

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

**Position Code**

1. DEPTALTAC44N

## 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-A	<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 a recognized resource, regional project manager in an assigned area and is responsible for maintaining and evaluating ongoing program relationships with transit agencies, authorities, and providers of public transportation. Provide direct, on-site technical assistance for transit agencies to ensure effective and efficient operations with respect to contract administration, program planning, budgeting, service development and delivery, revenue generation, and operational and administrative 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: 35**

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:**

- Conduct operational, organizational, and financial service reviews and provide assistance with reporting, applications, contract administration, policy development, legislative interpretation and compliance.
- Follow up to resolve audit disputes between the transit agencies and the department.
- Take appropriate action with agencies found to be in noncompliance with contract provisions or other state and federal regulations.
- 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.

**Duty 2**

**General Summary:**

**Percentage: 35**

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

**Individual tasks related to the duty:**

- Analyze and assist with areas such as maintenance, finance, grant preparation and administration, service design, development of short and long-term planning initiatives, and development of new services.
- Analyze system operations and fleet characteristics to determine appropriate peak hour service requirements and reserve needs relative to requests for capital improvements.
- Provide ongoing recommendations for improving the operational efficiency and effectiveness of the transit operations, review annual state and federal grant applications for operating and capital financial assistance.

**Duty 3**

**General Summary:**

**Percentage: 15**

Provide direction and assistance in the preparation and development of strategic planning and Transportation Improvement Plans for inclusion in the statewide program.

**Individual tasks related to the duty:**

- Provide direct assistance to local transit agencies and the Bureau of Transportation Planning, with the development of long-range planning, Transportation Improvement Plans and the development of the State Transportation Improvement Program. This includes working and meeting with Regional Planning agencies, Rural Task Forces, and/or Metropolitan Planning Organizations as well as approving projects in the statewide database.

**Duty 4**

**General Summary:**

**Percentage: 15**

Act as a Michigan Department of Transportation (MDOT)/Office of Passenger Transportation representative at meetings/events pertaining to state and federal transportation programs.

**Individual tasks related to the duty:**

- Participate and make presentations at local meetings(e.g., city councils, county commissions, transit authority boards, legislative meetings, local transit advisory councils, state and regional planning agencies, etc.) pertaining to state and federal transportation programs.
- Represent the unit/section/office on committees and complete special assignments as requested.

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

Independently determine the correct course of action necessary to resolve operational and financial problems and/or requests. Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position.

**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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input 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 a recognized resource, regional project manager in an assigned area and is responsible for maintaining and evaluating ongoing program relationships with transit agencies, authorities, and providers of public transportation. Provide direct, on-site technical assistance for transit agencies to ensure effective and efficient operations with respect to contract administration, program planning, budgeting, service development and delivery, revenue generation, and operational and administrative 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. This position provides 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 12**

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

**Alternate Education and Experience**

**Departmental Analyst 9 - 12**

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

**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.***

\_\_\_\_\_  
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

1/21/2026

\_\_\_\_\_  
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.***

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Employee	Date