

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

<b>Position Code</b>
1. DEPTALTEP43Y

## 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>
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL ANALYST-E	<b>10. Division</b> Office of Passenger Transportation
<b>5. Working Title (What the agency calls the position)</b> Project Manager	<b>11. Section</b> Transportation Services
<b>6. Name and Position Code Description of Direct Supervisor</b> KASS, BRIAN F; DEPARTMENTAL MANAGER-3	<b>12. Unit</b> Regional Project Management
<b>7. Name and Position Code Description of Second Level Supervisor</b> SHULTZ, VALERIE A; DEPARTMENTAL MANAGER-4	<b>13. Work Location (City and Address)/Hours of Work</b>

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

This position functions as regional project manager in assigned geographic area for providers of public transportation. Provide direct, on-site assistance to transit agencies with respect to applications, contract administration, and reporting. Provide oversight of capital and operating contracts, including compliance with state and federal regulations.

**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**

Provide program oversight, assistance, and direction to ensure transit authorities/agencies comply with state and federal legislation, administrative rules, contracts, and regulations.

**Individual tasks related to the duty:**

- Monitor contracts, initiate payments, and follow up on required reports.
- Initiate budget adjustments and/or amendments to contracts/project authorizations and closeout completed contracts/project authorizations.
- Assist in the reconciliation and coordination of the collection of over-payments.
- Perform Federal Transit Authority (FTA) compliance reviews and maintenance monitoring.
- Take appropriate action with agencies found to be in noncompliance with contract provisions or other state and federal regulations.

**Duty 2**

**General Summary:**

**Percentage: 30**

Provide or coordinate direct operational, technical, and program assistance to transit agencies and local units of government.

**Individual tasks related to the duty:**

- Review annual state and federal grant applications for operating and capital financial assistance and annual capital match plans.
- Assist with coordination efforts at the state and local levels for transit projects.
- Analyze and assist agencies with inquiries in areas such as maintenance, finance, and federal regulations.

**Duty 3**

**General Summary:**

**Percentage: 30**

Act as MDOT/Office of Passenger Transportation representative at meetings/events pertaining agencies assigned in the geographic area to state and federal transportation programs.

**Individual tasks related to the duty:**

- Participate in presentations at local meetings as requested, such as city councils, county commissions, transit authority boards pertaining to state and federal transportation programs agencies funding and federal and state compliance with federal regulations.

**Duty 4**

**General Summary:**

**Percentage: 10**

Act as MDOT/Office of Passenger Transportation representative at Metropolitan Planning Organizations and Regional Planning Agencies meetings related to agencies assigned in the geographic area regarding state and federal transportation programs.

**Individual tasks related to the duty:**

- Provide direct assistant to state and regional planning agencies in programming of transit projects in JobNet.
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**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Determine whether an agency is in compliance with state and federal regulations and submittal due dates.

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

Require supervisory guidance for matters that require interpretation of law, policy, and administrative procedures.

**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.**

Position requires the ability to remain in a stationary position for extended periods of time with extensive computer use. Position requires occasional travel, possibly including overnights for meetings/trainings as needed. 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"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> N	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 regional project manager in assigned geographic area for providers of public transportation. Provide direct, on-site assistance to transit agencies with respect to applications, contract administration, and reporting. Provide oversight of capital and operating contracts, including compliance with state and federal regulations.

**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 primary function of the Transportation Services Section is that of a service organization for local transit agencies providing technical, program, and operational assistance. Personnel in this position provide this assistance, as well as oversight to assure agency compliance with state and federal regulations.

**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.

**EXPERIENCE:**

**Departmental Analyst 9**

No specific type or amount is required.

**Departmental Analyst 10**

One year of professional experience.

**Departmental Analyst P11**

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Budgeting
- Contract administration
- Computer functions

Ability to:

- Communicate effectively in a persuasive and tactful manner
- Work with minimal immediate supervision and appropriately apply independent judgement
- Organize effective use of time
- Solve problems rationally and practically

**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.***

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Supervisor

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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.***

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JENNIFER HADDON

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1/21/2026

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Appointing Authority

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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.***

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Employee

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Date