Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy. The official position description for this position is available from the HR office for the agency.

Position Code: TRPLNREA76R

Civil Service Class and Level: TRANSPORTATION PLANNER-E

Working Title (What the agency calls the position): Transportation Planner

Name and Position Code Description of Direct Supervisor: REYNOLDS, MICHAEL L; TRANSPORTATION PLANNING MGR-3

Department/Agency: TRANSPORTATION CENTRAL OFFICE

Work Area: Data Inventory & Integration

Work Location/Hours of Work: 425 W. Ottawa Street, Lansing, MI / 8:00 a.m. - 5:00 p.m., Monday-Friday

General Summary of Function/Purpose of Position: This position performs duties relating to research, coordination, development, and implementation of Geographic Information Systems (GIS) technology in support of the Road Network Unit's (RNU's) responsibility to manage, maintain, and deliver the Linear Referencing System (LRS) for the state of Michigan. This position also supports the preparation and maintenance of Michigan Department of Transportation (MDOT) business data, LRS process documentation, and the editing and validation of related geospatial data. Partner and collaborate across the section, department and with other agencies such as the Department of Technology, Management and Budget (DTMB) as needed to accomplish duties and goals of the position. Further duties include the creation of geospatial-related web content to include dashboards and maintenance of SharePoint web pages.

Assigned duties and tasks for each duty.

Duty 1 **Percentage: 30**

Perform LRS editing assignments for the MDOT LRS administrator and perform other Roads & Highways (R&H) operational support activities.

- Utilize the R&H editing environment to work with the LRS administrator to maintain MDOT's LRS.
- Perform data validation and cleanup activities for all LRS editing and related business data.
- Extract and compile business related data products for staff use department wide. Build GIS layers and reports as requested.
- Utilize workflow manager software to complete LRS and related workflow assignments.
- Respond to ongoing changes in mapping, GIS, and related technology to meet state and/or federal objectives in an efficient and effective manner, while also being responsive to the public.
- Work on LRS related tasks as assigned.

Duty 2 **Percentage: 30**

Maintain and update roadway event data within Esri R&H, ensuring accurate, current, and properly referenced information to support the integrity and accuracy of roadway network information used by MDOT GIS applications and business operations.

- Maintain and update roadway event data in Esri R&H.
- Review and validate roadway event data for accuracy, completeness, and proper linear referencing.
- Perform data quality checks and resolve discrepancies or inconsistencies.
- Coordinate event updates with roadway network and GIS data changes.
- Document data updates, corrections, and maintenance activities.

Duty 3 **Percentage: 25**

Support Road Network Unit GIS environment through Esri Experience Builder applications, map services, mobile technology, and Representational State Transfer Application Programming Interface (REST API) integrations. The position also involves troubleshooting application and service issues, collaborating with business and technical teams, and ensuring GIS solutions meet RNU operational and data-management requirements.

- Develop and maintain Esri Experience Builder applications to support RNU business operations, including interactive maps, dashboards, data visualization, and custom user workflows.
- Configure, manage, and troubleshoot Esri map services and feature services used by web and mobile GIS applications.
- Develop and integrate REST APIs and other API-based services to exchange data between GIS applications, databases, and external enterprise systems.
- Support GIS integrations of RNU data stored in MDOT Roads and Highways with external systems and databases.
- Support mobile workflows for field reviews, work activities, and location-based data collection.
- Research and evaluate emerging Esri technologies, GIS capabilities, APIs, and mobile solutions to improve RNU workflows, integrations, and business operations.
- Maintain equipment and materials related to field activities and mobile collection efforts for RNU.

Duty 4 **Percentage: 10**

Support RNU SharePoint environments and document retention activities by managing document libraries, metadata, workflows, and organizing records. Ensure documents are properly classified, retained, and managed in accordance with MDOT policies and records-retention requirements while supporting accessibility, security, and efficient document lifecycle management.

- Manage SharePoint sites, document libraries, metadata, permissions, and content organization for RNU.
- Support document retention, classification, and records-management processes.
- Ensure electronic records are retained, archived, or disposed of according to State of Michigan requirements.
- Assist users with SharePoint, document management, and records-retention procedures.
- Support document security, accessibility, and efficient lifecycle management.

Duty 5 **Percentage: 5**

Other duties as assigned.

- Support strategic plans and goals of the bureau and department.
- Prepare maps, reports, and summaries as needed.
- Other duties as assigned.

Types of decisions made independently and whom or what those decisions affect: Due to the technical nature of duties, guidelines for task or project completion are frequently not available. This employee is expected to exercise judgment and initiative to complete the required tasks. Whenever possible, identify, recommend, and implement improvements in the methods and material utilized in the position.

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.

Physical effort used to perform this job and environmental conditions of this position: Must be able to interpret, research, and respond to reports and memos, letters, and other written materials. Ability to remain in a stationary position for extended periods of time while using a computer. Travel away from work location may be required on an occasional basis to other areas, including other cities or states for periods of time up to several days. Position may require availability outside normal working hours based on operational needs.

Names and classes and levels of employees whom this position immediately supervises:

Essential functions of this position: This position performs duties relating to research, coordination, development, and implementation of Geographic Information Systems (GIS) technology in support of the Road Network Unit's (RNU's) responsibility to manage, maintain, and deliver the Linear Referencing System (LRS) for the state of Michigan. This position also supports the preparation and maintenance of Michigan Department of Transportation (MDOT) business data, LRS process documentation, and the editing and validation of related geospatial data. Partner and collaborate across the section, department and with other agencies such as the Department of Technology, Management and Budget (DTMB) as needed to accomplish duties and goals of the position. Further duties include the creation of geospatial-related web content to include dashboards and maintenance of SharePoint web pages.

Function of the work area: The Geospatial Management and Reporting Section is responsible for development and maintenance of GIS technology, enterprise geospatial databases, and the linear referencing system for the state of Michigan. This data and information support asset management, performance management, capitol programming, and federal reporting. This position supports the editing and maintenance of the linear referencing system along with registered LRS business data as an entry level position.

Education, experience, and credentials typically needed to perform the position's essential functions [Equivalent combinations of education and experience can also be evaluated on an individual basis for applications providing sufficiently detailed descriptions of the other experience.]:

EDUCATION:
Possession of a bachelor's degree in urban or regional planning, resource development, engineering, statistics, mathematics, geography, economics or a related field.

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:

- GIS practices and related software
- principles and practices of research and analysis

Skill in:

- negotiation tactics

Ability to:

- communicate effectively with a variety of personalities
- analyze, synthesize, and evaluate a variety of data
- organize and present information effectively
- learn and utilize computer processes
- maintain favorable public relations

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license is preferred.