

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

Position Code

1. TRPLNRAA12R

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 PLANNER-A	10. Division Data Inventory and Integration
5. Working Title (What the agency calls the position) Act 51 City/Village Mapping	11. Section Geospatial Management and Reporting
6. Name and Position Code Description of Direct Supervisor TOTH, MICHAEL; TRANSPORTATION PLANNING MGR-3	12. Unit Road Network
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 Lansing MI 48933 / M-F 8am - 5pm

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource as the Act 51 City/Village Mapping planner. This position receives processes and enters approved Act 51 City and Village (C/V) road changes and boundary annexations into Environmental Systems Research Institute (ESRI) Roads and Highway (R&H) Geographic Information System (GIS) software geospatial tools and uses it to create C/V certified mileage maps. C/V This position is responsible for generating certified mileage maps for over 500 C/V maps on an annual basis.

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 recognized resource of Act 51 C/V Mapping responsible for receiving, creating, editing, tracking, and validating Act 51 roadway changes through the Act 51 C/V Coordinator, the Act 51 Engineer, Roadsoft corrections, and as determined by this position and management. Implement roadway changes into R&H using the current approved geospatial editing tools and processes.

Individual tasks related to the duty:

- Serve as the resource entering all C/V data into R&H.
- Schedule regular meetings and determine agenda items with the C/V Coordinator and Act 51 Engineer to accomplish annual changes.
- Create all C/V Act 51 Workflow Manager (WMX) jobs and complete job data edits utilizing ArcPro and current R&H geospatial tools.
- Coordinate with the C/V Coordinator and Act 51 Engineer to review maps, meet legal requirements, and obtain approvals.
- Compile all R&H edits and validations by a designated date near the end of the calendar year to ensure on-time completion of the annual centerline delivery.
- Track and create reports for all WMX jobs received, created, and completed for Act 51 staff, and management.
- Perform GIS linear data checks and validations using GIS tools to find and correct errors (e.g. standard gap, locations in road events, etc.).
- Incorporate updates to the C/V mapping process when required based on Act 51 amendments.

Duty 2

General Summary:

Percentage: 15

Receive C/V annexation and 425 Agreement boundary changes through the MDOT annexation coordinator, the Center for Shared Solutions (CSS) annexation WMX, and the annual boundary delivery from CSS. Analyze, track changes, and maintain the boundaries in R&H and incorporate the latest boundary in the annual certified C/V mileage maps.

Individual tasks related to the duty:

- Coordinate and lead meetings with CSS, GIS, and MDOT annexation staff to review, edit, and document the boundary polygon layer changes and ensure approval.
- Compare and document the annexations and boundary changes with the C/V Coordinator, Act 51 Engineer, and create appropriate WMX jobs in R&H.
- Determine if and how boundaries should be modified from the MDOT Annexation Coordinator to be placed in the map prior to the boundary being available in the CSS WMX or annual delivery.
- Work in coordination with CSS and the MDOT Annexation Coordinator to use the boundaries that are stored in CSS WMX R&H in the certified maps.
- Maintain a list of boundary edits, 425 Agreements, and historical correction changes to boundaries. Use this list to review locations that do not align with the Physical Reference boundary intersections.
- Review annual boundary delivery from CSS, ensuring all layers expected by management are delivered. Perform checks that all fields and data are filled appropriately and run geospatial tools to ensure no gap or overlap errors exist within boundary layer or between layers when applicable. Work with CSS to populate, add, and/or update data within the delivery as needed.
- Once boundaries are reviewed and pass inspection, coordinate with section team to determine preferred location to incorporate, the Spatial Database Engine (SDE) or R&H.

Duty 3

General Summary:

Percentage: 10

Create the C/V Act 51 certified mileage maps using ArcPro, data driven pages, or other current technology tools utilizing data maintained in R&H and SDE.

Individual tasks related to the duty:

- Utilize the latest GIS tools for producing annual maps using data driven page tools. Determine an automated solution using data driven pages and/or other tools to automate displaying the required information for shared jurisdiction roads.
- Attend and participate in GIS and section related training, meetings, conferences, and workshops to keep current with the technology, teammates, and R&H processes.
- Generate ad-hoc maps and data tables of the Act 51 C/V R&H data for requested planning purposes.
- Convert maps to PDF format and plot PDF maps on paper.
- Assist the C/V Coordinator in folding and stuffing the plotted maps for annual mailing to be completed by the first week of January.
- Work with the C/V Coordinator to ensure maps and materials follow the record retention process.

- Oversee, maintain and perform plotter maintenance, supplies, and updates. Coordinate with the division assistant/ Department of Technology Management and Budget (DTMB) staff for repair and/or replacement as needed.

Duty 4

General Summary:

Percentage: 10

Schedule and lead meetings with the Act 51 team, CSS staff, and appropriate section staff to develop a modern reconciliation plan to replace the stand-alone layers currently used outside of R&H into data layers stored in R&H. Implement the determined plan and reconcile the Act 51 C/V road and boundary data. Track, document, and report progress.

Individual tasks related to the duty:

- Cross reference and correct certified map roadway data with R&H to find differences between them. Record and track corrections.
- Coordinate, Collaborate, and Communicate (the 3C's of the urban planning process) with the local agencies, relevant c/v staff, and the Act 51 Engineer to reconcile all certified data stored in R&H with the Act 51 certified maps.
- Create jobs, perform R&H edits using appropriate editing tools, and validate the data in R&H.
- Maintain current standalone road layers until reconcile is complete and R&H data can be used to complete all Act 51 C/V maps.
- Maintain current standalone boundary layers until CSS WMX, CSS historical review, and new WMX processes are complete and all boundaries can be pulled from R&H.
- Work with other appropriate staff to develop and refine the new processes needed to incorporate the transition from standalone layers to data within R&H.

Duty 5

General Summary:

Percentage: 5

Perform basic Linear Referencing System (LRS) edits such as create, modify, and retire that occur from the Act 51 process on non-trunkline roads for counties, cities, and villages.

Individual tasks related to the duty:

- Perform LRS non-trunkline road edits in R&H using the available toolset.
- Perform validation processes with LRS team.
- Participate in the LRS Core team meetings by sharing issues, problem solving, and performing the follow-up to complete core team tasks.
- Coordinate with the LRS Core team to complete assigned jobs and make deliveries on time.

Duty 6

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Perform other division duties as assigned.

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

Analysis of source documents relating to the Act 51 certification process requiring independent judgment based on experience, knowledge, and established division guidelines.

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

When procedures or analysis results make an impact on current 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.

Must be able to remain in a stationary position for extended periods with extensive use of a computer and while attending meetings. Must be able to travel independently by commercial transportation or automobile to attend conferences, meetings, and other related activities. 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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 as the Act 51 City/Village Mapping planner. This position receives processes and enters approved Act 51 City and Village (C/V) road changes and boundary annexations into Environmental Systems Research Institute (ESRI) Roads and Highway (R&H) Geographic Information System (GIS) software geospatial tools and uses it to create C/V certified mileage maps. C/V This position is responsible for generating certified mileage maps for over 500 C/V maps on an annual basis.

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 work area's main function is to administer MDOT's Act 51 C/V certification map and R&H data process. This position performs the key function of editing roads and boundaries and producing the certified maps set by state law, Act 51 of 1951, as amended (Act 51) and C/V boundary annexations including Intergovernmental Conditional Transfer of Property by Contract (Act 425 of 1984).

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:

- GIS software (e.g. ArcPro, R&H)
- Microsoft Office software

Ability to:

- Communicate effectively utilizing various forms of communication.
- Efficiently organize tasks, data, and files
- Utilize current geospatial tools and processes to meet objectives in accuracy, completeness, and by due dates.
- Continually learn and improve new processes and tools.

**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

10/28/2025

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