

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

<b>Position Code</b> 1. DEPSPL2Q71N
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## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Office of Passenger Transportation
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL SPECIALIST-2	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Compliance Specialist	<b>11. Section</b> Transportation Services Section
<b>6. Name and Position Code Description of Direct Supervisor</b> WASSOM, KEVIN C; DEPARTMENTAL MANAGER-3	<b>12. Unit</b> Grant Management & Compliance Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> HUHN, GINA M; DEPARTMENTAL MANAGER-4	<b>13. Work Location (City and Address)/Hours of Work</b> 425 West Ottawa, Lansing, Michigan / 8:00 a.m. - 5:00 p.m. Monday-Friday

**14. General Summary of Function/Purpose of Position**

This position functions as the subject matter expert within the Office of Passenger Transportation (OPT) for all aspects of Federal Transit Administration (FTA) compliance, and is responsible for overseeing compliance assurance and conducting assessments for approximately 105 public transit agencies that receive funding through the federal transit programs Section 5311 Formula Grants for Rural Areas (including Job Access and Reverse Commute) and Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities. The position also functions as the technical expert and sole resource responsible for managing and administering the state program for the FTA drug and alcohol regulations as they relate to the Michigan Department of Transportation's (MDOT's) rural subrecipients of FTA funds.

The position is responsible for conducting onsite triennial and follow-up reviews at all agencies statewide that receive federal Section 5311 and Section 5310 funding through the department, ensuring compliance with federal and state requirements through interpretation, analysis, and application of state and federal laws and guidance. Responsibilities include reviewing, analyzing, and interpreting state and federal legislation related to subrecipient compliance requirements, overseeing implementation of policies and procedures for subrecipient compliance issues, writing reports and updating templates for policies required under the regulations, developing and delivering compliance training programs for subrecipients, representing OPT at conferences and meetings at the local, state, and federal level, and advising and making recommendations to office management and staff regarding subrecipient compliance.

**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: 70**

Serve as the statewide subject matter expert within OPT for all matters regarding FTA compliance assurance and assessment of approximately 105 public transit agencies that receive funding through the federal transit programs Section 5311 Formula Grants for Rural Areas (including Job Access and Reverse Commute) and Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities.

**Individual tasks related to the duty:**

- Perform federally mandated onsite compliance reviews throughout the 82 counties at all statewide public transit agencies that are sub-recipients of federal funding administered by OPT. This includes interpreting FTA rules and regulations, applying them to each transit agency by reviewing and analyzing all information to determine if requirements are met, and if applicable providing guidance on how transit agencies can obtain compliance with FTA and OPT.
- Evaluate and make recommendations for methods used to monitor subrecipient compliance with federal regulations on a system-wide level, maintaining the tracking system for review status and schedules, and managing the ProjectWise database for significant volumes of all federally mandated documentation.
- Coordinate with transit agencies to schedule compliance reviews to ensure transit agencies have the required information (e.g., vehicle maintenance records, etc.) readily available.
- Determine public transit agencies' compliance in federally mandated subject areas including vehicle maintenance records, Americans with Disabilities Act (ADA), charter service, commercial driver licenses, cost allocation plans, drug and alcohol testing, transit asset management for transit facilities and equipment, grant funded procurements, school bus transportation, and Title VI through interpretation, analysis, and application of state and federal laws and guidance.
- Maintain risk analysis assessments which are critical to FTA compliance and is used to determine site visit frequency based on findings and other factors.
- Determine citations of findings for noncompliance and provide recommendations to agencies in the development and implementation of corrective action plans for review and approval with subsequent visits to ensure the findings have been resolved. If agencies do not become compliant, this position can initiate fund withholding.
- Develop and deliver training materials and presentations for recipient transit agencies and internal staff regarding compliance.
- Develop and update legally compliant policy and document templates for use by public transit agencies. This includes researching changes made by the FTA, talking with other states, and proposing recommendations to management.
- Maintain the OPT ProjectWise database for federally mandated compliance documentation
- Review and validate all compliance data and related documentation in preparation for State Management Reviews (SMRs) conducted by the FTA. SMRs occur every 3 years to determine how Departments of Transportation ensure subrecipients are complying. Respond to questions asked throughout the SMR.
- Serve as the public transit agencies' subject matter expert for compliance issues and questions involving all areas of review.
- Create and deliver compliance-related presentations at state and federal conferences as needed.

**Duty 2**

**General Summary:**

**Percentage: 20**

Function as the statewide subject matter expert for managing and administering the state's program for the FTA drug and alcohol regulations as they relate to MDOT's non-urban subrecipients of FTA funds. The regulations are applicable to all relevant positions (e.g., depending on funding source: Section 5310 agencies that fall under Federal Motor Carrier Safety (FMCSA) authority for CDL vehicles and CDL holders; Section 5311 agencies that fall under FTA authority for safety sensitive positions such as dispatchers and mechanics) of the subrecipients and are meant to increase the safety of passenger transportation services. Drug and alcohol testing reviews will be conducted annually at each agency subject to testing regulations.

**Individual tasks related to the duty:**

- Interpret and analyze the frequent changes made to federal drug and alcohol laws and guidance documents and implement them into the review process and the agencies testing programs.
- Develop, review, recommend and implement OPT policies, procedures, checklists, and reporting forms for ensuring drug and alcohol compliance by OPT and its non-urban subrecipients of FTA funds
- Manage and direct the activities and performance of a third-party administrator for the drug and alcohol program for all transit agencies (e.g., testing policy formation, management/supervision of education and training, consultation/advice, coordination of required FTA reporting and compliance requirements, establishing and conducting statewide open enrollment in a drug and alcohol testing consortium, etc.).
- Develop and implement procedures for withholding funds for noncompliance.
- Collect and prepare all data required for federally mandated annual reporting. This data is used to calculate the random drug testing percentage for the following year by each United States Department of Transportation (USDOT) agency.
- Serve as the public transit agencies' subject matter expert for compliance issues and questions specific to drug and alcohol testing.

**Duty 3****General Summary:****Percentage: 10**

Complete special projects as assigned.

**Individual tasks related to the duty:**

- Participate as a project manager, team leader, committee member, or advisor on special projects related to work assignments.
- Provide expert advice to Department management, staff, and stakeholders in the areas of expertise
- Represent OPT/MDOT at conferences, workshops, and meetings at the local, state, and federal level.
- 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.**

Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position. Decisions regarding the determination of public transit agency compliance; determining what action is needed by OPT in specific complex instances of noncompliance and approval of corrective action plans; risk assessment and analysis; travel and onsite review scheduling; identifying process changes needed to better serve internal and external stakeholders when they don't conflict with current OPT policy guidelines.

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

Process or policy changes that conflict with current OPT policy guidelines or are a result of a change in state or federal law, regulation, or guidance; decisions that will result in withholding of funding for a public transit agency.

**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.**

Must be able to travel independently year-round in all seasons and types of weather to all transit agencies (approximately 105 agencies) in the state with occasional out of state travel for inter-city bus carriers including nights and weekends, often requiring overnight travel for periods of up to 7 days a week and approximately 100 nights per year. Occasional travel via commercial transportation (rail or airline) to meetings and conferences across the county. 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):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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 functions as the subject matter expert within the Office of Passenger Transportation (OPT) for all aspects of Federal Transit Administration (FTA) compliance, and is responsible for overseeing compliance assurance and conducting assessments for approximately 105 public transit agencies that receive funding through the federal transit programs Section

5311 Formula Grants for Rural Areas (including Job Access and Reverse Commute) and Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities. The position also functions as the technical expert and sole resource responsible for managing and administering the state program for the FTA drug and alcohol regulations as they relate to the Michigan Department of Transportation's (MDOT's) rural subrecipients of FTA funds.

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**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?**

The primary function of the Transportation Services Section is to program and manage state and federal funds that support Michigan's local transit system. Annually, the section makes applications to the Federal Transit Administration (FTA) for approximately \$30 to \$35 million in federal funds. The section allocates the funding to about 150 subrecipients. MDOT is required by FTA to ensure subrecipients follow federal regulations. This position is responsible for the triennial reviews to ensure subrecipients follow all state and federal regulations including maintenance.

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

**EDUCATION:**

Possession of a bachelor's degree in any major.

**EXPERIENCE:**

**Departmental Specialist 13 - 15**

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- the principles and techniques of the specialty work
- federal drug and alcohol testing regulations for the transportation industry
- compliance and/or regulatory activities

Skill in:

- communicating effectively utilizing various forms of communication

Ability to:

- research, analyze, interpret, and apply complex state and federal rules and regulations
- compile information and prepare complex technical reports and correspondence
- make recommendations to high level management for process improvements and program changes
- use initiative and exercise diplomacy
- lead and participate in teams in a professional environment
- explain information to customers and evaluate the response as being sufficient
- work independently and largely without supervision to complete program tasks and meet program deadlines

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

None.

**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

12/22/2025

\_\_\_\_\_  
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