

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Development
<b>4. Civil Service Position Code Description</b> Departmental Analyst-A	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Data Visualization Analyst	<b>11. Section</b> Administration
<b>6. Name and Position Code Description of Direct Supervisor</b> PARKER, DEMETRIUS; SENIOR MANAGEMENT EXECUTIVE	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> BRUNNER, GREGG D; SENIOR DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 7:30am-4:30pm (hours may vary)
<b>14. General Summary of Function/Purpose of Position</b>  This position serves as the recognized resource Data Visualization Analyst and is responsible for transforming performance data into clear, compelling visual narratives that support strategic decision-making and communicating department performance to internal and external stakeholders. This role bridges the gap between data analysis and communication by designing dashboards, scorecards, reports, presentations and other visual tools/products that help stakeholders understand key performance indicators (KPIs), trends, and outcomes. The analyst collaborates with Michigan Department of Transportation (MDOT) executives, business areas, program managers and cross-functional teams to identify visual product needs, and with system/data owners to ensure data accuracy and develop visualizations that align performance metrics with organizational goals. This position also performs performance monitoring and management in support of MDOT programs, projects, and related systems.	

**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 Data Visualization Analyst. Design, develop, and maintain data visualizations such as dashboards, scorecards, reports, presentations, graphs, charts, and maps, as well as the supporting tools, methods and processes that effectively communicate MDOT's progress toward its mission and strategic objectives. These efforts enhance transparency and accountability, providing MDOT staff, the State Transportation Commission, legislature, governor's office, stakeholders and the public with outcomes of transportation investments.

**Individual tasks related to the duty:**

- Design, develop, and maintain data visualizations to ensure they clearly present assets, operational, organizational, and investment-related data to inform, support and evaluate MDOT's mission, strategic goals, and processes.
- Design, develop and maintain tools, methods and processes necessary to support the creation and maintenance of visualization products which are incorporated in a variety of media such as external facing communications and/or used internally.
- Propose, develop and leverage tools such as Power BI, Tyler Data and Insights/Open Data Portal, the Microsoft suite of analytic and reporting tools, or similar platforms to enhance data transparency and support performance tracking.
- Make recommendations to the MDOT executive and leadership teams (e.g., Department Executive Team, Department Leadership Team, Region-Bureau Management Team), business areas (e.g., bureaus, regions, divisions, offices), program areas (e.g., asset management, design, safety), and cross-functional teams (e.g., Michigan Long-Range Transportation Planning team, Transportation Asset Management Plan team, Digital Vision team) to meet business needs while also ensuring standard visualization products are aligned with MDOT goals, objectives and strategies and active cross-visualization product management is employed to mitigate conflicting messages regarding performance.
- Collaborate with system and data owners to access, clean, organize and integrate data from multiple sources, and automate data pipelines and workflows.
- Collaborate with the Office of Communications to ensure all prepared communications are compliant with laws (e.g., Americans with Disability Act), regulations, policies and MDOT established best practices. Ensure the format and style of all work products align with the MDOT brand standards.
- Evaluate and ensure strict adherence to process and share data in accordance with the State of Michigan statute, regulations, policies and governance standards and conduct quality assurance to ensure the accuracy, consistency, and integrity of all visualizations and reports.
- Develop and maintain documented workflow processes including but not limited to, document the decision tree and steps for developing visualization standards and products, document the purpose and need, source of the data, extraction process, data organization and analysis process, incorporation of metadata, etc. for a specific visualization product and document the maintenance plan for each visualization product (e.g., business/process owner, frequency and scope).
- Present findings and visualizations to internal and external stakeholders.
- Perform quality checks to ensure accuracy, consistency, and integrity across visualizations and reports and monitor the effectiveness of visual tools and recommend enhancements based on user feedback and evolving needs.

**Duty 2**

**General Summary:**

**Percentage: 30**

Perform performance monitoring and management in support of MDOT programs, projects, and related systems.

**Individual tasks related to the duty:**

- Develop relevant performance metrics and key indicators aligned with organizational goals, objectives and strategies.
- Support the documentation of metric definitions, data sources, calculation methodologies, and reporting methods.
- Identify trends, outliers, and variances from targets or benchmarks; highlight areas of concern or opportunities for improvement.
- Assist with benchmarking internal performance against industry standards and peer organizations.
- Develop realistic and meaningful performance targets in collaboration with program areas.
- Develop and maintain assigned project schedules, milestones, and deliverables to support timely and effective performance reporting tasks.
- Ensure the accuracy, integrity and reliability of data used for analysis and reporting.
- Provide support in tracking, monitoring and reporting of federal measures.

**Duty 3**

**General Summary:**

**Percentage: 10**

Undertake special projects and other duties, as assigned.

**Individual tasks related to the duty:**

- 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.**

Employee proceeds independently on most functions/assignments. Whenever possible, identify, recommend, and implement improvements in the area of responsibility. Provide information to department management using knowledge of the administrator's viewpoint.

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

Any policy, program or system changes requires consultation with and final decision by the supervisor.

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.

Typical duties associated with an office setting including extended use of a computer. May occasionally require travel on a statewide basis. 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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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 recognized resource Data Visualization Analyst and is responsible for transforming performance data into clear, compelling visual narratives that support strategic decision-making and communicating department performance to internal and external stakeholders. This role bridges the gap between data analysis and communication by designing dashboards, scorecards, reports, presentations and other visual tools/products that help stakeholders understand KPIs, trends, and outcomes. The analyst collaborates with MDOT executives, business areas, program managers and cross-functional teams to identify visual product needs, and with system/data owners to ensure data accuracy and develop visualizations that align performance metrics with organizational goals. This position also performs performance monitoring and management in support of MDOT programs, projects, and related systems.

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 is responsible for the overall development, implementation, coordination and direction of MDOT's Bureau of Development. This position provides essential support to implementing MDOT's strategic plan through visual representation of performance monitoring and measurement of goals and objectives for a range of internal and external audiences.

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.

Possession of a bachelor's degree in statistics, computer science or data analytics, preferred.

**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:

- Business metric performance and performance measurement methodologies.
- Data visualization tools (e.g., Power BI, Tyler Data and Insights, Tableau, Excel, or similar).

Ability to:

- Translate complex data sets and information into clear, compelling, visually appealing and informative visualizations.
- Work independently and effectively with cross-functional teams.
- Effectively communicate.
- Communicate meaningful data insights to non-technical colleagues and executive decision makers.

Skill in:

- Performance measurement.
- Program evaluation.
- Data analysis.
- Problem solving.
- Attention to detail.

**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

11/10/2025

\_\_\_\_\_  
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