

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

Position Code 1. STDDADM1T36N

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 STATE ADMINISTRATIVE MANAGER-1	10. Division Intermodal Policy
5. Working Title (What the agency calls the position) Section Manager	11. Section Intermodal Policy
6. Name and Position Code Description of Direct Supervisor MULLEN, ERIC R; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor WHITE, TODD; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa St. Lansing / 8/5pm Monday thru Friday

14. General Summary of Function/Purpose of Position

This position functions as an administrative manager of one or more agency-designated, Group 4 sections and reports to a division director. This position manages the Intermodal Policy Section and the Active Transportation Staff. The section is involved in freight transportation planning, marine/maritime planning, connected and automated vehicle technology, resilience planning, grant coordination and non-motorized transportation planning.

The section supports upper management and other areas of the department in setting multi-modal/intermodal policy and planning in implementing multi-modal and intermodal transportation solutions. The position functions as a manager, creating a setting in which direct reports are motivated to produce the highest-quality work of which they are capable, and ensures conformance with general guidelines, methods, techniques, policies and laws.

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: 30

Manage day-to-day operations of the section including supervising professional staff with widely varied areas of expertise, creating a work setting in which direct reports are motivated to produce the highest quality work of which they are capable.

Individual tasks related to the duty:

- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Delegate work assignments and coordinate the workload within the unit. Assist staff with questions or who need guidance. Provide expertise in administrative areas such as contracts and in program and/or project related areas for the various modes.
- Stay apprised of developments across the various disciplines of the section and anticipate potential work that may be needed in response to news related to state and federal legislation, connected and automated vehicle technology, freight movement and economic trends, and transportation planning trends in general.
- Communicate with staff, Unit Supervisor, Division Administrator, and other bureau and Michigan Department of Transportation (MDOT) management as necessary. Strive to ensure that your own communications and those of your staff are complete and constructive.
- Facilitate staff work with other bureaus or divisions of MDOT as appropriate.
- Facilitate staff work with other state departments, other state transportation agencies, and other transportation organizations as appropriate.
- Hold team members accountable by setting clear expectations, monitoring performance, providing timely feedback, and implementing corrective actions when necessary. This includes establishing performance expectations, completing performance evaluations, and ensuring the effective use of the performance management system.
- Review union contracts and Civil Service rules/regulations and consistently reference in decision making to ensure compliance with contracts and rules. Contact the Office of Human Resources, Labor Relations Section for guidance or questions.
- Approve time sheets timely as well as the use of leave privileges for staff.
- Ensure position descriptions for current employees are up to date.
- Handle unit employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensure compliance with equal employment opportunities (EEO).
- Mentor staff and facilitate knowledge management within the unit. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Assist Division Administrator with reporting requirements including (but not limited to) contracts, audits, MDOT or state government reporting requirements, and others.

Duty 2

General Summary:

Percentage: 25

Manage and oversee the development, implementation, and coordination of the State Long Range Plan and other modal plans. Coordinate with other areas of the department to ensure understanding and consistent implementation of plans in other department initiatives and procedures.

Individual tasks related to the duty:

- Oversee the activities of the long-range plan and performance measures staff and stay informed regarding their efforts. Provide direction and support as needed. Make additional assignments as needed.
- Review and approve correspondence, planning documents, white papers, presentations, spreadsheets and other written materials.

Duty 3

General Summary:

Percentage: 20

Manage and oversee activities modal planning staff.

Individual tasks related to the duty:

- Oversee activities of modal planning staff and stay informed regarding their efforts. Provide direction, support, and additional assignments as needed.
- Review and approve correspondence, planning documents, white papers, presentations, spreadsheets and other written materials.
- Review legislative proposals and rulemakings and provide support to Bureau of Public Affairs, State Transportation Commission, or Governor's Office in Lansing or Washington D.C. as needed. Participate in work groups as needed to comment on proposals or rulemakings.
- Work with Unit Supervisor to ensure non-motorized activities and events are proceeding smoothly and in a timely way.

Duty 4

General Summary:**Percentage: 10**

Assist with the development of other Bureau or Department efforts (e.g. State Long Range Plan, Freight Plan, MDOT Strategic Plan, or Commission Policy Plan, Transportation Funding Task Force, Complete Streets Advisory Council, Future Mobility Council, Commission for Logistics and Supply Chain Collaboration, National Electric Vehicle Infrastructure (NEVI) Plan, Resiliency Improvement Plan, etc.).

Individual tasks related to the duty:

- Work with the Division Administrator or Bureau Director to develop project timeline and tasks for product development including (but not limited to) proposed content, assignment of resources, editing, distribution, public information and other aspects as necessary.
- Participate in work groups or assign staff participation as needed.
- Assist with and/or make staff assignments as necessary to prepare presentations, white papers, plans, reports, spreadsheets or other materials.
- Review and approve documents, correspondence, and other written materials.
- Assist Division Administrator with reporting requirements including (but not limited to) contracts, agency performance measures, agency financial initiatives, etc.
- Represent Department/Bureau/Division/Section in work groups, task forces and other cooperative efforts to external stakeholders through presentations, workshops and other forums.
- Facilitate communication with MDOT management, Transportation Commission, customers, providers, and other industry groups to complete the product.
- Represent Division Administrator in meetings or at events if necessary.

Duty 5**General Summary:****Percentage: 10**

Secure resources for staff development and to support Section work.

Individual tasks related to the duty:

- Participate in budget development.
- Encourage staff to submit projects in the annual State Planning and Research Call For Projects to the extent it would support their work.
- Oversee staff and Division reporting for State Planning and Research projects.

Duty 6**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Research current issues which impact the department.
- Learn new analysis methods and techniques.
- Participate in and assign ongoing training to staff.
- Read and analyze publications and scholarly articles related to Intermodal Policy.

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

Supervisor functions including, but not limited to, travel expenses, contract and other purchase approvals; leave approvals; hiring and reallocation of staff, disciplinary actions, etc. Delegation of work assignments, budgeting and identification of available resources. How to best complete an assignment or implement a policy initiative identified by Bureau management. How to handle issues as they arise where policy is in place to help address them. Whether to elevate issues to a policy discussion at the division, bureau, department, or commission level. Whether to concur and forward staff recommendations on the department's response to a proposed change in the federal or state role in provision of transportation infrastructure and services.

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

When action would set precedents that would impact the department's strategic direction or would contravene Commission policy.

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 travel independently for attendance at meetings/conferences or as otherwise necessary. Must be able to travel, including to other cities or states, for periods of time up to several days. Must be able to work within tight deadlines and balance a number of competing areas of information or responsibility. 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
ALFONSO, DEBRA	TRANSPORTATION PLANNING MGR-3 14	VOGT, AMARA A	TRANSPORTATION PLANNER-A 12
VACANT	TRANSPORTATION PLANNER-E	WULFF, ELISHA A	TRANSPORTATION PLAN SPL 2 13

Additional Subordinates

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" 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 administrative manager of one or more agency-designated, Group 4 sections and reports to a division director. This position manages the Intermodal Policy Section and the Active Transportation Staff. The section is involved in freight transportation planning, marine/maritime planning, connected and automated vehicle technology, resilience planning, grant coordination and non-motorized transportation planning.

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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 Asset Management and Policy Division is the department's focus for policy development and recommended policy-level actions, development of the department's asset management strategies and business processes, and provides staff support to the Transportation Asset Management Council. This position oversees the section in which the policy functions are carried out.

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.

Preferred concentration on 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.

EXPERIENCE:

State Administrative Manager 15

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

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- State and federal laws and regulations related to transportation finance and planning.
- A variety of transportation modes.

Skills:

- Strong communication skills.
- Conduct themselves in a professional manner, work well with others, and function well in a team environment.
- Research, analytical and computer skills are essential.

Ability to:

- Make clear presentations to an audience with widely disparate levels of knowledge in the subject matter.
- Write clearly and concisely.
- Successfully lead diverse teams in complex planning efforts.
- Break down a complex initiative into manageable tasks.
- Inspire and motivate a team working under deadline pressure.
- Meet deadlines and function productively and positively within tight time frames when multiple efforts are in progress.
- Recognize and correct sensitive material.

**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

9/18/2025

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