

Job Title: TECHNICAL MANAGER IV - CONTRACT COMPLIANCE OFFICER - IPR#45011

Agency: Department of Transportation

Closing Date/Time: 04/26/2021

Salary: \$5,120 - \$9,155 Monthly

Job Type: Salaried Full Time

County: LaSalle

Number of Vacancies: 1

Plan/BU: NR916

DO NOT APPLY ONLINE

****DO NOT CLICK THE APPLY BUTTON****

HOW TO APPLY:

Technical Applications PM1080 (rev 10/16/20) 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 the closing date listed above. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080. Please indicate IPR#45011 on the Technical Application PM1080.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Contract Compliance Officer.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for administering and implementing the Equal Employment Opportunity (EEO), Labor Compliance and the Disadvantaged Business Enterprise (DBE) Program policies and provisions, including the appropriate utilization of minorities and women in the work force, on all district contracts where federal funds are involved.

This position reports to the Regional Engineer and in under the day-to-day guidance of the Project Implementation Engineer.

This position fosters positive EEO/Labor and DBE regulations between District 3, other state and federal agencies, contractors' associates, unions, and civic organizations. Effective performance in this position is complicated by the widespread misunderstanding regarding EEO and Labor Compliance rules and DBE utilization regulations, which have caused considerable controversy and frequently places the incumbent in challenging situations. One of the greatest challenges is correcting misinformation regarding EEO/Labor and DBE requirements. The incumbent is accountable for EEO and Labor Compliance for District 3 federally-funded projects which often introduce another party into

the negotiation. It ensures contractor compliance with the numerous state/federal laws and regulations governing the EEO/Labor Compliance and DBE programs. Failure on the part of a contractor to comply may result in adverse legal action and/or the loss of bidding privileges.

Typical problems faced by the incumbent include maintaining an updated knowledge of the EEO/Labor rules and regulations; analyzing and approving contractors' and subcontractors' project work forces to determine the utilization of minorities and females; and to promote utilization within the industry; reviewing EEO and labor rate records to determine completeness of EEO reports; DBE Utilizations plan identification and reviews; prompt payment intervention; DBE contract performance issues/disputes; supportive service referral and workshop/service coordination. The greatest challenge of the position is to maintain departmental compliance and eligibility for federal funding under the EEO/Labor provisions.

(Job Responsibilities continued)

The incumbent monitors conformance to existing policies and conducts reviews or studies. S/He provides interpretation and analysis of policies. The issues with which the incumbent typically deals are of a sensitive and confidential nature of which s/he must be continually aware and exercise direction.

The incumbent supervises review of contractor's operations, including payrolls, for compliance deficiencies; conducts periodic EEO on-site inspections; reviews and approves various reports prepared by contractors; participates in compliance reviews with state and federal Compliance Officers; attends pre-construction pre-bid conferences to explain EEO and Labor Compliance responsibilities to contractors; and investigates and solves complaints, if possible, and provides appropriate responses. S/He is involved in assisting construction firms in DBE programs and activities and seeks out new firms for eligibility. The incumbent recommends and assists the department and contractors in setting and meeting both short and long range and annual or contract DBE goals and monitors their progress. S/He assists in established DBE percentages necessary to meet the required district goal or which construction projects are to be set aside for DBE contractors. The incumbent is responsible for effective liaison between the district, various supportive services, contractors, and suppliers. S/He participates in training of Illinois Department of Transportation (IDOT) personnel and local agencies personnel. Extensive outreach efforts and development of effective workshops will be required in the support of meeting departmental EEO/DBE goals and objectives.

The incumbent works within the established guidelines of federal and state regulations pertaining to Equal Employment and Labor Wage requirements and the Surface Transportation Act. S/He has broad latitude when actively applying these regulations. Problems of a unique nature are referred to the supervisor for resolution. This position will require district-wide travel in the accomplishment of goals.

(Job Responsibilities continued)

Internal contacts are with various levels of departmental management. External contacts include working relationships with Regional and Division EEO Administrator of the Federal Highway Administration (FHWA), the Department of Labor, minority communities and organizations, union and local government units.

The effectiveness of this position is measured by the degree of compliance with EEO and Labor Compliance programs, applicable federal/state legislation, Executive Orders, and departmental rules and regulations in an effort to avert the possibility of losing federal funds and minimizing the occasion of legal action against the region and regional contracts.

Principal Accountabilities

1. Monitors conformance to existing EEO and Labor Compliance policies and conducts reviews or studies. Provides interpretation and analysis of policies which are of a sensitive and confidential nature.
2. Recommends courses of action and programs to the district's Construction Engineer regarding Labor and EEO compliance provisions.
3. Supervises and/or performs contract EEO/Labor Compliance and Trainee Records Inspection of contractors performing work for the department.
4. Coordinates and monitors the DBE Program. Recommends DBE goals on projects for each

letting. Recommends set-aside projects for lettings.

5. Establishes and maintains continuous status of percentages of district goals and ensures it is met. Makes recommendations regarding pre-post award waivers on construction contracts and contractors.

6. Supervises and/or conducts inspections relative to contract compliance reviews and complaints. Ensures compilation of current and accurate EEO statistical data or submittal to state/federal authorities.

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.

Qualifications

Position Requirements

- Education/Experience
 - Bachelor's degree majoring in business or public administration PLUS two years of experience in the field of business, public administration, transportation construction, and/or related experience in labor compliance; OR
 - Eight years of experience in the field of business, public administration, transportation construction, and/or related experience in labor compliance
- Valid driver's license
- District-wide travel

Position Desirables

- Strong oral and written communication skills; strong human relations skills
- Working knowledge of computer software
- Knowledge and experience of EEO/Labor Compliance Rules and Regulations

Work Hours: 7:30 AM - 4:00 PM Monday-Friday

Work Location: Ottawa - 700 E Norris Dr

Office: Office of Highways Project Implementation/Region 2/District 3/Administration

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Function: Transportation

Collective Bargaining Agreement language applies to this requisition

We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.

Please visit the IDOT website at <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to obtain the required bid forms and application forms.