

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

<b>Position Code</b> 1. TRPLNREA77R
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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> Transportation Planning
<b>4. Civil Service Position Code Description</b> TRANSPORTATION PLANNER-E	<b>10. Division</b> Data Inventory & Integration
<b>5. Working Title (What the agency calls the position)</b> Transportation Planner	<b>11. Section</b> Data Oversight & Geospatial Management
<b>6. Name and Position Code Description of Direct Supervisor</b> HIMMELEIN, AUSTIN M; TRANSPORTATION PLANNING MGR-3	<b>12. Unit</b> System Monitoring & Reporting
<b>7. Name and Position Code Description of Second Level Supervisor</b> JOHNSON, CORY G; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 425 W. Ottawa St. Lansing / M-F 7:30-4:30pm AWS

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

This position supports federal and state transportation reporting requirements on the state's public roads, including compilation and review of large datasets, and recommends process changes due to new regulations or new technology. This position meets with federal, state, and local officials to coordinate approved processes for meeting required roadway reporting, recommends specific road classifications and reviews, manipulates, and validates road data using Geographic Information System (GIS) tools to populate the reports.

**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**

Conduct state and/or federal transportation planning, road classification, and reporting processes on the state's public roads. Assist with the analysis and compilation of transportation data for the submittal of reports, analyze roadway change requests, decide if they meet requirements set forth by law and practice, write correspondence as needed with the requesting agencies, and incorporate the changes into the Michigan Department of Transportation (MDOT) Roads and Highways (R&H) environment.

**Individual tasks related to the duty:**

- Meet with MDOT staff, local, state or federal officials to analyze roadway data, make specific road classification recommendations, and assist to meet federal and/or state requirements.
- Collect, analyze, validate, map, and report transportation roadway data on the state's Linear Reference System (LRS).
- Use Environmental Systems Research Institute (ESRI) R&H tools, Data Reviewer, Workflow Manager and Event Editor to collect, organize, edit, analyze, and validate assigned roadway data events.
- Use ArcGIS products to respond to ad hoc report and mapping requests of transportation roadway data.
- Participate in various rural and urban transportation system development activities and projects to determine urban area boundaries.
- Participate in team meetings regarding report deliverables, the use of specific software, how to develop event assignment rules, and to run data validation processes. Collaborate and assist in assuring requirements and the validation process is met.
- Maintain records and prepare reports and correspondence related to the data.
- Conduct data analysis to ensure reporting deadlines are met timely, accurately, and completely.
- Conduct research and assist in creating reports, conduct presentations and trainings, draft contracts, process grants, and assist in the development and use of data collection tools.
- Document the program workflows and report progress metrics to management.
- Research and implement process improvements to modernize and improve processes as needed.

**Duty 2**

**General Summary:**

**Percentage: 30**

Assist in meeting long-term bureau and section goals associated with Highway Performance Monitoring System (HPMS), Model Inventory of Roadway Elements (MIRE), and federal reporting responsibilities.

**Individual tasks related to the duty:**

- Assist with identifying assets, compiling data, editing features, and reporting progress on the MIRE Fundamental Data Elements (FDE) project effort to meet the Federal Highway Administration (FHWA) mandate deadline.
- Attend and participate in HPMS panel meetings to support the process of reporting on a large variety of data items such as traffic and pavement.
- Assist the Transportation Performance Measures teams across the bureau.

**Duty 3**

**General Summary:**

**Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- Assist others with duties as assigned.

**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 duties, guidelines for task or project completion are frequently not available. This position is expected to exercise judgment and initiative in order to complete the required tasks. Whenever possible, identify, recommend, and implement improvements in the methods and material utilized in the position.

**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 others, when conflict in priorities occur, or when established schedules cannot be met.

**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 written materials. Ability to travel independently for attendance at meetings/conferences or as otherwise necessary. 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 supports federal and state transportation reporting requirements on the state's public roads, including compilation and review of large datasets, and recommends process changes due to new regulations or new technology. This position meets with federal, state, and local officials to coordinate approved processes for meeting required roadway reporting, recommends specific road classifications and reviews, manipulates, and validates road data using Geographic Information System (GIS) tools to populate the reports.

**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?**

This unit is responsible for ensuring that federal reporting requirements are met for HPMS, National Functional Classification (NFC), National Highway System (NHS), and Adjusted Census Urban Boundary (ACUB), as well as mileage certification for ACT 51.

**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 9**

No specific type or amount is required.

**Transportation Planner 10**

One year of professional experience in the planning, mapping, or assessment of transportation, land use, environmental, or community systems equivalent to a Transportation Planner 9.

**Transportation Planner P11**

Two 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 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- principles and practices of research and analysis

Skills:

- communicate effectively
- interpersonal and negotiation
- operation of GIS related software
- adapting to usage of applicable software

Ability to:

- analyze, synthesize, and evaluate a variety of data
- organize and present information effectively
- learn and utilize computer processes
- maintain favorable public relations

**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.***

Employee	Date
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