

## Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

**Position Code:** DEPSPL2U85N

**Civil Service Class and Level:** Departmental Specialist-2

**Working Title (What the agency calls the position):** Tribal Liaison & Policy Integration Specialist

**Name and Position Code Description of Direct Supervisor:** MATISOFF, AMY; STATE ADMINISTRATIVE MANAGER-1

**Department/Agency:** TRANSPORTATION CENTRAL OFFICE

**Bureau (Institution, Board, or Commission):** Public Affairs

**Division:** Policy and Governmental Relations

**Section:**

**Unit:**

**Work Location (City and Address)/Hours of Work:** 425 West Ottawa, Lansing, MI 48933 / M-F, 8:00am-5:00pm (hours may vary)

**General Summary of Function/Purpose of Position:** This position serves as the department's primary liaison for Tribal Affairs and intergovernmental coordination, supporting the government-to-government relationship between the state of Michigan and federally recognized Tribal Nations, as well as fostering collaboration with other governmental entities. The position provides statewide leadership and coordination on Tribal transportation issues, intergovernmental policy matters, and strategic initiatives that have a substantial impact on the Michigan Department of Transportation's (MDOT's) mission and policies.

The role requires advanced knowledge of transportation policy, Tribal sovereignty, and intergovernmental relations, and involves highly complex assignments with significant scope and impact across the department.

**Assigned duties and tasks for each duty.**

**Duty 1: Tribal Affairs Program Coordination:**

Serve as MDOT's Tribal Liaison, providing department-wide leadership and coordination of the Tribal Affairs Program as described by State Transportation Commission policy, State Executive Directive 2019-17, MDOT Tribal Affairs Guidelines, and Federal recommendations.

- Act as MDOT's single point of contact for the 12 federally recognized Tribal governments on transportation-related issues.
- Facilitate and track responses to and resolution of Tribal government concerns in collaboration with MDOT leadership and staff. Communicate relevant information with supervisor regarding current issues impacting MDOT's relationship with Tribal governments.
- Coordinate with the Office of the Governor on Tribal transportation issues.
- Act as project manager for State Planning and Research (SPR) Project – tribal planning and coordination-intergovernmental transportation issues meeting. This includes providing status, schedule, and budget updates to the MDOT Bureau of Transportation Planning.
- Plan and conduct meetings, consultations, and activities to promote and maintain the government-to-government relationship.
- Prepare annual reports on Tribal Affairs activities for MDOT leadership, the State Transportation Commission, and the Governor's Office.
- Collaborate with Federal Highway Administration (FHWA) on civil rights and Tribal transportation programs.
- Collaborate with the Bureau of Indian Affairs regarding the Tribal Roads Program.
- Maintain MDOT Tribal Affairs Guidelines and provide recommendations to supervisor regarding proposed revisions.
- Enter and maintain data in the Tribal Consultation Database.
- Represent MDOT in national forums such as American Association of State Highway and Transportation Officials (AASHTO's) State Department of Transportation (DOT) Tribal Liaison Community of Practice.

**Duty 2: Intergovernmental Liaison and Policy Coordination:**

Serve as MDOT's liaison for intergovernmental transportation policy issues, coordinating with state agencies, local governments, and federal partners to advance MDOT's strategic priorities.

- Develop and maintain relationships with key governmental stakeholders.
- Coordinate and track responses to and resolution of intergovernmental transportation issues and policy inquiries.
- Represent MDOT in meetings with state and federal agencies, legislative bodies, and regional organizations.
- Provide guidance on policy development and implementation affecting intergovernmental relations.

**Duty 3: Strategic Initiatives and Outreach:**

Support Office of Policy and Government Relations (OPGR's) strategic initiatives by fostering collaboration across agencies and promoting MDOT's mission in serving and connecting people, communities, and the economy through transportation.

- Coordinate outreach and engagement activities with governmental partners.
- Serve as a resource for MDOT leadership on intergovernmental policy matters.
- Represent MDOT at conferences, workshops, and stakeholder meetings.

**Duty 4: Other duties as assigned.**

- Perform special projects.
- Represent management in meetings as needed.
- Other duties as assigned.

**Types of decisions made independently and whom or what those decisions affect:** Prepare recommendations regarding changes in department policy, procedures, and guidance that move us further in the direction of our strategic vision of a context-sensitive, system-focused, multi-modal transportation system that provides people with a safe, future-driven transportation network that ensures equitable options. Decide the best way to communicate and consult with Tribal Nations. Provide departmental information and relay upcoming decisions that could affect the Tribal Nations.

**Types of decisions that require the supervisor's review:** Decisions that require a higher level of authority because they involve elected officials or other state agencies at a bureau or executive level. Decisions regarding changes to MDOT Tribal Affairs Guidelines, policy documents, and final reports to the State Transportation Commission and Governor's Office.

**Physical effort used to perform this job and environmental conditions of this position:** High pressure situations related to deadlines. The position requires extensive use of a computer and remaining in a stationary position for extended periods of time. Day trips and overnight travel are a component of this position sporadically. Ability to travel to meetings and seminars statewide. Ability to travel throughout the state to perform duties. Position may require availability outside normal working hours based on operational needs.

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

**The essential functions of this position:** This position serves as the department's primary liaison for Tribal Affairs and intergovernmental coordination, supporting the government-to-government relationship between the state of Michigan and federally recognized Tribal Nations, as well as fostering collaboration with other governmental entities. The position provides statewide leadership and coordination on Tribal transportation issues, intergovernmental policy matters, and strategic initiatives that have a substantial impact on the MDOT's mission and policies.

The role requires advanced knowledge of transportation policy, Tribal sovereignty, and intergovernmental relations, and involves highly complex assignments with significant scope and impact across the department.

**The function of the position's work area and how it fits into that function:** The Office of Policy and Governmental Relations provides leadership in shaping and implementing MDOT's strategic policy direction at the operational level. OPRG evaluates, recommends, and advances initiatives that strengthen MDOT's ability to deliver its mission and support gubernatorial priorities. The office serves as the department's primary liaison for legislative, intergovernmental, and policy matters, requiring coordination across all MDOT bureaus, the Governor's Office, the Legislature, Tribal governments, and other state and federal agencies.

This position functions under the Director's authority and the OPRG Management direction as MDOT's designated technical expert for Tribal and intergovernmental relations. It leads highly complex, cross-jurisdictional initiatives that have a substantial impact on MDOT's mission and policy framework. The role ensures alignment between MDOT and external governmental partners by managing the Tribal Affairs Program, facilitating government-to-government consultations, and coordinating intergovernmental policy issues. Through expert guidance, strategic outreach, and issue resolution, this position strengthens MDOT's relationships with Tribal Nations and other governmental entities, advancing equity, compliance, and collaboration in transportation planning and delivery.

**Minimum education, experience, and credentials typically needed to perform the position's essential functions:**

**EDUCATION:**

Possession of a bachelor's degree in any major.

**EXPERIENCE:**

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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:

- Tribal sovereignty, federal and state transportation laws, and intergovernmental relations.
- The MDOT procedures related to state and federal transportation laws and regulations.
- Policy development and strategic planning.

Skill in:

- Project management.
- Negotiation.

Ability to:

- Communicate effectively with diverse stakeholders.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.