor/union conflict, appropriate use of progressive discipline, and the development of defense in areas of potential litigation. The greatest challenge is to ensure consistent application of policies and practices to personnel issues.

The incumbent is personally responsible for implementing and administering fair and consistent personnel policies and practices for the district. As a principal policy administrator, the incumbent maintains, interprets, and implements personnel rules, policies, and procedures. S/He recommends revisions of policy and attends meetings involving policy issues. This position deals continually with confidential information pertaining to district policies, personnel transactions, and union matters. S/He gathers information for the bureau chief on confidential issues dealing with personnel policies and coordinates responses for these requests and issues. The incumbent develops the section budget allocating resources as necessary to accomplish goals and objectives. This position coordinates district headcount requirements and provides comprehensive reports with applicable staffing recommendations. S/He conducts interviews, recommends selection of candidates, and coordinates temporary

employment needs. This position administers salary guidelines by determining starting salaries, reviewing recommended promotion raises for compliance with the plan, reviewing salary inequities and recommending adjustments, and coordinating annual increases. S/He directs the development of position descriptions, reviews classification requests, maintains records of organizational structure and functions, and recommends changes for improved organizational efficiency. The incumbent administers the district Affirmative Action Program, maintaining documentation and preparing applicable reports. S/He provides interpretation to management and other employees on union contract issues, responds to union inquiries concerning various issues, conducts analysis of situations requiring corrective progressive disciplinary action and recommends appropriate action, and investigates all second level hearing grievances. This position supervises the preparation of all district personnel transactions, the preparation and maintenance of all personnel records, the preparation of district payrolls and the administration of employee benefit programs. The incumbent supervises workers' compensation and property damage claims activities. The incumbent supervises the Annual Safety Program and coordinates the departmental training programs for district personnel.

Responsibilities are accomplished with the assistance of the following staff:

Personnel Officer, who provides personnel and management support service in the areas of policy and procedure applications, union contract administration, organization, staffing, benefits, payroll, and other areas of employment service.

Safety and Claims Manager, who is accountable for worker's compensation, immobile and mobile property damage, damage to third parties, Court of Claims investigations, and the administration of the Freedom of Information Act.

This position is given broad latitude and discretion in administering all personnel functions. Problems of a unique nature are presented to the supervisor with recommendations for solution. S/He makes recommendations for the hiring, firing, training, and salary increases of staff. This position is constrained by district and departmental practices and policies, DCMS rules, union contracts, and applicable federal and state laws.

Internal contacts include employees at all levels throughout the district to provide policy and contract interpretations, counseling, or problem resolution; employees from the central offices of Highways Project Implementation, Finance and Administration and Chief Counsel. External contacts include personnel from DCMS, the State Employee Retirement System, the Department of Human Rights and the Equal Employment Opportunity Commission; union representatives, elected officials, local agency personnel, college and university staff, and the public. This position requires some travel.

The effectiveness of this position is measured by the incumbent's ability to provide timely and quality personnel service to management and line employees to maximize effectiveness and efficiency of operations while minimizing potential adverse impacts and consequences to the district.

### ***Principal Accountabilities***

1. Directs the activities of the section including: classification/organizational issues, payroll processing, employee benefit programs, salary issues, and personnel transactions.
2. Implements and administers personnel policies and practices for the district; recommends revisions to policy; and attends meetings involving policy issues.
3. Gathers information of a confidential nature for the bureau chief and coordinates responses to inquiries on these issues.
4. Develops a section budget allocating resources as necessary to accomplish goals.
5. Interprets union contracts for departmental management.

6. Conducts analysis of situations requiring corrective disciplinary action.
7. Coordinates the annual safety program, the district Affirmative Action Program, and the departmental training program for district employees.
8. Supervises the district workers' compensation and property claim functions; represents the district in meetings and court hearings on issues pertaining to this function.
9. Ensures 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**

Position Classification	Position Number	Working Title	Authorized Identical
Technical Manager IV	PW414-23-58-104-10-01	Personnel Officer	1
Technical Manager IV	PW414-23-58-104-20-01	Safety and Claims Manager	1

**Supervisor of this position**

Immediate Supervisor Position Classification: Technical Manager VI

Working Title: Administrative Manager

Position Number: PW416-23-58-100-00-01

**Position Requirements**

- Education/Experience:
  - Completion of 120 hours of college majoring in human resources, business administration, or public administration plus three years of experience in human resources, business administration, public administration, governmental operations or a combination thereof **OR**
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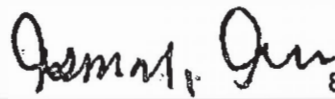
**Position Desirables**

- Ability to plan, organize, and execute administrative or technical program requirements
- Working knowledge of departmental organization and functions, workers' compensation activities; departmental personnel policies and union contracts
- Strong oral and written communication skills
- Ability to maintain harmonious relationships with employees, agency officials and the public

**Agency Approvals**



Bureau Chief of Personnel Management



Secretary, Department of Transportation