

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. DPTLTCHE085R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Executive
4. Civil Service Position Code Description Departmental Technician-E	10. Division Passenger Transportation
5. Working Title (What the agency calls the position) TSS Departmental Technician	11. Section Transportation Services
6. Name and Position Code Description of Direct Supervisor SHULTZ, VALERIE A; DEPARTMENTAL MANAGER-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor RUESTMAN, JEAN; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 425 W Ottawa St Lansing, MI 48909 / 8:00 a.m. - 5:00 p.m. M - F (may vary)

14. General Summary of Function/Purpose of Position

This position provides technical support to the Michigan Department of Transportation (MDOT) Office of Passenger Transportation (OPT) by assisting Transportation Services Section (TSS) staff in executing key program functions. Responsibilities include, but are not limited to, managing and analyzing data related to passenger transportation programs, ensuring accuracy in data entry, verification and maintenance of transit-related information, including regulatory compliance and vehicle inventories. The role also provides technical support for the procurement process, carrier certification process and technical assistance to TSS staff for JobNet, Project Wise, CTRAK, BILRIS, and Statewide Integrated Governmental Management Application (SIGMA) programs. Additionally, this position ensures operational efficiency, adherence to state and federal regulations, and execution of departmental initiatives.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 45

Perform research, analysis, and evaluation of transit-related data, including but not limited to, state and federal required reports, transit vehicle inventories, and subrecipient payments. Review and validate data accuracy, assess trends, and ensure alignment with state and federal reporting requirements. Process and maintain records to support program objectives, enhance operational efficiency, and uphold compliance with applicable policies and regulations.

Individual tasks related to the duty:

- Collaborate with TSS management and staff to schedule monthly and ad hoc meetings.
- Collaborate with transit agencies to complete the Disadvantaged Business Enterprise (DBE) form to comply with federal reporting when notified by the DBE coordinator that the agency has used a DBE company.
- Follow up with appropriate staff on tracking spreadsheets and obtain additional information to ensure that the applicable transit agency is informed of upcoming dates with timely submission.
- Coordinate with TSS staff to draft letters to transit agencies (e.g. notices of funding approval, documents needed, delinquent reporting, etc.) obtain signatures, and email fully executed letter(s) to the proper personnel.
- Review and transfer approved procurement files to PW for transit agency access.
- Obtain, compile, and review data in the carrier certification process using the BLRIS system.

Duty 2

General Summary:

Percentage: 30

Provide technical support for the procurement and regulatory certification process.

Individual tasks related to the duty:

- Review and transfer approved procurement files to PW for transit agency access.
- Run reports from Job Net to identify upcoming projects that require procurement review
- Provide notifications to the transit agencies on the status of their procurement review
- Review and assess data to identify similar projects and communicate to the agencies if a joint procurement is possible.
- Obtain, compile, and review data in the carrier certification process using the BLRIS system.
- Assist carriers in accessing the BLRIS program through Mi Login.

Duty 3

General Summary:

Percentage: 20

Provide technical assistance to TSS staff for Job Net, Project Wise, CTRAK, , and SIGMA.

Individual tasks related to the duty:

- Collaborate with regional project manager(s) to review projects programmed in JobNet for accuracy and coordinate with appropriate staff on any changes needed.
- Ensure that payment spreadsheets match SIGMA entries.
- Ensure that authorizations are closed in ProjectWise, MDOT Contract Management System (CTRAK) and SIGMA.
- Maintain vehicle inventory spreadsheets for all rural transit agencies.
- Maintain OPT SharePoint site and ensure that all documents are Americans with Disability Act (ADA) compliant.

Duty 4

General Summary:

Percentage: 5

Participate in special assignments as needed.

Individual tasks related to the duty:

- Participate as a committee member on special projects related to work assignments.
- Provide knowledge to advance team/project success.
- Act in a backup capacity to other staff as assigned.
- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position independently reviews, analyzes, and processes data submissions from OPT staff, ensuring accuracy, completeness, and compliance with departmental and regulatory standards. Decisions are made regarding data validation, application processing, and workflow prioritization, with consultation from the direct supervisor as needed. These decisions directly impact the efficiency of program operations, the accuracy of financial allocations, and the timeliness of services provided to transit agencies, OPT staff, and external stakeholders, including federal agencies.

17. Describe the types of decisions that require the supervisor's review.

Supervisory guidance is needed for matters that require interpretation of law, policy, and administrative procedures, or for matters that exceed the authority and discretion delegated to this position. Disagreements and/or inconsistencies among sections; determination of management priorities and guidance on special assignments.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work is primarily performed in an office environment. Physical demands are routine for an office position, including remaining in a stationary position and use of a computer for extended periods of time. Pressures of frequent deadlines, which could result in costly delays. Ability to infrequently transport/move 5 - 10 lbs. Independent in-state and out-of-state travel may be required. Position may require availability outside normal working hours based on operational needs.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position provides technical support to the Michigan Department of Transportation (MDOT) Office of Passenger Transportation (OPT) by assisting Transportation Services Section (TSS) staff in executing key program functions. Responsibilities include, but are not limited to, managing and analyzing data related to passenger transportation programs, ensuring accuracy in data entry, verification and maintenance of transit-related information, including regulatory compliance and vehicle inventories. The role also provides technical support for the procurement process, carrier certification process and technical assistance to TSS staff for JobNet, Project Wise, CTRAK, BILRIS, and Statewide Integrated Governmental Management Application (SIGMA) programs. Additionally, this position ensures operational efficiency, adherence to state and federal regulations, and execution of departmental initiatives.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

OPT administers MDOT's passenger transportation programs, including local transit, intercity bus, and for-hire passenger regulations, to provide a safe and balanced statewide network of passenger transportation services to meet the social, safety, and economic well-being of the state. This position is responsible for providing technical support to all OPT staff.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

Alternate Education and Experience

Departmental Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Skill in:

- The usage of Microsoft Office Software (Excel, Word, PowerPoint, etc.)
- Data management
- Analytical and critical thinking

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

N/A

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

JENNIFER HADDON

11/7/2025

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date