

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

Position Code

1. STUDASTED61N

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) Bureau of Transportation Planning
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division Statewide Transportation Planning Division
5. Working Title (What the agency calls the position) Student Assistant	11. Section Statewide & Urban Travel Analysis Section
6. Name and Position Code Description of Direct Supervisor RYAN, TIMOTHY S; TRANSPORTATION PLANNING MGR-3	12. Unit Statewide or Urban Travel Units
7. Name and Position Code Description of Second Level Supervisor FAUSSETT, KAREN M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa, Lansing, MI 48933 / 7:00 a.m. – 6:00p.m M-F, Maximum 129 hrs/monthly

14. General Summary of Function/Purpose of Position

This position functions as an assistant to professional transportation planner staff in meeting the responsibilities of the Statewide and Urban Travel Analysis (SUTA) Section. This includes a variety of tasks related to travel trend analysis, present and future travel forecasts, Geographic Information Systems (GIS) and its applications, travel demand modeling applications, collection and analysis of socioeconomic and land use data, and development of documentation and presentation materials. This position assists senior staff with the provision of data for determining transportation needs required by federal regulations for the Michigan and Metropolitan Planning Organizations (MPO) long-range transportation plans, regional plans, the MPO and State Transportation Improvement Programs, transportation performance measures, and air quality conformity analysis required by the Clean Air Act Amendment.

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: 60

Assist with the development and maintenance of planning related databases.

Individual tasks related to the duty:

- Perform basic data entry, development, and maintenance of databases used in travel demand models, impact and issue analysis, and project development. Major databases include origin and destination surveys, socioeconomic data files, traffic counts, freight data, and household travel surveys.

Duty 2

General Summary:

Percentage: 15

Assist in developing and applying specialized transportation planning tools needed to perform forecasting for statewide passenger and freight models.

Individual tasks related to the duty:

- Develop trip tables (matrices) from data files or by running a four-step model with senior planning staff.
- Use spreadsheets to perform calculations or display data in charts and graphs.

Duty 3

General Summary:

Percentage: 10

Assist the unit with impact analyses for reports and projects.

Individual tasks related to the duty:

- Assist with analyzing deficiencies, economic benefits, air quality, project prioritization, and issue analysis to include SUTA reports and projects.
- Assist in the preparation of procedural manuals or analysis reports and present results.

Duty 4

General Summary:

Percentage: 10

Assist in the preparation of various technical publications as part of the development of the long-range transportation plans required by federal regulations.

Individual tasks related to the duty:

- Assist in the preparation of various technical publications as part of the development of the long-range transportation plans required by federal regulations. The plans serve as a guide in establishing investment strategies and identifying projects to be included in the department's project programming efforts.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned by supervisor.

Individual tasks related to the duty:

- Provide general office assistance for a wide variety of tasks, including but not limited to, stuffing envelopes, inputting origin and destination information from handwritten cards into an electronic database, keeping track of the amount of undeliverable mail from a mailed-out survey, etc.
- Other duties as assigned by supervisor.

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

Due to the technical nature of assignments, guidelines for tasks or project completion can be complex. The student assistant is expected to communicate with senior staff with all questions.

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

- When there are conflicts between deadlines or established schedules cannot be met.
- When a change to existing policies or procedures will impact others.
- When a controversy arises.
- When analysis may require a change to existing policies and procedures.
- When there is a change in methods.

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.

Ability to move around in an office environment and remain in a stationary position for extended periods of time with extensive computer usage. Ability to travel independently for attendance at meetings/conferences or as otherwise necessary. 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 an assistant to planner staff in meeting the responsibilities of the Statewide and Urban Travel Analysis (SUTA) Section. This includes a variety of tasks related to travel trend analysis, present and future travel forecasts, Geographic Information Systems (GIS) and its applications, travel demand modeling applications, collection and analysis of socioeconomic and land use data, and development of documentation and presentation materials. This position assists senior staff with the provision of data for determining transportation needs required by federal regulations for the Michigan and Metropolitan Planning Organizations (MPO), long-range transportation plans, regional plans, the MPO and State Transportation Improvement Programs, transportation performance measures, and air quality conformity analysis required by the Clean Air Act Amendment.

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 Statewide Model Unit is responsible for providing travel demand modeling analysis outside of the Federal Aid Urban Areas. These travel demand forecasts are fundamental in determining estimates of future travel to be served by the existing transportation infrastructure and in estimating future highway user tax revenues. The forecasts also provide critical information for: MDOT's Statewide and Region Long Range Transportation Plan (SLRTP) and Sub-State Plans, the State

Transportation Improvement Program (STIP), transportation performance measures, Air Quality Conformity Analysis, alternative transportation improvement justification and analysis and other project applications.

Persons in this position assist senior staff with the provision of forecast data for determining transportation needs required by federal regulations for the Michigan and Metropolitan Planning Organizations, long-range plans, regional plans, the MPO and STIP, transportation performance measures and air quality conformity analysis required by the Clean Air Act Amendment.

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

EDUCATION:

Current enrollment in a vocational or technical school, or post-secondary educational institution.

Enrollment in a degree program (bachelor's or higher) in the following fields: planning (city, community, environmental, regional, and/or urban), environmental studies and/or sustainability, engineering, statistics, mathematics, geography, geographic/geospatial information systems, logistics and/or supply chain management, or economics is preferred.

Class work or experience in GIS is highly desired.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- database management
- computer programming
- statistical analysis
- GIS software (e.g. TransCAD, ArcGIS, etc.)
- Microsoft Office programs (e.g. Word, Excel, etc.)

Ability to:

- analyze of geographic, land use, socioeconomic, and census data

**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	9/9/2025
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