



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 29, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 30, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, October 14, 2016**. Applicants 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.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM III (2 pos) Project Specialist
Bureau of Programming
Office of Planning and Programming
Springfield

Attachments
41260

Technical Applications (PM 1080 rev 9/19/16) **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 **Friday, October 14, 2016**, 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 (2 POSITIONS)	Salary Range:	\$4,670 - \$8,295
Position Title:	Project Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-10-404-10-01	IPR#:	41260

Office/Central Bureau/District/Work Address:

Office of Planning and Programming/Bureau of Programming/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for establishing state jobs in the Job Cost Accounting/Federal Project Control systems (AJC/FPC-IDOT's billing systems); reviewing/processing federal obligation transactions in FMIS (federal project monitoring/billing system) and AJC/FPC; evaluating the current status of a project at any time to determine required action; processing D adjustments for allowable unbilled costs; processing accounting adjustments/Q cards to correct project records and federal billings; analyzing/resolving suspense items arising from the weekly federal bill; converting projects from advanced construction to current federal funding; analyzing inactive aged advanced construction projects; reviewing/entering time card data into the ALD system (labor database) to bill direct labor; preparing/submitting the weekly federal bill; assisting in the design/modification of computer systems in order to comply with federal regulations; maintaining parallel accountability between Project Control's funding tracking system (PMC) and Letting Bulletins; assisting in maintenance of project files; assuming any additional duties required to ensure the accuracy of the federal bill and corresponding systems; preparing responses to audit inquiries.

Special Qualifications:

Desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in business, accounting, finance and/or public administration/finance
- Four years' work experience in public or business administration, public finance and/or accounting activities or equivalent combination of experience and training
- Work experience with federal-funding
- Working knowledge of research and statistical methods and techniques
- Ability to maintain harmonious relationships with employees, agency officials, and the general public

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 17, 2015	POSITION:	Project Specialist
APPROVED BY:	<i>Roxy Heck</i>	OFFICE/DIVISION:	OPP/Statewide Program Planning
CODE:	PW413-23-10-404-10-01	REPORTS TO:	Project Management and Billing Unit Manager

Position Purpose

This position is responsible for establishing state jobs in the Job Cost Accounting/Federal Project Control systems (AJC/FPC-IDOT's billing systems); reviewing/processing federal obligation transactions in FMIS (federal project monitoring/billing system) and AJC/FPC, evaluating the current status of a project at any time to determine required action; processing accounting adjustments/Q cards to correct project records and federal billings; analyzing/resolving suspense items arising from the weekly federal bill; converting projects from advanced construction to current federal funding; analyzing inactive aged advanced construction projects; reviewing/entering time card data into the ALD system (labor database) to bill direct labor; preparing/submitting the weekly federal bill; assisting in the design/modification of computer systems in order to comply with federal regulations; maintaining parallel accountability between Project Control's funding tracking system (PMC) and Letting Bulletins; assisting in maintenance of project files; assuming any additional duties required to ensure the accuracy of the federal bill and corresponding systems; preparing responses to audit inquiries.

Dimensions

Number of Federal Obligation Transactions	4,500
Number of Active Federal Projects	5,000
Number of Weekly Federal Bills	50
Federal Highway Reimbursement Claimed	\$1,500 M
Federal Aid Appointment Categories	250

Nature and Scope

This position reports to the Project Management and Billing Unit Manager. There are no subordinates reporting to this position.

The incumbent ensures the accuracy of project documents and timely processing of federal transactions as required for the Department to receive federal reimbursement on allowable projects. S/he monitors all federal projects at any stage of completion to ensure that projects progress to closure. The incumbent must keep abreast of all federal regulations, guidelines, and procedures in order to properly review project history, review federal transactions, recommend action, and correct errors. This position maintains rapport with various departmental entities to alleviate issues that could result in a delay in federal project authorization and/or receipt of federal funds.

This position is responsible for establishing state jobs in the Job Cost Accounting/Federal Project control systems (AJC/FPC – IDOT's billing systems); reviewing and processing federal obligation transactions in FMIS (FHWA's project monitoring/billing system) and AJC/FPC (IDOT billing system); evaluating the current status of a project at any time to determine required action; processing D adjustments for allowable unbilled costs; processing accounting adjustments and Q cards to correct project records and federal billings; analyzing and resolving suspense items arising from the weekly federal bill; reviewing and entering time card data into the ALD system to include labor on the federal bill; converting projects from advanced construction status to current federal funding; preparing and submitting the weekly federal bill; assisting in the design or modification of computer systems in order to comply with ever-changing federal regulations; analyzing inactive and aged projects in advanced construction status; maintaining parallel accountability

between the Project Control's funding tracking system (PMC) and Letting Bulletins; assisting in maintenance of complete project files, assuming any additional duties required to ensure the accuracy of the federal bill and corresponding systems, and preparing responses to audit inquiries.

Typical problems involved in this position include evaluating the effect of erroneous transactions and developing a correction plan that incorporates all systems, determining the cause of suspense items identified during the federal bill process and again developing a correction plan that incorporates all systems. The greatest challenge is to properly correlate all systems to produce the weekly federal bill and then process the weekly federal bill resolving all suspense items.

This position has latitude to accomplish responsibilities. The incumbent is restricted by IDOT and FHWA financial procedures. Matters concerning problem interpretations and resolution are referred to the immediate supervisor with recommendations for resolution.

The incumbent has internal contact with others in the Project Control Section, personnel from the Bureaus of Design and Environment, Local Roads, and Streets, and construction, and the districts. S/he will have limited external contact with the FHWA financial/administrative staff.

The effectiveness of this position is measured by the quality and timeliness of posted transactions, the unbilled costs reflected in D adjustments, and the accuracy and timeliness of the weekly federal bill.

Principal Accountabilities

1. Establishes state jobs in AJC/FPC (IDOT's billing system).
2. Reviews and processes federal obligation transactions in FMIS (federal project monitoring system) and AJC/FPC (IDOT billing system).
3. Evaluates the current status of a project at any time to determine required action.
4. Processes D adjustments for allowable unbilled costs.
5. Processes accounting adjustments and Q cards to correct project records and federal billings.
6. Analyzes and resolves suspense items arising from the weekly federal bill.
7. Converts advanced construction projects to current federal funding.
8. Prepares and submits the weekly federal bill.
9. Performs other duties to ensure the accuracy of the federal bill and corresponding systems.
10. Prepares responses to audit inquiries.
11. Reviews and enters time card data into the ALD system to include labor on the federal bill.
12. Analyzes inactive aged advanced construction projects.
13. Assists in the design or modification of computer systems in order to comply with ever-changing federal regulations.
14. Maintains parallel accountability between Project Control's funding tracking system (PM) and Letting Bulletins.
15. Assists in maintenance of complete project files.
16. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
17. Performs other duties as assigned.