

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

Position Code

1. DEPTALTE

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-E	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 15	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 Street, Lansing / AWS Available

14. General Summary of Function/Purpose of Position

This position functions as an analyst for the federal Transportation Alternatives Program (TAP), state Transportation Economic Development Fund (TEDF) program, and other programs within the Office of Economic Development (OED). The position is responsible for the development, implementation, and close-out of TAP and TEDF grants; developing program reports, summaries, and papers; and for attending meetings, making presentations, and completing special projects. The grant applications and projects are complex and require coordinating and balancing local desires with program requirements and constraints.

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: 40

Provide technical expertise and project management for Michigan's Transportation Alternative Program (TAP) and Transportation Economic Development Fund (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:

- Evaluate applications and documents for funding consideration, determine eligibility and competitiveness, and make appropriate action decisions.
- 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.
- Conduct project site visits as necessary.
- Determine application and/or proposed project compatibility with department, state, and federal laws, regulations, planning procedures policies, objectives, and priorities.
- Consult as necessary with appropriate program representatives in other areas of the department, other agencies, or organizations.
- Make project recommendations.
- Maintain records and prepare correspondence related to the applications.

Duty 2

General Summary:

Percentage: 15

Provide technical expertise and project management for the TAP and TEDF programs through the implementation process.

Individual tasks related to the duty:

- 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 the planning programming, right-of-way certification, design, agreements, obligation, letting and awarding processes.
- Implement special projects of the OED Administrator.

Duty 3

General Summary:

Percentage: 15

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

Individual tasks related to the duty:

- Monitor grant performance. Negotiate and take corrective action, as necessary, based on the progress.
- Evaluate audit findings. Recommend and implement corrective action, if necessary.
- Collect and maintain program data necessary to meet program reporting as required by the Federal Highway Administration (FHWA), evaluation requirements, and the goals of the Michigan Department of Transportation (MDOT).

Duty 4

General Summary:

Percentage: 20

Other duties and special requests of the Office Administrator.

Individual tasks related to the duty:

- Perform program analysis and develop reports, summaries, and white papers.
- Represent the office at meetings.
- Develop and make presentations to various groups.
- Implement special projects of the Administrator.

Duty 5**General Summary:****Percentage: 10**

Participate, as requested, in the review and improvement of program policy, procedures, and automated support.

Individual tasks related to the duty:

- Review office policies, procedures, and automated support as requested by program coordinators and the administrator.
- Participate in evaluating program effectiveness and recommend program policies and procedures.
- Help implement improvements, as needed.

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):

- | | |
|---|--|
| ☐ 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. |

21. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

22. What are the essential functions of this position?

This position functions as an analyst for the federal Transportation Alternatives Program (TAP), state Transportation Economic Development Fund (TEDF) program, and other programs within the Office of Economic Development (OED). The position is responsible for the development, implementation, and close-out of TAP and TEDF grants; developing program reports, summaries, and papers; and for attending meetings, making presentations, and completing special projects. The

grant applications and projects are complex and require coordinating and balancing local desires with program requirements and constraints.

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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 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) 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.

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