

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

Position Code 1. TRANMGR3A02N

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 TRANSPORTATION PLANNING MGR-3	10. Division Data Inventory and Integration Division
5. Working Title (What the agency calls the position) Transportation Planning Manager	11. Section Data Oversight and Geospatial Management Section
6. Name and Position Code Description of Direct Supervisor JOHNSON, CORY G; STATE ADMINISTRATIVE MANAGER-1	12. Unit Road Network
7. Name and Position Code Description of Second Level Supervisor BURTON, WENDI L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa, Lansing, MI / 7:30 a.m. - 4:30 p.m., Monday - Friday

14. General Summary of Function/Purpose of Position

Position functions as a first-line manager of a complex work area. This position is the supervisor of the Road Network Unit. The unit is responsible for maintaining the Geographic Information System (GIS) database of all Michigan roadways including the centerline based Linear Referencing System (LRS) used for roadway analysis and reporting. It is also responsible for establishing transportation LRS standards, ensuring adherence to those standards, and delivery of LRS products to MDOT applications, staff and customers via integration options, annual data migrations, and public facing web solutions. Partner and collaborate with the Michigan Center for Shared Solutions (MCSS)/Department of Technology, Management and Budget (DTMB) as part of the Michigan Geographic Framework (MGF) to ensure accurate roadway information is being maintained and broadly available. Collaborate with major end users of the LRS, such as Michigan Technological University (MTU) for Roadsoft, and Michigan State Police (MSP), to ensure proper communication, while also allowing for opportunities to provide input to ensure a quality product is produced based on business needs.

The unit is also responsible for partnering with the Highway Performance Monitoring System (HPMS) team to support the Federal Reporting Unit's annual process to submit an all-public roads LRS to satisfy the Federal Highway Administration's (FHWA) All Roads Network of Linear-Referenced Data (ARNOLD) mandate. The Road Network Unit is also responsible for conducting the Road Asset Inventory (RAI) program. Work to align the LRS with the Act-51 program and assist MDOT staff as needed in coordinating all roadway datasets with the roadway LRS database system of record. Oversee and support work conducted by the Act 51 Engineer and staff's work with local road agencies to obtain certified public road miles and maps for use in the Act 51 fund distribution formula; work with Finance as needed to support the program.

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: 35

Lead a team of GIS professionals in the upkeep, maintenance, and dissemination of the GIS roadway database and Linear Referencing System for the state of Michigan. Maintain a program that sets the transportation LRS standards and partners across all state agencies and the motoring public to maintain a database that remains current as the official system of record. Ensure the adherence to those standards and federal program requirements is critical to the success of maintaining the department's eligibility of receiving federal funding. Compliance with FHWA's All Roads Network of Linear Referenced Data (ARNOLD) requirements is vital as well as monitoring new federal standards and guidelines as they are being communicated, established and updated regularly.

Individual tasks related to the duty:

- Collaborate with the MCSS as a partner of the MGF data hub, work to establish efficient workflows that provide current roadway data to the MGF for consumption by other state and local agencies, universities, and the public.
- Partner with the Federal Reporting Unit to prepare the LRS for delivery to FHWA annually.
- Establish a program that allows for input from other state agencies and business areas within MDOT while also communicating current road and LRS updates, recent decisions and future development.
- Create and/or maintain a solution that allows for road change requests to be made directly to the LRS team.
- Establish and maintain a documentation resource for LRS standards and policies.
- Support MCSS in managing the Michigan Imagery Solution (MIS) and the Michigan Statewide Authoritative Imagery & LiDAR (MiSAIL) program and provide an MDOT representative to assist with overall program priorities and direction.
- Oversee the Road Asset Inventory (RAI) program requirements and ensure annual sponsor update meetings are held to meet program requirements as well as to obtain input and direction for the program going forward. Ensure the annual reporting deadline is met.
- Strive to establish a cross agency and cross functional team that plans and collaborates ongoing and changing needs of customers such as, MSP, Department of Natural Resources (DNR), Department of Environment, Grate Lakes, and Energy (EGLE), MCSS, as well as internal MDOT users such as MDOT's Bureau of Bridges.

Duty 2

General Summary:

Percentage: 30

Provide leadership and supervision duties for unit staff.

Individual tasks related to the duty:

- Hire, train, motivate, and supervise unit staff.
- Ensure employee development opportunities and promote employee excellence; establish a people first culture.
- Perform Performance Management Reviews and ensure objectives are aligned with unit direction. Correct sub-standard performance while highlighting superior performance.
- Work with Section Manager to establish and maintain unit direction and alignment with other units, including overseeing panel teams created for the section (HPMS, MIRE, LRS, Roads and Highways, Experience Builder, WMX), etc.
- Ensure staff complete all required training while having broad access to training that helps develop their skill set.
- Approve leave requests, time reporting, and perform other managerial tasks.
- Represent MDOT at national, state, and regional conferences to learn best practices and present current projects.

Duty 3

General Summary:

Percentage: 10

Oversee and supervise work conducted by the Act 51 team with local agencies, LRS team, and Finance to maintain Act 51 certified miles data for use in Act 51 fund distribution. Utilize the road and LRS information from the Roads and Highways database and locally supplied maps to document the public roads pictorially. Coordinate changes with the LRS team for inclusion into annual version release of the LRS. Responsible for the upkeep and control of the Act 51 related roadway and LRS attribution, work toward developing a process allowing local road agencies to submit changes via the internet.

Individual tasks related to the duty:

- Facilitate the providing of guidelines, instructions, and other pertinent documentation annually to cities, villages, and counties pertaining to their required submittals for Act 51 mileage certification by the Act 51 Engineer and team.
- Maintain all previous year mileage certification data and maps in a retrievable format.
- Coordinate with the Act 51 Engineer and/or team to respond to all queries, depositions, etc., regarding roadway jurisdiction.
- Manage roadway and jurisdiction changes sent by Act 51 staff to LRS team for inclusion in the next LRS release.

- Oversee staff work of conducting event editing as part of the workflow to update the LRS from information from the Act-51 program.
- Partner with the Federal Reporting Unit to work with MCSS, Michigan Secretary of State, Office of the Great Seal, Michigan Department of Licensing and Regulatory Affairs, Boundary Commission, and local agencies to ensure that city and village boundary revisions are accurate and correctly incorporated in the MGF, LRS, and on the Act 51 maps.
- Provide annual Act 51 certified miles to Finance. Supply updates as necessary to reflect changes, especially pertaining to legal system changes.
- Collaborate with Act 51 Engineer and team to evaluate and modify procedures as/if necessary to comply with changes in state legislation.
- Ensure the Jurisdictional Transfer (JT) process and timely updates are conducted.
- Conduct testing and pilot efforts to explore the possibility of modernizing and transitioning to Roads and Highways technology to meet all Act 51 requirements. Investigate a phased approach to this end and make recommendations from results of the pilot efforts.
- Respond to questions and educate staff as needed to ensure a successful program.

Duty 4

General Summary:

Percentage: 10

Oversee and supervise the integration of roadway and LRS updates from the roads and highways database, to satisfy MDOT's business needs, facilitate data migration to new versions as needed, and facilitate development of roadway and LRS GIS applications, such as Physical Road (PR) Finder and Act51 County Roads to support end users as a decision support tool allowing for search and retrieval of LRS and related road information. Continue to develop and enhance the roads and highways environment to support existing and future needs of the department.

Individual tasks related to the duty:

- Continue support of MDOT applications already integrated with the roads and highways LRS environment such as VueWorks (MDOT's Asset Management System) and MDOT's Transportation Data Management System (TDMS).
- Continue support of MDOT applications that are not integrated with roads and highways but are critical or are required for HPMS submittal. Other critical applications include MDOT's Jobnet and FHWA's Financial Management Information System (FMIS).
- Coordinate LRS updates with Act 51 certification to assure that all MDOT and Act 51 jurisdictional changes are reflected in the LRS.
- Facilitate the development of LRS GIS applications utilizing other MDOT databases to effectively leverage use of the common road reference identifier to achieve maximum accessibility, flexibility, and responsiveness in coordinating and presenting road, financial, and project and program information.
- Continue utilizing Roads and Highways technology to support managing data fields pertaining to critical business needs of the department, closely partner with the Federal Reporting Unit to ensure federal funding eligibility is maintained in this regard.
- Coordinate the MDOT jurisdictional transfers within the department and respond to information requests, including requests coming from MDOT leadership.
- Continue to research and coordinate enhancement opportunities for the Roads and Highways LRS environment.
- Partner with the GIS Unit to create and establish integration methods and patterns that best fit various business applications and needs for obtaining current roadway and LRS information.
- Support the LRS migration of legacy MDOT applications to the new version of the LRS annually.

Duty 5

General Summary:

Percentage: 5

Promote education and training to all MDOT staff as it relates to roadway attributes, the LRS, and the roads and highways environment in general. Assist as necessary to respond to ad-hoc roadway requests and/or questions from staff and leadership.

Individual tasks related to the duty:

- Support the continued development of roadway features inventories, with special attention to the development/deployment of maintenance plans/processes and viewing/retrieval tools as it relates to the LRS.
- Promote training and provide resources related to the LRS and roadway information.

Duty 6

General Summary:

Percentage: 5

Manage State Planning and Research (SPR) Projects, oversee contracts, and participate in research efforts with MDOT's Office of Research as needed and strategically partner with others such as, but not limited to; American Association of State Highway and Transportation Officials (AASHTO), National Cooperation of Highway Research Program (NCHRP), other transportation agencies.

Individual tasks related to the duty:

- Ensure conformity with established SPR guidelines and Bureau of Transportation Planning (BTP) policies.
- Participate in research studies in partnership with the Office of Research as needed.
- Receive, review, approve, and monitor all financial documents related to unit work.

- Coordinate Route number changes within the department and AASHTO.

Duty 7

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Assist with related bureau functions as assigned.
- Work as assigned to assist in completing strategic plans and goals of the bureau/department.
- 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.

- Make staff project assignments.
- Determine project priorities.

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

- Annual budget submittals.
- Final contract and work plan review.
- Purchase of hardware/software.
- Use/applications of "cutting edge" technology or anything that could significantly alter the course of unit future direction.

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 and memos, letters, and other materials. Must be able to travel independently by commercial transportation or automobile to attend meetings, project locations, or other work-related activities. Must be able to represent MDOT and make presentations in meetings with local officials and transportation agencies. Extensive computer use. 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. 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>
VACANT	STUDENT ASSISTANT-E	BOSS, THOMAS	STUDENT ASSISTANT-E A
ALLEN, DENNIS P	TRANS ENG LIC SPL 2-FZN 13	GUENTHER, TIMOTHY R	TRANSPORTATION PLANNER-A 12
HIMMELEIN, AUSTIN M	TRANSPORTATION PLANNER-A 12	BOLT, KELLY M	TRANSPORTATION PLANNER-E P11
HARTMAN, DAVID J	TRANSPORTATION PLANNER-E P11	FAIRCHILD, DAVID M	TRANSPORTATION PLANNER-E P11
MEAD, MICHAEL	TRANSPORTATION PLANNER-E 9	HERREMAN, KYLE M	TRANSPORTATION PLANNER-E P11
HOEVE, HEATHER N	TRANSPORTATION PLANNER-E P11	KAMPF, BENJAMIN D	VETERANS INTERNSHIP PROGRAM A

Additional Subordinates

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

☒ Complete and sign service ratings.

☒ Assign work.

Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	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?

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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?

Staff works closely with MCSS/DTMB in developing and quality control of each GIS LRS annual version release as well as the oversight of the ongoing LRS management and those applications that are directly integrated into the live data and workflows. This position plays a critical role in the quality control of the LRS and oversight of the integrations that are in place.

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, engineering, statistics, mathematics, geography, geographic/geospatial information systems, logistics and/or supply chain management, or economics.

EXPERIENCE:

Transportation Planning Manager 14

Five years of professional experience in the field of transportation planning equivalent to a Transportation Planner or Transportation Engineer, including three years equivalent to a Transportation Planner P11 or Transportation Engineer P11, two years equivalent to a Transportation Planner 12 or Transportation Engineer 12, or one year equivalent to a Transportation Planning Specialist 13 or Transportation Engineering Specialist 13.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The principles and practices of research and analysis.
- GIS, its capabilities and related solutions.

Skills:

- Must possess good interpersonal and negotiation skills.
- Must demonstrate industry proven project management methodologies.

Ability to:

- Effectively communicate.
- Analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Organize, evaluate, and present information effectively.
- Formulate plans, procedures, and controls in a program or service area.
- 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.

LOGAN BRISTOL

8/12/2024

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