

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

Position Code

1. TRPLNREA64R

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) Transportation Planning
4. Civil Service Position Code Description TRANSPORTATION PLANNER-E	10. Division Statewide Transportation Planning
5. Working Title (What the agency calls the position) Transportation Planner E	11. Section Statewide and Urban Travel Analysis
6. Name and Position Code Description of Direct Supervisor MAFFEO, ROBERT L; TRANSPORTATION PLANNING MGR-3	12. Unit Urban Travel Analysis
7. Name and Position Code Description of Second Level Supervisor FAUSSETT, KAREN M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa St. Lansing / 7:30-4:30PM M-F

14. General Summary of Function/Purpose of Position

This position is responsible for the development and application of specific technical tools used in transportation planning including, but not limited to, Geographic Information Systems (GIS), travel demand modeling software, and statistical and data analysis, to support the Statewide and Urban Travel Analysis (SUTA) Section. The position is also responsible for the development, update, calibration, and application of urban travel demand models and procedures in Michigan's urbanized areas (over 50,000 population). The model and procedures are used in the development of the metropolitan planning organization (MPO) long-range plans, sub-state plans, corridor/sub-area plans, socio-economic (SE) analysis, modal analysis, air quality conformity analysis, project level analysis, and work zone analysis.

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

Develop and utilize apply specific skills and technical tools used in transportation planning including, but not limited to, GIS, travel demand modeling and data analysis to support the SUTA Section. Generate data required to support MDOT's planning processes and travel demand models.

Individual tasks related to the duty:

- Identify and review different databases and sources used as inputs or references to the urban travel demand models.
- Utilize SE data sources (e.g., census, employment, etc.) to understand the databases and their functions in travel demand modeling and SE forecasting.
- Review and analyze traffic count databases and how counts are collected, processed, and used in urban travel demand models and project forecasting.
- Develop other MDOT measures required for performance measure monitoring and reporting.
- Assist with generating data required for traffic forecasting, air quality conformity, and SE analysis.

Duty 2

General Summary:

Percentage: 35

Perform urban travel demand modeling for urban areas with populations greater than 50,000 (e.g., small MPO's and Transportation Management Areas, etc.).

Individual tasks related to the duty:

- Perform model development and model maintenance tasks required by the urban travel demand models.
- Contribute to the travel demand modeling process by utilizing models completed by senior planning staff.
- Aid in evaluating and verifying model results.
- Calibrate travel demand models to existing baseline conditions and preparing model calibration report.
- Assist senior planning staff in representing the department on MPO model coordination teams.
- Prepare documentation and presentation materials to communicate analysis findings.
- Review existing processes and offer recommendations and support for enhancements.

Duty 3

General Summary:

Percentage: 10

Assist senior planning staff in working with other areas of MDOT and with local officials in the identification of roadway capacity deficiencies, and the analysis of alternative transportation projects and strategies for use in MPO long-range transportation plans and MDOT planning processes. Develop a working relationship with staff members from these agencies.

Individual tasks related to the duty:

- Under guidance of senior planning staff, use the urban travel demand models to identify the current and forecasted travel demand deficiencies.
- Help to analyze various transportation alternatives to solve the network deficiencies.
- Present system results to aid in planned development and investment decisions.
- Develop the deficiency analysis report document.
- Develop, analyze, document, and report results to MPO policy and technical committees.
- Assist senior staff in representing the department on MPO long-range plan steering teams.

Duty 4

General Summary:

Percentage: 10

Utilize travel demand models to assist with project-level forecasting for MDOT and/or MPO staff by conducting corridor, work zone, sub-area, and project-level analyses.

Individual tasks related to the duty:

- Under guidance of senior planning staff, run travel demand models for work zone analysis, generate diversion-maps, and provide results to requesting staff.
- Help to perform alternative analysis.
- Assist in generating impact analysis reports and documentation.

Duty 5

General Summary:

Percentage: 10

Additional duties as assigned.

Individual tasks related to the duty:

- Additional duties as assigned.

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

Due to the technical nature of duties, guidelines for task or project completion are frequently not available and newer employees will be mentored by senior staff until mastery of various skill sets takes place. The entry-level employee, with appropriate training, is expected to exercise independent judgement and initiative to complete the required tasks. 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.

When established procedures do not produce satisfactory results, when controversy arises, when newly developed procedures impact others, when conflict in priorities occur, or when established schedules cannot be met.

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 interpret, research, and respond to reports and memos, letters, and other materials. Must be able to travel independently, by commercial transportation or automobile, to attend meetings, visit project locations, or perform other work-related activities. Must be able to remain in a stationary position for extended periods of time using a computer. Must be able to represent MDOT and make presentations in meetings with local officials, legislators, transportation agencies, or other organizations. 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):

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|---|--|
| ☐ 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 is responsible for the development and application of specific technical tools used in transportation planning including, but not limited to, Geographic Information Systems (GIS), travel demand modeling software, and statistical and data analysis, to support the Statewide and Urban Travel Analysis (SUTA) Section. The position is also responsible for the

development, update, calibration, and application of urban travel demand models and procedures in Michigan's urbanized areas (over 50,000 population). The model and procedures are used in the development of the metropolitan planning organization (MPO) long-range plans, sub-state plans, corridor/sub-area plans, socio-economic (SE) analysis, modal analysis, air quality conformity analysis, project level analysis, and work zone analysis.

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 unit is responsible for the development, calibration, maintenance and application of urban travel demand models and procedures in Michigan's urbanized areas (i.e., areas of 50,000 population or greater). These models are used in the development of MPO long-range transportation plans and sub-state plans. The unit develops technical procedures for and participates in sub-area corridors and project level analyses. The unit is responsible for air quality conformity analysis and congestion management. The unit provides technical support and direction for bureau and department level projects. This position supports the overall unit goals and objectives in the development of federally mandated products at both the MPO and statewide level.

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 and assessment of transportation planner systems equivalent to a Transportation Planner 9.

Transportation Planner P11

Two years of professional experience in the planning and assessment of transportation planner systems equivalent to a Transportation Planner, including one year equivalent to a Transportation Planner 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- tools for model development and techniques used in the collection, organization, and analysis of SE, travel, and other related data

Ability to:

- organize, plan, and conduct a travel demand model update
- develop and maintain databases
- utilize travel demand models for impact analysis, alternative analysis, and work zone analysis
- prepare charts, maps, and other tools used in the analysis of data
- develop methods and procedures for use in compilation, analysis, and interpretation of data
- communicate ideas, concepts, and products effectively to a wide range of audiences
- represent the department in a professional manner

**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

9/23/2026

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