

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

Position Code

1. TRPLNREB12R

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) Highway Operations
4. Civil Service Position Code Description Transportation Planner-E	10. Division Grand Region
5. Working Title (What the agency calls the position) Grand Region Planner	11. Section Development
6. Name and Position Code Description of Direct Supervisor ROZEMA, SUSAN; ENGINEER MANAGER LICENSED-4	12. Unit Planning
7. Name and Position Code Description of Second Level Supervisor KIND, ERICK J; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 1420 Front Ave. NW, Grand Rapids MI 49504 / 7:30 a.m. - 4:30 p.m. M-F Hours may vary

14. General Summary of Function/Purpose of Position

This position performs a variety of transportation planning activities for the Grand Region, including supporting and assisting the Region Transportation Planning (RTP) unit and Region Development section. Public and local agency interaction are required with this position, including representing the department with RTP staff on Metropolitan Planning Organization (MPO) committees, Regional Planning Agencies (RPA), public meetings, and with other governmental agencies. This position helps coordinate the Region's participation in project development, statewide planning efforts, and provides planning support and coordination between the Michigan Department of Transportation (MDOT) Central Office (C/O), Grand Region, and Transportation Service Center (TSC) management and staff. The position requires coordination of work activities in a range of assignments utilizing methods and techniques required to complete planning projects, and basic understanding of planning principles and practices which can be applied to varying/unique transportation problems.

This position also performs supporting duties relating to research, development, and implementation of Geographic Information Systems (GIS) technology on a region-wide basis, providing GIS support to all staff in Grand Region and related decision support solutions. This position will participate in the development of Travel Demand Models (TDM) to support planning and construction project Maintenance of Traffic (MOT) impact analysis, in coordination with MDOT RTP, C/O Statewide and Urban Travel Analysis (SUTA) Section, and MPO 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: 35

As a member of the Grand Region Planning unit, work with and perform duties in alignment with Grand Region Planning and Development staff. This includes attending Grand Region MPO and Rural Task Force (RTF) meetings as a liaison, in coordination with RTP staff and the Associate Region Engineer (ARE) to ensure timely delivery of Grand Region Projects and Programs.

Individual tasks related to the duty:

- Support the ARE of Development and RTP staff by attending local/state/federal RTF, RPA, and MPO meetings, and working with MPO urban planning technical and policy committees and staff to plan for future projects and secure funding.
- Participate in project and corridor planning activities by utilizing a coordinated planning process with Region Development and Planning staff.
- Provide data and generate reports that support technical justification for projects to be included in the Department's Five-Year Transportation Program (5YTP), expanded 10 Year Plan, State Transportation Improvement Program (STIP), and MPO Transportation Improvement Program (TIP) documents.
- Participate with RTPs in meetings for long-range plan subcommittees of assigned MPOs.
- Ensure that the trunkline projects within MPO TIPs are accurate with current project data, utilizing applicable software programs in coordination with Region Development staff.
- Participate in Active Transportation (non-motorized), multimodal planning programs, and MDOT project coordination with the MPOs, RPAs and other affected local agencies.

Duty 2

General Summary:

Percentage: 35

Provide GIS and TDM support for the Grand Region Development section and Transportation Planning unit by utilizing geospatial, TDM, and other tools to support the section's program development and project selection.

Individual tasks related to the duty:

- Support Grand Region staff creating thematic maps, building dynamic map services using ArcGIS Online, GIS software, and TDM technology to support the Grand Region multi-modal 5YTP, and providing GIS troubleshooting and maintenance.
- Assist in developing maps and databases for use in processes such as the Department's 5YTP, public meetings, region development meetings, and project selection.
- Become familiar with TDM tools such as Dynamic Traffic Assignment or similar model programs to support Region and TSC project development and implementation.
- Support Region and TSC construction project traffic impact assessment to help identify MOT/detour options for major projects.
- Work with RTPs, C/O SUTA and MPO modelling staff to integrate Region TDM software into existing MPO and statewide model applications.
- Assist with using TDM technology for MDOT and local, corridor and sub-area studies.
- Assist the region transportation planning team with obtaining and processing socioeconomic data to substantiate recommendations for transportation improvements in the Grand Region.
- Assist with compilation of Grand Region GIS data and assist in management of GIS data.
- Attend statewide GIS and TDM meetings with RTP and Region Development staff.

Duty 3

General Summary:

Percentage: 25

Provide technical planning assistance to support the Grand Region's Transportation Program development and Call for Projects (CFP) Process.

Individual tasks related to the duty:

- Support ARE and RTPs to ensure project deadlines are met and local needs are considered and incorporated, where appropriate, by communicating with MPOs, RPAs, Tribes, stakeholders, the public, and MDOT staff.
- Provide information that can be used for the State TIP through coordination with the ARE, RTP, Region Development section, TSC's, and the Statewide Transportation Planning Division.
- Become familiar with MDOT program development and reporting software (e.g. JobNet, Statewide Monitoring and Reporting Tool (SMART), etc.) to maintain the Region's projects within the MPO TIPs and Rural STIP.

- Coordinate public involvement activities with MDOT C/O, TSC and Region Project Managers, and RTP, by utilizing innovative tools for engagement, and ensure consistency with statewide public involvement strategies.
- Assist C/O Planning with development of the State Long Range Transportation Plan by providing data and support as requested.
- Assist ARE and RTPs with community outreach and develop partnerships with local agencies and stakeholder groups to assist with development of the 5YTP and 6–10-year proposed projects, in coordination with project managers.
- Assist with preparation of federal and state grant applications for trunkline projects.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Attend project-related meetings, as assigned.
- Assist TSC and Region staff to develop related graphics and videos for communication with the public and Department stakeholders.
- Participate in transportation planning conferences, workshops, and appropriate training opportunities to improve planning knowledge and stay current on best practices and planning issues.
- Maintain records, prepare reports, and correspondence related to the work.
- Support other Development Section activities, such as the environmental permit, real estate and the CFP processes.
- Support Region and C/O efforts to ensure Americans with Disabilities Act (ADA) and Web Content Accessibility Guideline (WCAG) compliance for MDOT reports, maps, and other products.

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

Independent decisions are made based on established policies, procedures, rules, and regulations. Use independent judgment and initiative to complete the required tasks, based on guidance provided. Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position. Local units of government and planning agencies are affected by these decisions, as well as region planning and development staff.

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

When the employee needs clarification or is unsure of how to handle a certain situation. When there is a need for interpretation of Department guidelines, policies, or procedures. When existing policy is unclear. When a decision may be required from the executive level, personnel matters, assistance in mitigating controversies, or revision of a program schedule.

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.

This position requires the ability to traverse uneven terrain, moving up to 20 pounds, moving around in an office setting including remaining in a stationary position at a computer for long periods of time, and occasional overnight travel to training classes, conferences, etc. 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 performs a variety of transportation planning activities for the Grand Region, including supporting and assisting the Region Transportation Planning (RTP) unit and Region Development section. Public and local agency interaction are required with this position, including representing the department with RTP staff on Metropolitan Planning Organization (MPO) committees, Regional Planning Agencies (RPA), public meetings, and with other governmental agencies. This position helps coordinate the Region's participation in project development, statewide planning efforts, and provides planning support and coordination between the Michigan Department of Transportation (MDOT) Central Office (C/O), Grand Region, and Transportation Service Center (TSC) management and staff. The position requires coordination of work activities in a range of assignments utilizing methods and techniques required to complete planning projects, and basic understanding of planning principles and practices which can be applied to varying/unique transportation problems.

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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?

Grand Region's Development work area is responsible for the development of the Five to Ten-Year Transportation Program for the region's highways and bridges. This position supports the development of the program, local agency coordination, public involvement, and project planning activities. This position utilizes GIS and TDM products for program development and project planning activities, asset data collection, and Region Planning. Support is also provided for other Grand Region work areas such as design, bridge, environmental and real estate, as well as coordination with the MDOT C/O SUTA section.

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:

- transportation planning practices and principals

- the STIP/TIP development process
- effective project management techniques

Ability to:

- communicate effectively
- balance a variety of competing work tasks
- resolve issues and build consensus
- work effectively with a diverse group of people with varied backgrounds
- use a computer and perform data analysis to oversee technical interaction with the MDOT staff, MPOs, and to prepare special reports

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is preferred.

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

8/12/2026

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