

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

Position Code 1. DEPTALTAQ85Y

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) Office of Rail
4. Civil Service Position Code Description Departmental Analyst-E	10. Division
5. Working Title (What the agency calls the position) Passenger Rail Project Analyst	11. Section Passenger & Freight Development
6. Name and Position Code Description of Direct Supervisor JOHNSON, NIKKIE; DEPARTMENTAL MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor ANASTOR, PETER C; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 425 W Ottawa St Lansing, MI 48909 / 8:00 a.m. - 5:00 p.m. M - F (may vary)
14. General Summary of Function/Purpose of Position This position serves as the project analyst contributing to MDOT's efforts to manage and improve Michigan's existing passenger rail services and potentially enhance and expand those services. Responsible for managing projects and efforts to support Michigan's intercity passenger rail services.	

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: 50

Serve as the project analyst responsible for the data analysis and project management for projects and studies to improve, enhance and potentially expand Michigan's passenger rail services.

Individual tasks related to the duty:

- Manage components of projects and studies related to existing and proposed passenger rail services.
- Administer portions of MDOT's selection process for projects and studies completed by consultants, including drafting Requests for Proposals and participation in proposal reviews and selections.
- Manage associated contracts by coordinating with the Office of Rail's Contract Administrator, handling invoices and payment requests, and tracking project and contract status. For federally funded projects, ensure federal requirements are applied and provide required data for reporting.
- Research, analyze, and maintain data to support leadership decisions on passenger rail services. Use Excel and other tools to create analysis methods and prepare reports that summarize findings and recommendations.
- Assist the Intercity Passenger Rail Operations Specialist and Section Manager in the application of federal policy to passenger rail payments, contracts and evaluation of existing conditions and needs.
- Support the Passenger Rail Operations Specialist and Section Manager in the oversight of existing passenger rail equipment and station facilities, including managing leases agreements for MDOT-owned station buildings and participating in multi-state equipment agreements.

Duty 2

General Summary:

Percentage: 35

Participate in multiple federal, multi-state and local efforts to manage, improve, enhance and potentially expand Michigan's passenger rail services.

Individual tasks related to the duty:

- Support the Office of Rail Director, Intercity Passenger Rail Operations Specialist and Section Manager by representing MDOT's interests in shared equipment jointly owned by Michigan, Illinois, Wisconsin and Missouri Departments of Transportation and leased by Amtrak, including facilitating any requests regarding equipment initiatives/requests and participating on the Midwest States Pool Board, monthly meetings and various other ongoing meetings and communications with the other Midwest States and Amtrak as it relates to the Midwest equipment.
- Actively participate on national passenger rail groups, including State-Amtrak Intercity Passenger Rail Committee and associated workgroups, the Next Generation Equipment Committee and the States for Passenger Rail Coalition.
- Serve as a liaison with federal, state, local and private entities, and the passenger rail industry.
- Participate in various meetings and as a part of workgroups, including the Michigan Association of Railroad Passengers and Midwest Interstate Passenger Rail Commission.

Duty 3

General Summary:

Percentage: 15

Assist the section manager in carrying out the responsibilities of the Passenger & Freight Development Section.

Individual tasks related to the duty:

- Represent the section, office and department on teams as requested and perform special assignments and manage special events as required.
- Draft official correspondence on rail-related matters.
- Represent the Office of Rail and MDOT on various intra and inter-departmental teams and committees.
- Provide data to Passenger & Freight Development Manager to determine respective program goals and performance measures that support Office of Rail and/or MDOT goals.
- Develop and/or deliver presentations at various conferences and meetings, as appropriate.
- Actively engage in all required performance management activities.
- 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.

Routinely make decisions on data analysis and portions of project management that responsibility has been assigned.

Decisions can potentially impact high-profile initiatives of considerable statewide importance and stakeholders, including but not limited to MDOT, Amtrak, freight railroad corridor owners, local station communities and customers or potential customers of these services.

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

Requires manager guidance for matters that exceed the authority and discretion delegated to this position or when circumstances are not covered by existing guidelines and/or procedures. Uses independent judgement to extrapolate from existing experience to arrive at a solution. Advise management of the decision.

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.

Statewide and out of state travel is required and position may require availability outside normal working hours based on operational needs (e.g., irregular work hours to include evenings, weekends, and overnight). Requires ability to spend long hours traveling by train or vehicle. Also requires ability to manage frequent, multiple deadlines. Moderate transporting of equipment is required. Position requires possession of a valid driver's license when operating a vehicle.

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. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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 for equipment, facility and station projects contributing to MDOT's efforts to manage and improve Michigan's existing passenger rail services and potentially enhance and expand those services. Responsible for leading projects and efforts to support Michigan's intercity passenger rail services, primarily those related to equipment, facilities and stations. This position works closely with MDOT's Intercity Passenger Rail Specialist, Passenger Rail Planning Analyst, counterparts from other Midwest States and Amtrak.

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 areas of the Passenger & Freight Development Section are coordinated, but are specialized and function independently. In addition to passenger rail equipment and station facilities, they include passenger rail planning, intercity passenger rail operations, economic development and international border crossings. This position serves as the recognized resource for managing MDOT's passenger rail equipment and station facilities.

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:

Project management, research, data analysis, professional writing, MS Excel, Word and Power point experience required.

Ability to:

- Conduct research and analysis, prepare reports, and conduct correspondence
- Communicate effectively, in a persuasive and tactful manner.
- Work independently and exercise appropriate judgement.
- Organize effective use of time and to solve problems rationally and practically.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is preferred.

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.

LOGAN BRISTOL

4/8/2026

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