

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

Position Code 1. DEPSPL2R86N
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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) Bureau of Development
4. Civil Service Position Code Description DEPARTMENTAL SPECIALIST-2	10. Division
5. Working Title (What the agency calls the position) Environmental Systems Specialist	11. Section Environmental Services Section
6. Name and Position Code Description of Direct Supervisor WOODWARD, DEENA S; TRANSPORTATION PLANNING MGR-4	12. Unit Administration
7. Name and Position Code Description of Second Level Supervisor ZWENG, HAROLD; ENGINEER MANAGER LICENSED-5	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 7:30am-4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as the business product owner for the Environmental Services Section (ESS) Modernized Environmental Clearance Organizer (ECO) and Virtual Public Involvement (VPI) software. This position utilizes knowledge of environmental activities such as National Environmental Policy Act (NEPA) classification, public involvement, permitting, the NEPA decision-making process, federal aid planning and environment requirements, or federal and state resource protection laws to ensure workflow processes and information in ECO and VPI are appropriate and accurate. This position leads the ESS's interaction between the Michigan Department of Technology, Management and Budget (DTMB) and subject matter experts to oversee successful collaborative outcomes. This position supports appropriate environmental standards and ensures the processes used in ECO and VPI are state and federally compliant.

This position troubleshoots issues with the systems, analyzes and prioritizes enhancements to the systems, and trains staff in the use of the systems.

This position also provides strategic planning and analysis for technological solutions supporting the core functions of the ESS and serves as a liaison to Michigan Department of Transportation (MDOT) and DTMB Information Technology (IT) staff and processes. The position also coordinates updates and distribution of guidance materials such as the Environmental Procedures Manual and the environmental document library in ProjectWise.

This position performs analysis for reporting to the Federal Highway Administration (FHWA) and MDOT leadership, and compiles reports for various year end or quarterly reviews.

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: 55

Business Product Owner for the ECO workflow/Geographic Information System (GIS) database and the VPI GIS based public engagement software. ECO is a complex workflow database supporting all MDOT road and bridge environmental clearance activities and is undergoing a major update with DTMB programmers. VPI is an off-the-shelf product customized for MDOT use.

Individual tasks related to the duty:

- Serve as the statewide ECO and VPI software technical advisor for all environmental activities related to ECO and VPI.
- Analyze the technology requirements for assigned systems and make recommendations for modifications and improvements. Recommendations could include updates in formatting, new reports, or changes to accommodate new laws and regulations.
- Ensure all solutions are compatible and complimentary to other MDOT automation efforts (e.g., JobNet, Phase Initiator (PI), Land Asset Management Data Application (LAMDA), Planisware, etc.) from both a vision and a data perspective.
- Grant access and evaluate user's security to ensure integrity of internal controls and validity of security accesses.
- Work with internal DTMB/MDOT teams to facilitate ECO and VPI program troubleshooting and make recommendations on ESS business needs.
- Develop program goals and plans for implementation related to these systems maintenance evaluations.
- Resolve technology concerns as they arise. These may involve broken links to other data sets and software, access and security concerns, or incompatibility issues with hardware or software.
- Coordinate and develop communications for application users on software updates and other useful technical information.
- Develop, coordinate, deliver, and facilitate staff training on both software systems.
- Identify critical issues in system testing and ensure issues are tracked, reported on, and resolved in a timely manner.
- Serve as the liaison between ESS staff, other MDOT staff, and the software development team.
- Monitor, coordinate, and assign appropriate subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs.
- Enforce project deadlines and schedules to ensure projects are completed on time.
- Answer questions related to environmental requirements and processes being performed in ECO and VPI.
- Continually seek opportunities to increase user satisfaction and strengthen relationships.
- Document and coordinate system fixes/enhancements using Serena and DTMB staff responses.
- Coordinate the involvement of Region, Transportation Service Center (TSC), and Central Office staff in the ongoing management of IT systems and business improvement processes.
- Conduct surveys or special studies to determine the needs of the ECO and VPI programs impacting environmental activities.
- Mentor and train staff in environmental processes and ECO/VPI.

Duty 2

General Summary:

Percentage: 25

Identify and implement technology opportunities for all business processes in the section.

Individual tasks related to the duty:

- Research, analyze, prioritize, establish, and oversee new technology for the ESS.
- Serve as the section's liaison to the Bureau Automation Manager (BAM).
- Serve on Lean Process Improvement teams regarding section business processes.
- Review and analyze the environmental clearance process. Conduct surveys or special studies to determine the needs of the ECO and VPI programs impacting environmental activities.
- Interpret business needs and translate them into application and operational requirements.
- Lead the planning, evaluating, and implementing program improvements and changes. Implement modifications to policies and procedures to achieve greater efficiency and effectiveness.
- Determine appropriate methods of eliciting IT and procedural requirements for specific projects including the use of interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task, and workflow analysis.
- Develop section annual and long range "Technology Needs Plan" and partner with the BAM on the IT Call for Projects.
- Develop and implement guidelines for the monitoring, tracking, standardizing, and updating of section web interfaces for both the intranet and the internet.

Duty 3

General Summary:

Percentage: 10

Organize and manage section guidance materials.

Individual tasks related to the duty:

Support updates to the Environmental Procedures manual:

- Track the progress of updates to the manual and report to management as needed.
- Organize and maintain the manual on MDOT's internal SharePoint site.
- Identify and implement methods of making the manual available to consultants on the MDOT website.
- Identify and implement methods of notifying internal and external manual users of changes.
- Coordinate with MDOT Communications and the ESS Public Hearings Officer as needed.

Support the environmental document library in ProjectWise by:

- Add documents or links to documents to the library.
- Establish protocols for adding materials to the library.
- Train staff on using the archives and following the protocols for adding materials.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Represent the section at meetings, workshops, trainings, and conferences.
- Prepare PowerPoint presentations and technical memos.
- Other duties as assigned.

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

Daily operating decisions are made independently and carried out with minimum oversight of the Section Manager. Decisions affect the work of section staff since the position is key to maintaining and operating foundational IT systems. If these systems do not work correctly, project environmental clearance are delayed, as well as project schedules.

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

Interpretation of policy or procedure changes or when a new situation occurs that could impact department/division policies or procedures. Decisions that may set precedence and impact other areas of the Department.

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.

Need to maintain composure during stressful or busy situations occurring because of workload. Ability to coordinate multiple tasks at once. Position requires extensive use of a computer. This position is required to periodically travel statewide for meetings and training sessions. 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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> 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?

This position serves as the business product owner for ESS Modernized ECO and VPI software. This position utilizes knowledge of environmental activities such as NEPA classification, public involvement, permitting, the NEPA decision-making process, federal aid planning and environment requirements, or federal and state resource protection laws to ensure workflow processes and information in ECO and VPI are appropriate and accurate. This position leads the ESS's interaction between DTMB and subject matter experts to oversee successful collaborative outcomes. This position supports appropriate environmental standards and ensures the processes used in ECO and VPI are state and federally compliant.

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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 work area provides NEPA analysis of all MDOT road and bridge proposed projects in accordance with federal and state laws, guidelines, and procedures. An interdisciplinary team is responsible for identifying the level of NEPA documentation required, coordinating with FHWA and other state and federal resource/regulatory agencies, and determining mitigation for project impacts. This position supports and seeks improvements for the IT workflow databases that allow section staff to process 800-1200 NEPA documents a year.

The Section is also responsible for providing statewide support, including technical guidance, for public involvement related to NEPA reviews. This position supports the new GIS-based software for VPI that provides an interactive interface with the public and data analytics to MDOT staff.

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 Specialist 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:

- Project development process including execution of project level agreements.
- The use of electronic filing systems and Microsoft Office products.
- Software development processes including maintenance of software.
- Methods of compiling and organizing data.
- GIS.

Ability to:

- Work effectively and manage multiple priorities.
- Communicate and deal effectively with staff and management at all levels.
- Maintain favorable public relations.
- Maintain records and prepare reports and correspondence related to work.

**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.

None

I certify that the entries on these pages are accurate and complete.

ASHLEY PARSONS

1/27/2026

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