

POSITION POSTING

Procurement Compliance Monitor & Lead Procurement Compliance Monitor

Opening date:

7/27/2016

Closing date:

8/9/2016

Number of vacancies: 3

Salary:

\$4,583.33 - \$6,250.00 Monthly

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire.

The Executive Ethics Commission (EEC) of the State of Illinois seeks applicants for the position of Procurement Compliance Monitor (PCM).

The EEC is a nine-member commission. Five commissioners are appointed by the Governor, and one commissioner each is appointed from the Attorney General, Secretary of State, Comptroller, and Treasurer. The Commission promotes ethics in public service and ensures that the State's business is conducted with efficiency, transparency, fairness, and integrity by facilitating compliance, implementation, and enforcement of the State Officials and Employee Ethics Act. The Commission also provides independent oversight of the procurement process.

The Procurement Compliance Monitor (PCM) reports to the Lead Procurement Compliance Monitor and oversees and reviews procurement processes for the purpose of helping ensure that procurement activities, procedures, and processes are devoid of improper influence. This unique role is a part of the Procurement Compliance Monitor staff, and supports the mission of the Chief Procurement Officers (CPOs) by monitoring general and specific procurement activities under the jurisdiction of the CPOs. The PCM engages with diverse procurement staff representatives throughout state government to find solutions and innovations that improve the State's procurement processes.

The **Lead Procurement Compliance Monitor** reports to the CPOs, and serves in the same role and fulfills the same responsibilities as the PCM. Additionally, the Lead PCM provides daily supervision and support to the Procurement Compliance Monitor staff.

Responsibilities of the Procurement Compliance Monitor include:

- Reviews procurements, contracts and contract amendments, and related activities. These reviews may involve review of documents, participation in meetings, attendance at vendor conferences, market research, or other activities. Reviews may occur before, during or after contract execution, and may be initiated by the PCM, or as directed by the CPO or the Commission. Reviews may be time-sensitive and frequently require written and/or oral communications with one or more stakeholders, including the State Purchasing Officer (SPO) and agency staff, CPO or Commission.
- Reviews and monitors procurement-related policies, practices, procedures, and publications, Identifies risks or inefficiencies, makes recommendations for improvement, and works with stakeholders as appropriate to implement best practices where feasible.
- Identifies possible abuse, misconduct, waste, inefficiency or procurements not in the best interest of the State, or areas that may provide the potential for such activity. Any instance of possible fraud, waste, or an activity that appears to deliberately and knowingly violate a law or rule, or efforts to compromise a



monitor's ability to exercise a duty, will immediately be brought to the attention of the appropriate parties based on the individual circumstances.

- Communicates with various individuals as appropriate in exercising duties, including but not limited to the executive officer of a State agency, CPO or SPO, other PCMs, various levels of staff within a State agency, auditors, vendors, etc.
- Reviews vendor applications for registration in the Illinois Procurement Gateway. Validates information submitted by vendors and compares to acceptable standards. Identifies deficiencies and communicates these to vendors. Provides customer support to vendors.
- Documents procurement monitoring activities and findings, including compiling and providing statistical reports as requested by the CPO or the Commission.
- Reviews the procurement records and procurement record keeping rules, policies and practices to ensure the State agency is maintaining appropriate records throughout the procurement cycle.
- Verifies roles and responsibilities of agency procurement staff, including documentation of and compliance with delegated authority.
- Performs critical evaluation of choice of procurement method, development of specifications, evaluation criteria and application, and of the determinations by transaction actors.
- Provides information concerning implementation and administration of the Illinois Procurement Code. Assists with, in conjunction with the CPO or SPO, implementation of new or modified laws, rules or policies and may conduct training of State agency personnel regarding same.

Minimum Requirements:

To become a part of this energetic and exceptional organization the Procurement Compliance Monitor must possess the following qualifications and skills:

Essential

- Requires a Bachelor level degree from accredited college or university, preferably with courses in procurement, public administration, political science, pre-law, law, or other disciplines related to the work of the Procurement Compliance Monitor. Equivalent degree or education plus relevant professional experience may be considered.
- Requires evidence of excellent written and verbal communication, and human relations/interpersonal skills.
- Must possess good professional judgment and good analytical skills.
- Must be able to exercise initiative and resourcefulness in meeting objectives.
- Must be able to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Must be able to appropriately tailor delivery of information to intended audience including large groups or in a one-on-one setting.

Preferences

- Prefer J.D., masters, or advanced degree.
- Prefer experience in public administration, preferably with state government in general, and procurement processes specifically.
- A working knowledge of the functions of state government and of the character of relationships between the executive branch with the other branches, and between the executive branch, legislature, and other state entities.

Office Information

The Procurement Compliance Monitor works in a collaborative environment. Successful members of this team are self-motivated, observant, and positive. This position will interact with state employees via email, telephone, and in person. The work location is an office setting, requiring business casual or business dress attire.

Address: 401 South Spring Street, William Stratton Building,
Springfield, Illinois 62706

Work hours: This is a full-time position with a work week consisting of 37 ½ hours per work during normal business hours.

Benefits: This position is eligible to be a member of the State of Illinois Group Insurance program with generous health, dental, vision, and life insurance coverage options. Additionally, this position will earn 12 paid sick days per calendar year, a minimum of 10 paid vacation days per calendar year, 3 paid personal days per calendar year, and 12 paid state holidays per calendar year, prorated based on start date.

This is a non-code position. This position is not subject to collective bargaining and does not require a current grade from Central Management Services.

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Agency Contact: Executive Ethics Commission
Human Resources Office
401 South Spring Street, William Stratton Building, Room 515
Springfield, Illinois 62706

How to Apply

Applicants should send the following to the address above by **4:30pm on Tuesday, August 9, 2016**:

- A cover letter identifying the title of the position for which you are applying, explaining how your training, experience, and/or coursework qualify you for this position, and identifying how you learned of this position, and
- A detailed resume.

Applicants may also submit required information via email to Rebecca.Shuster@illinois.gov.

The Executive Ethics Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. Please contact the Human Resources Office with requests for reasonable accommodations.

The Equal Employment Opportunity / American with Disabilities Act Officer is responsible for ensuring compliance with these laws. Any issues or concerns should be addressed to the EEO/ADA Officer at 401 S. Spring St, Room 515, Springfield, Illinois, 62706, or by calling (217) 558-1393.