

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

**Position Code**

1. DEPTMGR3J49N

## 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><br>TRANSPORTATION CENTRAL OFFICE                                                         |
| <b>3. Employee Identification Number</b>                                                                                           | <b>9. Bureau (Institution, Board, or Commission)</b><br>Executive                                                    |
| <b>4. Civil Service Position Code Description</b><br>Departmental Manager-3                                                        | <b>10. Division</b><br>Office of Passenger Transportation                                                            |
| <b>5. Working Title (What the agency calls the position)</b><br>Public Transportation Strategy & Innovation (PTSI) Unit Supervisor | <b>11. Section</b><br>Program Administration Section (PAS)                                                           |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>HUHN, GINA M; DEPARTMENTAL MANAGER-4                          | <b>12. Unit</b><br>Public Transportation Strategy & Innovation (PTSI)                                                |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>RUESTMAN, JEAN; SENIOR POLICY EXECUTIVE                 | <b>13. Work Location (City and Address)/Hours of Work</b><br>425 W Ottawa St Lansing, MI 48909 / M-F 7:30-4:30pm AWS |

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

This position serves as a first-line professional manager of professional positions in a complex work area overseeing the Public Transportation Strategy & Innovation (PTSI) Unit within the Office of Passenger Transportation (OPT), Program Administration Section (PAS). The position is responsible for directing and overseeing statewide public transportation planning, strategy development, and innovation initiatives.

The position ensures alignment of staff work with unit priorities, program requirements, and department goals.

The position establishes unit priorities, develops and implements business processes, and ensures alignment of planning, Transit Asset Management (TAM), and innovation activities with state and federal requirements. The position directs the development and implementation of the Statewide Public Transit Plan (SPTP) and ensures integration of planning efforts with funding strategies, program delivery, and statewide transportation goals.

**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: 50**

Direct and manage the PTSI Unit, including supervision of professional staff, to ensure effective program delivery and alignment with departmental goals.

**Individual tasks related to the duty:**

- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Assign, direct, and evaluate staff work activities related to planning, innovation, and project implementation.
- Review and approve work products to ensure quality, consistency, and alignment with program goals.
- Provide technical guidance and direction to staff across planning and project execution functions.
- Establish unit goals, priorities, and work plans.
- Delegate work assignments and coordinate the workload of subordinates.
- Hold team members accountable by setting clear expectations, monitoring performance, providing timely feedback, and implementing corrective actions when necessary. This includes establishing performance expectations, completing performance evaluations, and ensuring the effective use of the performance management system.
- Direct development and implementation of the SPTP.
- Ensure alignment of planning activities with Statewide Transportation Improvement Plan (STIP), Five-Year Transportation Program, and funding strategies.
- Integrate TAM and performance measures into planning efforts.
- Guide development of planning priorities, performance targets, and program strategies.
- Ensure compliance with federal and state planning requirements.
- Align planning efforts with broader Michigan Department of Transportation (MDOT) and State of Michigan transportation goals.

**Duty 2**

**General Summary:**

**Percentage: 25**

Lead development and coordination of PTSI initiatives.

**Individual tasks related to the duty:**

- In coordination with the Mobility Innovation Specialist, establish direction for implementing and overseeing Mobility Innovation initiatives.
- Align innovation initiatives with planning, funding, and program goals.
- Evaluate outcomes of innovation efforts and recommend improvements.
- Establish direction for special projects and pilot programs.
- Oversee planning and implementation of demonstration projects and studies.
- Ensure coordination between planning activities and project implementation efforts carried out by unit staff.
- Coordinate with internal and external partners on strategic initiatives.

**Duty 3**

**General Summary:**

**Percentage: 15**

Coordinate with internal and external stakeholders to ensure strategic alignment and effective program delivery.

**Individual tasks related to the duty:**

- Representing OPT in meetings with MDOT leadership, transit agencies, and stakeholders.
- Coordinate with Metropolitan Planning Organizations (MPOs), regional partners, and transit providers.
- Facilitate collaboration across MDOT divisions and State departments.
- Support communication of program priorities, planning efforts, and innovation initiatives.
- Address stakeholder concerns and support resolution of issues.

**Duty 4****General Summary:****Percentage: 10**

Develop and implement policies, processes, and program improvements to support effective management of planning and innovation activities.

**Individual tasks related to the duty:**

- Develop and implement unit processes and procedures.
- Ensure alignment between planning, funding, and program implementation.
- Recommend program and policy improvements.
- Establish tools and processes that support coordination between planning and project execution.
- Ensure consistency in program administration and documentation.
- Other tasks as assigned.

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

Independently determines unit priorities, planning approaches, and innovation strategies to support statewide public transportation programs. Makes decisions regarding allocation of staff resources, assignment of work across staff at different classification levels, and establishment of coordination strategies for planning and project implementation activities.

Directs the development and implementation of work plans, processes, and program activities to ensure alignment between statewide planning efforts, funding strategies, and project execution. Makes decisions regarding prioritization of initiatives, distribution of workload, and integration of planning, TAM, and innovation activities within the unit.

Develops and advances recommendations that influence statewide planning direction, program priorities, and integration of planning, asset management, and innovation initiatives, and ensures these recommendations are carried through implementation. Decisions impact program effectiveness, delivery of planning and innovation initiatives, staff performance, stakeholder coordination, and alignment with state and federal requirements.

Decisions impact statewide planning efforts, coordination among agencies, and the development of strategies that guide public transit programs and investments.

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

Requires supervisory guidance and approval for decisions involving significant program direction, high-impact funding or resource allocation recommendations, policy interpretation, and matters with executive, legislative, or public sensitivity.

**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 primarily operates in a standard office environment and requires extended periods of remaining in a stationary position, computer use, and participation in virtual and in-person meetings. The position involves interpreting and analyzing reports, data, and program documentation.

Occasional travel may be required for meetings, site visits, or conferences, including the ability to attend off-site meetings. The position may use commercial modes of transportation for travel. Position may require availability outside normal working hours based on operation 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> |
|---------------------|----------------------------|-------------|--------------------|
| VANDEVENDER, SHERRY | DEPARTMENTAL ANALYST-E P11 |             |                    |

**Additional Subordinates**

An additional Departmental Analyst and Departmental Specialist will be established to report to this position once it is filled.

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

Y Complete and sign service ratings.  
Y Provide formal written counseling.  
Y Approve leave requests.  
Y Approve time and attendance.  
Y Orally reprimand.

Y Assign work.  
Y Approve work.  
Y Review work.  
Y Provide guidance on work methods.  
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?**

This position serves as the supervisor of the Public Transportation Strategy & Innovation (PTSI) Unit within the Office of Passenger Transportation (OPT), Program Administration Section (PAS). The position is responsible for directing and overseeing statewide public transportation planning, strategy development, and innovation initiatives.

The position ensures alignment of staff work with unit priorities, program requirements, and department goals.

The position establishes unit priorities, develops and implements business processes, and ensures alignment of planning, Transit Asset Management (TAM), and innovation activities with state and federal requirements. The position directs the development and implementation of the Statewide Public Transit Plan (SPTP) and ensures integration of planning efforts with funding strategies, program delivery, and statewide transportation goals.

**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 Program Administration Section (PAS) within OPT is responsible for the administration, oversight, and coordination of public transportation programs, including financial management, grant administration, compliance, planning, and program support in alignment with state and federal requirements.

Within PAS, the PTSI Unit is responsible for leading statewide public transit planning, strategy development, and innovation initiatives that support long-range system improvement and program effectiveness.

This position supports that function by managing the PTSI Unit and overseeing staff responsible for planning, innovation, and project implementation activities. The position ensures alignment between planning, funding, and program implementation and develops program strategies and priorities that support effective and sustainable public transportation services across Michigan.

**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 Manager 13 - 15**

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- principles of administrative management
- budgeting techniques
- office procedures

- reporting requirements
- methods of development for projects and initiatives
- operating controls
- studies applicable in evaluating programs and services

Skill in:

- cost analysis
- records and reports
- developing and implementing procedural manuals and training materials

Ability to:

- supervise staff
- persuade, motivate, and lead others
- take initiative and maintain effective working relationships
- communicate effectively utilizing various forms of communication
- operate a computer

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

None.

*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

7/27/2026

\_\_\_\_\_  
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