

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) Highways & Operations
4. Civil Service Position Code Description Departmental Analyst-A	10. Division Metro Region
5. Working Title (What the agency calls the position) CAV Analyst	11. Section Executive
6. Name and Position Code Description of Direct Supervisor MESZLER-MUELLER, MICHELE R; STATE ADMINISTRATIVE MANAGER-1	12. Unit Connected Autonomous and Electrification VEHICLES (CAVE)
7. Name and Position Code Description of Second Level Supervisor YUNG, GORETTE C; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 18101 West 9 Mile Rd. Southfield, MI 48075 / M-F 8AM-5PM (hours may vary)
14. General Summary of Function/Purpose of Position Serve as the recognized resource for Connected and Automated Vehicles (CAV) implementation and population of CAV hardware, Connected Vehicle Advanced Traffic Management System (CV-ATMS), Intelligent Transportation Systems (ITS) Asset management database, TeraForm Manager (MDOT CAV Data System), Federal Communications Commission (FCC) licensing compliance, other ancillary systems and software, and internal and external partner relationships. This position performs a wide range of duties that include collecting and analyzing data necessary to support CAV in the Metro Region, and to collaboratively work with other Metro Region business areas including traffic safety, traffic modeling and Geographic Information Systems (GIS) specialists to identify opportunities for associative data applications and systems support. This position consolidates data from numerous internal and external resources to determine potential candidates for implementation of CAV technology. This position is responsible for technical content development for the use in presentations and promotional materials utilizing GIS and Computer Aided Drafting (CAD) software programs. This position ensures compliance with federal and state procedures for projects and contracting of CAV work.	

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: 60

Serve as the recognized resource for CAV implementation and population of CAV hardware, CV-ATMS, ITS Asset management database, TeraForm Manager (MDOT CAV Data System), FCC licensing compliance, other ancillary systems and software, and internal and external partner relationships.

Individual tasks related to the duty:

- Research, collect and analyze CAV data to implement CAV throughout the Metro Region.
- Analyze CAV devices within the TeraForm Manager and CV-ATMS systems to ensure all devices are working correctly and information that is being transmitted (e.g., travel, safety and pedestrian alerts) are current and valid. If there are issues with the hardware, transmission of a map or messages, notify appropriate staff for resolution of the issues. Research various data sets to make recommendations on messages that could be sent out if additional data could be gathered.
- Recommend standards and guidelines to improve the CAV program's technology and use with the infrastructure across synergies to ensure messages are being transmitted correctly.
- Analyze the Asset Management program to ensure CAV devices are inputted correctly, determine if a CAV device needs to be updated. Make recommendations on CAV device updates/changes based on current standards.
- Interpret the FCC documents to enable filing with the FCC for the CAV hardware. Maintain compliance with FCC requirements, when changes occur, update or refile documentation for CAV hardware with the FCC.
- Pull data and information using GIS and CAD software and develop charts on the data assets.
- Use and maintain CAV information for the MDOT GIS platform to record and analyze data and keep the content updated. Make recommendations on areas that assets could be added to provide value.
- Analyze on-going CAV program to ensure CAV technology is incorporated correctly into the designs and determine where safety/mobility challenges exist. Work with the Region GIS specialist to bring efficiency to the adaption and use of data within Metro Region.
- Develop and implement tools to track partnership relationships, status, tasks, grants, grant funding and associated documentation to be utilized when questions arise regarding status of CAV projects. For example, the Governor's office may ask what partners we are working with, how are we funding these projects, or what is the status of a project.
- Assist the Metro Region Community and Planning Services Unit with gathering data and information to facilitate grant applications and the tracking of grants and grant funding.
- Assess use cases for CAV data and technology to identify where synergies and multiple business area benefits exist.

Duty 2

General Summary:

Percentage: 25

Technical content development for use in presentations and promotional materials.

Individual tasks related to the duty:

- Develop technical graphic content to give to Graphic Analyst for dissemination internally and externally to provide a visualization tool to share the CAV technology benefits, implementation etc.
- Develop technical presentation content for utilization in meetings, conferences, speaking engagements, etc. to share the CAV information and keep the content updated and ready for use at any time.
- Develop tools and plan for sharing the CAV benefits internally and externally for knowledge and education benefits.

Duty 3

General Summary:

Percentage: 10

Ensure compliance with federal and state procedures for projects and contracting of CAV work.

Individual tasks related to the duty:

- Develop tools such as databases or spreadsheets to ensure that the CAV projects, and processes are adhering to the federal and state requirements. If issues are found, make recommendations to resolve issues.
- Perform reviews of filings, budgets, reporting, etc. to ensure compliance and develop tracking methods to report out each project.
- Ensure compliance with requirements by understanding and utilizing the various funding sources, project programming processes, and contracting methods. Assist CAV unit and the Metro Region Community and Planning Services Unit with project programming.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned to assist in all work areas.

Individual tasks related to the duty:

- Assist other areas with the development of content for use in various initiatives.
- Assist with event planning and coordination for activities related to CAV deployments and implementations.
- 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.

Make decisions for improvements, what data is needed, what data can be used, and tools to use. Personal judgment based upon prior experiences. Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position. Decisions made by this position affect the public, if wrong information is sent through the messaging systems that can create confusion and distrust.

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

When dealing with priorities, sensitive, political issues, or when confronted with situations that are contrary to established procedure or require commitment of the organization's resources. When there is a need for interpretation of MDOT guidelines, policies, or procedures; or when an existing policy is unclear. When a decision may be required from executive level, personnel matters, assistance in mitigating controversies, or revision of a program schedule.

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.

Moving in and around an office setting, including operating a computer for extended periods of time. Travel to projects and offices statewide Transporting materials up to 25 lbs. 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?

Serve as the recognized resource for CAV implementation and population of CAV hardware, CV-ATMS, ITS Asset management database, TeraForm Manager (MDOT CAV Data System), FCC licensing compliance, other ancillary systems and software, and internal and external partner relationships. This position performs a wide range of duties that include collecting and analyzing data necessary to support CAV in the Metro Region, and to collaboratively work with other Metro Region business areas including traffic safety, traffic modeling and GIS specialists to identify opportunities for associative data applications and systems support. This position consolidates data from numerous internal and external resources to determine potential candidates for implementation of CAV technology. This position is responsible for technical content development for the use in presentations and promotional materials utilizing CAD software programs. This position ensures compliance with federal and state procedures for projects and contracting of CAV work.

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 unit initiates, coordinates, executes and completes the CAV program in the metro region. This area is responsible for partnerships with internal and external stakeholders and partners to advance the CAV technology and continue to keep Michigan as a leader. This work unit collaborates with other State Agencies constantly and assists with providing partnerships opportunities for solutions to challenges they have. This position will be responsible for ensuring the data for the CAV system is current and accurate in the necessary system for seamless operations. This position will also assist with education and informational tools regarding CAV in Michigan and impacts to safety and mobility.

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.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of research and analysis.
- Initiation, development, accomplishment, and evaluation of public programs or services.

Ability to:

- Analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Analyze and assess operations from the standpoint of management controls, systems, and procedures.
- Organize, evaluate, and present information effectively.
- Interpret laws, rules, and regulations relative to the work.

- Formulate plans, procedures, and controls in a program or service area.
- Learn and utilize CAD/computer processes.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is required.

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

10/30/2024

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