

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

Position Code

1. TRPLNRAA99R

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) Transportation Planning
4. Civil Service Position Code Description TRANSPORTATION PLANNER-A	10. Division Data Inventory and Integration
5. Working Title (What the agency calls the position) HPMS Data Planner	11. Section Data Oversight and Geospatial Management
6. Name and Position Code Description of Direct Supervisor HIMMELEIN, AUSTIN M; TRANSPORTATION PLANNING MGR-3	12. Unit System Monitoring and Reporting
7. Name and Position Code Description of Second Level Supervisor JOHNSON, CORY G; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 425 W. OTTAWA ST LANSING / M-F 8/5PM

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource for the processing of Highway Performance Monitoring System (HPMS) report and the Model Inventory Road Element Fundamental Data Elements (MIRE FDE) data set reporting within Roads and Highways (R&H) for the Data Inventory and Integration Division (DIID). These two required reports to Federal Highway Administration (FHWA) are the foundation of Michigan Department of Transportation's (MDOT's) annual federal business processes tied to all federal transportation funding and reporting three of the department's Transportation Performance Measures (TPM) legislated by the federal Moving Ahead for Progress in the 21st Century (MAP-21) Act.

This position ensures data alignment on reporting goals and processes, including complex mathematical formulas used in R&H tools to ensure complete, timely, and accurate data reports prior to sending to the FHWA. This position ensures successful and on time HPMS and MIRE FDE reporting each year.

This position provides technical guidance to staff within the DIID such as determining which R&H tools to use and data flow from providers to HPMS software and leads technical R&H data discussions at HPMS Panel, R&H team, MIRE FDE team, and other related meetings as needs are identified. This position recommends R&H process changes in response to any changes in federal reporting requirements and develops a solution when a business process is impacted. This position makes recommendations to management and staff in many areas both within and outside the division to process and collect HPMS and MIRE FDE data. If the process change involves other staff to perform, this position creates documentation and trains other staff.

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: 55

Serve as the R&H recognized resource to the data cycle of the annual HPMS report. Troubleshoot complex technical issues, utilize various Geographic Information System (GIS) tools, and train staff as needed to ensure HPMS data is integrated within the R&H database and ensure the data is reported accurately, completely, and timely within the FHWA HPMS software.

Individual tasks related to the duty:

- Lead technical data discussions in HPMS Pavement Panel, Traffic Panel, and R&H Team meetings related to HPMS data issues and changes in federal or management requirements. Leverage the resources as needed.
- Maintain level 1 access to the FHWA HPMS software and be proficient in its use.
- Prepare and interpret the monthly "HPMS Data Item Timeline" report for FHWA.
- Coordinate/Collaborate with staff in the Travel Information Unit (TIU) with the data requirements between R&H and their Traffic Data Management System (TDMS) to ensure the "HPMS Extent and Travel Report", the Governors Traffic Safety Advisory Council (GTSAC) Vehicle Miles Traveled (VMT) Report, and the safety Vehicle Miles Traveled (VMT) numbers are accurate when used for the safety target rates in the MAP-21 TPM. Prepare and quality review this data before they are used inside and outside the department.
- Collaborate with HPMS and pavement staff with GIS processes needed to meet HPMS requirements to improve data processing and HPMS cross-checks. Interpret HPMS requirements and recommend solutions to management and direct staff in their implementation. Interpret, quality review, and analyze the HPMS Pavement Report Card (PRC) used to report the pavement TPM.
- Prepare data including, but not limited to, determining the best practice to load data into R&H, such as domain definitions, appending data sets, truncating and loading of data sets, or manual entry using the Event Editor (EE) web application. When needed, communicate with the GIS Unit to ensure proper environment, and change process protocols are utilized.
- Develop and utilize Structured Query Language (SQL) queries to pull temporal data out of R&H to submit into HPMS.
- Quality control the MAP-21 System Performance TPM data submitted in HPMS. Assist other staff, as necessary.

Duty 2

General Summary:

Percentage: 25

Serve as the primary resource to coordinate the complex technical creation of the annual data cycle to collect, process, and make MIRE FDE data readily available. Troubleshoot technical issues, utilize various GIS tools, and train staff as needed to ensure MIRE FDE data is integrated within R&H and reported.

Individual tasks related to the duty:

- Determine and document R&H MIRE FDE event names, domains, and other database schema elements that are required to meet MIRE FDE requirements and can be exchanged between R&H and Roadsoft. Roadsoft is a local agency asset, reporting, and traffic/safety software administered by MTU and is used by MDOT and Michigan State Police (MSP).
- Recommend improvements to the R&H MIRE FDE Workflow Manager (WMX) and EE to improve quality, increase speed, and adapt to changing FHWA or MDOT requirements.
- Establish and oversee MIRE FDE event editing, quality control, and validations within R&H by Department of Technology, Management, and Budget (DTMB), Center for Shared Solutions (CSS), and MDOT staff.
- Recommend data flow processes between R&H and Roadsoft.
- Recommend and direct quality checks and requirements with the Advances Linear Referencing System (ALRS) team to ensure the annual centerline and point data version to Roadsoft is populated correctly with MIRE FDE.
- Develop and recommend a hierarchy process to handle the complex data conflicts that result from selecting the best MIRE FDE data to populate R&H when coming from many sources and timeframes.
- Implement a migration process for MIRE FDE data using the R&H ALRS tools to new R&H versions.
- Develop and recommend a stratified population of MIRE FDE data in our R&H development (Dev) and quality assurance (QA) environments before population in the production (Prod) environment. These testing environments are to ensure data being sent to Roadsoft in the annual R&H Centerline version transfers successfully.
- Coordinate with others in implementing a R&H dashboard of MIRE FDE data to analyze, interpret, and display the annual MIRE FDE reporting requirements for the department's Strategic Highway Safety Plan (SHSP) TPM requirement.
- Prepare, quality review, analyze, and interpret the MIRE FDE in R&H.
- Prepare data including, but not limited to, determining the best process to load data into R&H, such as domain definitions, appending data sets, truncating and loading of data sets, or manual entry using the EE web application.
- Interpret and analyze data including, but not limited to, graphing data, confirming trends, and leading discussions with data provider experts and management to determine corrective actions or confirm data meets requirements.
- Quality control and validation of data including, but not limited to, developing and documenting the processes for each data item, performing gaps and overlap checks, querying definitions, checking overlay road events, and Roadsoft exported reports.
- Collaborate with and recommend to management and other staff in the development of technical specification requirements written for Purchase Order contracts for tools and new MIRE FDE collection methods to be performed by contractors.
- Review, analyze, quality review, and report on vendor deliverables to ensure they meet contract specifications.

Duty 3**General Summary:****Percentage: 15**

The Statewide Statistics File (SSF) is an overlay route event of the most requested HPMS, MIRE FDE, Transportation Asset Management Council (TAMC), and various other roadway attributes in one geodatabase.

Individual tasks related to the duty:

- Develop, create, quality control and document the SSF creation process.
- Integrate new attributes as required by management and staff.
- Train staff on SSF processes that are expected to be repeated or to be used by co-workers as a redundancy due to absence for quick turn-round requests by department management, director, or Governor.
- Develop and document the automated process for generating the annual GTSAC statewide reports.
- Create routine and ad-hoc maps, roadway data reports, and analysis requests.
- Oversee and quality control data sets created from the SSF as requested.
- Validate year end HPMS and MIRE FDE data items for the annual R&H centerline release.

Duty 4**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Support and promote the department's mission, vision, and values both internally and externally to the department.
- Demonstrate department values in daily operations and decision making.
- Provide report information, data analysis, and processing information.
- Compile information using spreadsheet, word processing software, or computer applications as required.
- Report results.
- Prepare project and system maps for use by the section, division, bureau, local agency, or other department management.
- Represent the section, division, bureau, and department at meetings as assigned. Prepare and report meeting summaries.
- Attend meetings as required by supervisor.
- Participate in department wide initiatives, committees, and process improvement teams 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.

Take independent action to identify, recommend, demonstrate, and implement new or improved federal data collection, loading, or validation methods to existing MDOT workflows from within or outside the department. Exercising considerable independent judgement, decision making, and taking initiative is expected. Keep supervisor up to date on current efforts and/or any significant resource commitments or actions that may impact overall strategies or policy goals of the department, FHWA, or DTMB. Escalate violations and conflicts as needed to leadership. Decisions made by this position affect the department's federal reporting requirements. Correct on time reporting ensures the department is eligible for federal-aid and the supplied data is used by FHWA in the safety, pavement, and system performance TPM targets at the state, Metropolitan Planning Organization (MPO), and local levels. This position is responsible for making recommendations to management and other State of Michigan Agencies which are in line with statewide policies and procedures. Decisions on problem-solving approaches, conflict resolution, methods to obtain and organize data, and the means of converting the data to understandable information.

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

When established procedures do not produce satisfactory results, when controversy arises, when newly developed procedures impact other sections, agencies, or vendors involved, when conflict in priorities occur, or when established schedules cannot be met. The supervisor is consulted if meeting federal requirements has implications that might conflict with established goals, priorities, or data providers process that are significant modifications from the currently authorized process.

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 research, and respond to reports, memos, letters, and other materials. Ability to travel independently, by commercial transportation or automobile, to attend meetings/conferences or as otherwise necessary. Travel away from

work location required on an occasional basis to other areas, including other cities or states, for periods of time up to several days. Ability to move around in a typical office environment and remain in a stationary position for long periods of time with extensive use of a computer. 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 serves as the recognized resource for the processing of Highway Performance Monitoring System (HPMS) report and the Model Inventory Road Element Fundamental Data Elements (MIRE FDE) data set reporting within Roads and Highways (R&H) for the Data Inventory and Integration Division (DIID). These two required reports to Federal Highway Administration (FHWA) are the foundation of Michigan Department of Transportation's (MDOT's) annual federal business processes tied to all federal transportation funding and reporting three of the department's Transportation Performance Measures (TPM) legislated by the federal Moving Ahead for Progress in the 21st Century (MAP-21) Act.

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

Remove items from Duty summaries that are also tasks, remove driver's license requirement, spelling out acronyms, include inclusive language, and grammatical changes.

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

The Federal Reporting Unit is home to the federally required annual HPMS federal report and the federally required MIRE FDE reporting. This position functions as a critical line between the GIS environment and databases for the listed programs to ensure reporting is complete, timely, and accurate.

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 with at least 30 semester (45 term) credits in one or a combination of the following: planning (city, community, environmental, regional, and/or urban), environmental studies and/or sustainability, environmental sciences, engineering, statistics, mathematics, geography, geographic/geospatial information systems, logistics and/or supply chain management, or economics.

EXPERIENCE:

Transportation Planner 12

Three years of professional experience in the planning, mapping, or assessment of transportation, land use, environmental, or community systems equivalent to a Transportation Planner, including one year equivalent to a Transportation Planner P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- the department's federal and state reporting requirements
- best practices of techniques used in the collection, organization, and analysis of transportation related data

Skill in:

utilizing GIS and R&H

Ability to:

- communicate concepts and products effectively to a wide range of audiences
- plot effective maps
- develop methods and procedures for quality control and validations used in the compilation, analysis, and interpretation of data
- communicate effectively with others
- make presentations within MDOT

**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

9/25/2025

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.

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Employee	Date