

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

Position Code 1. DEPTALTAS10N

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) Executive
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-A	10. Division Office of Economic Development
5. Working Title (What the agency calls the position) Grant Coordinator	11. Section
6. Name and Position Code Description of Direct Supervisor ZUZGA, CHRISTINE M; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor KAPP, MICHAEL B; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa St. Lansing, MI 48933 / 8/5pm M-F AWS available

14. General Summary of Function/Purpose of Position

The position functions as a senior analyst for the federal Transportation Alternatives Program (TAP), state Transportation Economic Development Fund (TEDF) program, and other grant programs as assigned within the Office of Economic Development (OED). The position is responsible for the development, implementation, and close-out of TAP and TEDF grants. The grant applications and projects are complex and require coordinating and balancing local desires with program requirements and constraints. The position leads the development and implementation of unique and complex projects and processes and develops program reports, summaries, and papers. In addition, as a senior analyst, this position functions as the lead department representative for complex department, statewide or cross-department coordination efforts (e.g., with the Department of Natural Resources Trust Fund, the Michigan State Housing and Development Authority and others). These duties are of a complex nature requiring knowledge and experience in the application of OED and department policies, procedures, programs, and related rules.

This position requires possession of a valid driver's license to perform site visits.

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

As a senior analyst, provide technical expertise and project management for Michigan's TAP and TEDF programs through the application process.

This duty requires possession of a valid driver's license to perform site visits.

Individual tasks related to the duty:

- Guide road agencies through the TAP and TEDF Program application processes for projects that are complex, unique, and non-typical. These applications and projects require collaboration, creativity and diligence in developing a project that meets local desires, business needs, program requirements, as well as timing and funding constraints, often involving multiple funding sources. Uses independent judgment to develop strategic solutions for complex issues that satisfy stakeholders with divergent goals.
- Evaluate applications and documents for funding consideration, determine eligibility and competitiveness, and make appropriate recommendations.
- Conduct pre-project site visits as necessary.
- Coordinate, interpret, and communicate technical department reviews (e.g., non-motorized, transportation aesthetics, historic preservation, water quality, wildlife mortality, transportation planning, engineering, bridge expert areas, etc.) on applications with applicant agencies.
- Determine application and/or proposed project compatibility with department, state, and federal laws, regulations, planning procedures, policies, objectives, and priorities.
- Meet with business/industry executives, local government officials, state elected officials and private non-profit representatives as necessary.
- Make grant recommendations.
- Maintain records and prepare correspondence related to the applications.

Duty 2

General Summary:

Percentage: 20

As a senior analyst, provide liaison and collaboration functions with the Department of Natural Resources' Natural Resource Trust Fund and the Michigan Economic Development Corporation Community Assistance Team.

Individual tasks related to the duty:

- Analyze effectiveness of joint agency projects related to the office's investment in mutual activities.
- Responsible for leading and implementing complex improvement initiatives that require coordination of diverse entities, programs, and processes, including the TEDF and TAP programs.
- Perform program analysis and develop reports, summaries, and white papers.
- Represent the office at meetings and events.
- Develop and make presentations to various groups.
- Implement special projects of the OED Administrator.

Duty 3

General Summary:

Percentage: 15

As a senior analyst, provide technical expertise and project management for TAP, TEDF, and other programs as needed through the implementation process.

Individual tasks related to the duty:

- Work through the implementation process with applicants and projects that are complex, unique and nontypical.
- Recognize options for a complex project regarding how it could best be implemented, make recommendations on the optimal course a particular project should take to be implemented, and communicate and monitor as needed to ensure successful implementation. Use independent judgment to anticipate issues and evaluate risk to determine the best course of action.
- Assess project budgets with program budget, department template, and obligation constraints.
- Function as the project coordinator; coordinate actions required by grant recipients with various departmental processes such as planning, programming, right-of-way certification, design, agreements, obligation, letting and awarding processes.

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

As a senior analyst, perform special assignments of the Administrator.

Individual tasks related to the duty:

- Represent the Executive Bureau on complex departmental, statewide, or cross-departmental Information Technology (IT) initiatives. Lead, coordinate, and implement goals, strategies and assignments.
- Perform program analysis and develop reports, summaries, and white papers.
- Represent the office and department at meetings and events.
- Develop and make presentations to various groups.
- Implement special projects of the Administrator.

Duty 5**General Summary:****Percentage: 5**

Provide technical expertise and project management for the TAP, TEDF, and other programs as needed through the close-out process.

This duty requires possession of a valid driver's license to perform site visits.

Individual tasks related to the duty:

- Document results and analyze impacts to grant program budgets.
- Monitor grant performance. Negotiate and take corrective action, as necessary, based on progress.
- Perform post project site visits to document project is completed as necessary.
- Evaluate audit findings. Recommend and implement corrective action, if necessary.
- Collect and maintain program data necessary to meet program reporting as required by state statutes, the Federal Highway Administration (FHWA) and the National Transportation Enhancement Clearinghouse. Evaluate requirements, and the goals of the Michigan Department of Transportation (MDOT).

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

Policies and procedures of a technical nature related to the interpretation of federal and state laws and regulations and project selection, implementation, and close-out. Technical expert and region coordination issues. TA and TEDF database and application changes. Approval of project scope and budget changes. These program implementation decisions impact the MDOT regions, MDOT Finance and Administration, Planning and Design, other state departments, local agencies, and outside interest groups.

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

Precedent setting decisions, decisions which involve elected officials.

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.

High pressure situations related to deadlines. The position requires extensive use of a computer and long periods of remaining in a stationary position. Some field work requires working along roads or cross-county on rough or uneven terrain in order to examine proposed project locations. Daily and overnight travel may be necessary. This position requires possession of a valid driver's license. 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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?

The position functions as a senior analyst for the federal Transportation Alternatives Program (TAP), state Transportation Economic Development Fund (TEDF) program, and other grant programs as assigned within the Office of Economic Development (OED). The position is responsible for the development, implementation, and close-out of TAP and TEDF grants. The grant applications and projects are complex and require coordinating and balancing local desires with program requirements and constraints. The position leads the development and implementation of unique and complex projects and processes and develops program reports, summaries, and papers. In addition, as a senior analyst, this position functions as the lead department representative for complex department, statewide or cross-department coordination efforts (e.g., with the Department of Natural Resources Trust Fund, the Michigan State Housing and Development Authority and others). These duties are of a complex nature requiring knowledge and experience in the application of OED and department policies, procedures, programs, and related rules.

This position requires possession of a valid driver's license to perform site visits.

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 Office of Economic Development evaluates, recommends, and implements four programs that impact the state's economy and the department's ability to implement its mission and gubernatorial initiatives. Office projects are in state, county, city, village, and township jurisdictions. Coordination of activities is required with all department bureaus as well as the Governor's office, the Legislature, and other state agencies. This position is a senior analyst for the Transportation Economic Development Fund and the Transportation Alternatives Program.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- the grant application process
- state and federal regulations regarding grant implementation
- MDOT policies and procedures

Ability to:

- communicate effectively in variety of formats
- build consensus among parties of varied interests

- prepare and make public presentations
- make independent judgments that balance complex and competing goals
- function as part of a high performing team

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

- Possession of a valid driver's license is required and must be maintained throughout employment in the position.

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

8/11/2026

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