

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CAPITAL DEVELOPMENT BOARD CONSTRUCTION SUPPORT ANALYST

POSITION CODE: 06520

Effective: 07-01-2005

DISTINGUISHING FEATURES OF WORK:

Under direction, provides technical and analytical support in the development of work project information and reports utilized in Capital Development Board surveys of such areas as roofing programs. Utilizes manual and automated office equipment to produce written reports and follow project timelines.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides technical and analytical support for agency roofing program surveys using computerized records and database management information. Determines the required information, source data, report and spreadsheet layouts, and updates various databases with current information on open projects.
2. Monitors the progress and status of agency surveys from initiation through to completion. Enters updated information into databases, maintaining a tracking system for the review of plans, specifications, and change orders, and a status report for in-house design projects.
3. Provides verbal guidance to various contractors, code officials, architects and others seeking clarification of the Illinois Accessibility Code requirements, and prepares draft written responses in reply to inquiries for management approval.
4. Develops and presents internal informational training presentations for areas related to the employee's subject work area.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college preferably with coursework in computer science, communications and business administration and two years of related office or business experience.

Knowledges, Skills and Abilities

Requires working knowledge of manual and automated office equipment operation.
Requires working knowledge of applications software such as word processing, spreadsheet and database software for office use.

Requires working knowledge of office methods and procedures.

CAPITAL DEVELOPMENT BOARD CONSTRUCTION SUPPORT ANALYST (Continued)

Requires ability to assemble a range of factual information and arrange in a report format.

Requires ability to communicate clearly and effectively, both orally and in writing.

Requires ability to use judgment in organizing facts and findings and present information in a clear and logical form.