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:	October 29, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 30, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, November 13, 2015**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.

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

CE V	Highway Policy Engineer Bureau of Design & Environment Highways Springfield

Attachments
40620

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, November 13, 2015**, 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: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.

Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	**Civil Engineer V**	**Salary Range:**	**$6,315 - $10,210**
Position Title:	**Highway Policy Engineer**	**Union Position:**	☒ **Yes** ☐ **No**
Position Number:	**PW115-23-50-307-20-01**	**IPR#:**	**40620**

Office/Central Bureau/District/Work Address:

Division of Highways/Bureau of Design and Environment/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for the development and implementation of the engineering policies which govern structural pavement design and pavement rehabilitation. This position also coordinates with the Bureau of Safety Engineering on the development and implementation of the engineering policies which govern roadside safety. Implementation of policy is accomplished through revisions of the Bureau of Design & Environment Manual and by teaching the following Program Development classes: "Roadside Safety" and "Pavement Design".

Special Qualifications:

The following criteria is required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Statewide travel & occasional out of state travel

The following criteria is desired:

- Nine years of experience in civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should have been supervising engineering functions
- Extensive knowledge of modern methods and techniques as applied to the design, construction and maintenance of highway projects
- Working knowledge of state, federal and ADA rules and regulations as pertaining to highway projects
- Ability to develop policy and procedures for highway design projects
- Ability to develop and maintain cooperative relationships with departmental staff, state highway agencies and research consultants
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION

DATE:	December 2014	**POSITION:**	Highway Policy Engineer
APPROVED BY:	*John Baranzelli*	**OFFICE/DIVISION:**	Highways/Design and Environment
CODE:	PW115-23-50-307-20-01	**REPORTS TO:**	Policy Engineer

Position Purpose

This position is accountable for the development and implementation of the engineering policies which govern structural pavement design and pavement rehabilitation. This position also coordinates with the Bureau of Safety Engineering on the development and implementation of the engineering policies which govern roadside safety. Implementation of policy is accomplished through revisions of the Bureau of Design & Environment Manual and by teaching the following Program Development classes: "Roadside Safety" and "Pavement Design".

Dimensions

Policies Developed:	10-25 Annually
Policies Interpreted:	50-75 Annually
Meetings / Presentations:	50-75 Annually
Pavement Designs Reviewed:	25-50 Annually
Training Classes Provided:	2-6 Annually

Nature and Scope

This position reports to the Policy Engineer as does the ADA Policy Engineer and a Policy Specialist. No subordinates report to this position.

The engineering policies and procedures developed within the Engineering Policy Unit express the official position of the Division of Highways with regard to roadway planning and design. These policies are used by the district offices and their consulting engineers in the preparation of Phase I studies and construction plans for all highways projects on the State Highway System. These policies also directly affect the cost-effectiveness, safety, and functional life-span of those highway projects.

Typical problems in this position involve developing clear and concise policies and procedures; resolving policy implementation problems with the districts; and providing policy interpretations. The greatest challenge in this position is keeping policies current with the latest national guidance / available research and disseminating that knowledge throughout the department.

This position is responsible for the development and implementation of the engineering policies which govern structural pavement design and pavement rehabilitation. This position also coordinates with the Bureau of Safety Engineering on the development and implementation of the engineering policies which govern roadside safety. Implementation of policy is accomplished through revisions of the Bureau of Design & Environment Manual and by teaching the following Program Development classes: "Pavement Design" and "Roadside Safety". This position also makes presentations of policy revisions at various meetings throughout the state. The incumbent acts as Secretary for the Pavement Selection Committee and as coordinator for the Pavement Review Team. The analysis does not provide a definitive choice. The Pavement Review Team conducts special reviews of pavement rehabilitation projects when the standard policy techniques are not considered adequate. The incumbent also participates in a bi-annual condition rating survey of the interstate system and then coordinates with the Office of Planning & Programming in the preparation of a statewide needs report which is used for pavement rehabilitation planning and programming purposes.

This position is given latitude in making policy decisions and in handling the problems typically encountered. Complex and/or sensitive decisions are referred to the Policy Engineer for final determination. The incumbent is constrained however by departmental, state, and federal policies, rules, and regulations.

The incumbent's regular contacts within the department involve the other central bureaus in the Division of Highways, the district offices, and the Office of Planning & Programming. Outside the department, the incumbent interacts frequently with the Federal Highway Administration, other state DOT's, research consultants, and industry trade groups. To accomplish the tasks required by this position, travel is required throughout the state and occasionally outside the state.

The effectiveness of this position is measured by the ability of the incumbent to develop clear, concise, and correct policies and procedures in a timely manner. Such policies and procedures will also promote the preparation of Phase I studies and construction plans for highway projects which are cost and safety effective.

Principal Accountabilities

1. Develops and implements the engineering policies which govern structural pavement design and pavement rehabilitation.

2. Coordinates with the Bureau of Safety Engineering on the development and implementation of the engineering policies which govern roadside safety.

3. Maintains an effective liaison with district staff and other central bureaus/offices for the purposes of obtaining policy input, providing policy interpretations, and resolving policy implementation problems.

4. Teaches the following Program Development classes: "Pavement Design" and "Roadside Safety".

5. Makes presentations on policy revisions at various meetings throughout the state.

6. Acts as Secretary for the Pavement Selection Committee.

7. Acts as coordinator for the Pavement Review Team.

8. Participates in a bi-annual condition rating survey of the interstate system and then coordinates with the Office of Planning & Programming in the preparation of the pavement rehabilitation program.

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.