

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

Position Code 1. DEPTALTE093Y

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) Transportation Planning
4. Civil Service Position Code Description Departmental Analyst (Trainee) 9-P11	10. Division Data Inventory & Integration
5. Working Title (What the agency calls the position) Departmental Analyst	11. Section Data Collection & Reporting
6. Name and Position Code Description of Direct Supervisor POTTER, EDWARD K; TRANSPORTATION PLANNING MGR-3	12. Unit Travel Information
7. Name and Position Code Description of Second Level Supervisor HUNDT, CHRISTOPHER M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 425 W Ottawa St Lansing, MI 48909 / M-F 7:30-4:30pm AWS

14. General Summary of Function/Purpose of Position

This position supports data analysis for the Permanent Traffic Recorder (PTR) program and provides technical support to the Electronic Services Unit (ESU) and Travel Information Unit (TIU). Key responsibilities include assisting in maintaining, reporting, analyzing, and processing of traffic data using the Michigan Department of Transportation's (MDOT) Transportation Database Management System (TDMS), Geographic Information Systems (GIS) platforms, and other proprietary applications. The role requires applying statistical methods and trend analysis to review data, identifying anomalies, and documenting and communicating issues related to data integrity, equipment performance, and processing errors. Additional duties include preparing monthly, quarterly, and annual reports for the Federal Highway Administration (FHWA) and other staff in accordance with current standards, policies, and procedures. This position also supports traffic data integration within GIS-based applications and assists in preparing technical documents, unique ad-hoc reports, and data packages as requested.

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

Analyzes and provides quality assurance of Permanent Traffic Recorder (PTR) data. Supports the maintenance of automated QA/QC checks applied to PTRs and continuously monitors and analyzes traffic flow patterns from vehicle counters, classifiers, speed monitoring locations, and tolled bridges.

Individual tasks related to the duty:

- Analyzes and validates statewide traffic data from MDOT's Permanent Traffic Recorders (PTRs), including vehicle volumes, classifications, and speed data, by assembling and reviewing reports, applying trend analysis and other statistical methods, and considering knowledge of statewide travel patterns.
- Investigates abnormalities through targeted research to determine whether causes stem from field conditions or equipment performance. Applies corrections in the traffic count database and ensure accurate, validated data is published monthly.
- Detects and investigates anomalies in traffic patterns, including in vehicle volume fluctuations, vehicle classification percentages and speed variations, to determine whether causes stem from field conditions or equipment malfunctions.
- Researches data issues or equipment malfunctions; provides recommendations for corrections and collaborates with the ESU to develop solutions that prevent recurrence.
- Updates automated QA/QC checks within TDMS to ensure continuous data integrity and improve validation processes.
- Updates and maintains historical traffic data in TDMS.
- Requests manual data collection and comparisons when necessary to validate PTR data accuracy.
- Communicates with Region, Transportation Service Center (TSC), and local agency personnel regarding site-specific and time-specific traffic patterns to identify potential causes of anomalies.
- Coordinates with bridge authorities to receive, upload, and review traffic volumes and vehicle classification data from the International, Blue Water, Gordie Howe, Portage Lift, and Mackinac bridges.

Duty 2

General Summary:

Percentage: 20

Administers recurring and ad-hoc traffic reporting, including TMAS submissions and travel trend reports, and assists in improving PTR data accuracy and integration through emerging technologies and methods.

Individual tasks related to the duty:

- Develops and delivers recurring and ad-hoc traffic reports, including monthly TMAS submissions for volume and vehicle classification and holiday travel trend reports.
- Expands and enhances PTR technologies and methodologies to improve data accuracy, operational efficiency, and integration with emerging systems.
- Builds and maintains strong business relationships with State Agencies, MDOT Regions, Transportation Service Centers (TSCs), local agencies, and external partners to ensure collaboration and alignment on traffic monitoring initiatives.
- Meets with and provides data and/or PTR analysis to staff in MDOT Regions, TSCs, or Central offices, as well as Local or Federal agencies and Universities.
- Retrieves data in response to Freedom of Information Act (FOIA) requests, litigation, or public inquiries.
- Determines appropriate methods to present requested information, typically using TDMS for data extraction and Excel for analysis, reports, or graphs.
- Monitors and tracks PTR activity and communicates areas of concern to ESU on a regular basis.
- Assists on PTR data utilization to support planning, engineering, and compliance requirements.

Duty 3

General Summary:

Percentage: 10

Assists in the oversight and maintenance of the TIU's GIS events and mapping resources.

Individual tasks related to the duty:

- Assists the TIU in GIS activities using MDOT's Roads & Highways, ArcPro, GIS map services, and other GIS applications.
- Assists in managing workflow processes by creating, executing, and tracking jobs within the Unit's Workflow Manager (WMX) system, ensuring efficient coordination and timely completion of WMX jobs.

- Supports the TIU in creating, deleting, and updating GIS traffic events in Roads & Highways using Workflow Manager (WMX) and Event Editor (EE).

Duty 4

General Summary:

Percentage: 5

Provides technical assistance to the TIU in the development of annual adjustment factors and performing year-end traffic data processing to support the Highway Performance Monitoring System (HPMS) annual submittal.

Individual tasks related to the duty:

- Assists in the development of all the annual adjustment factors, including seasonal, axle, and growth factors
- Assists in the year-end processing.
- Supports the TIU's year-end processing activities.

Duty 5

General Summary:

Percentage: 5

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.

Independently decides on acceptance, rejection, or correction of PTR data in TDMS/TCDS to ensure accuracy for statewide reports, adjustment factors, and FHWA submissions. Investigates anomalies, applies corrections, and configures QA/QC checks. Determines methods for fulfilling data requests and preparing reports. These decisions impact MDOT planners, engineers, ESU scheduling, construction planning, congestion analysis, and external stakeholders.

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

Supervisor review is required for strategic or policy-level decisions, such as adding or removing PTR sites from federal reporting, changing established QA/QC or data acceptance policies, and altering practices for documenting anomalies in TDMS. Reports or data packages prepared for external distribution (e.g., FOIA, litigation, or high-profile requests) must also be reviewed and approved before release.

Traffic information requests or reports requested through the supervisor will also be reviewed/approved by supervisor before being transmitted.

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.

Work is sedentary in nature and performed in an office environment. When in the field— exposure to the elements and traversing various terrain. Exposure to noise, dust, and VDT emissions. 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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 supports data analysis for the Permanent Traffic Recorder (PTR) program and provides technical support to the Electronic Services Unit (ESU) and Travel Information Unit (TIU). Key responsibilities include assisting in maintaining, reporting, analyzing, and processing of traffic data using the Michigan Department of Transportation's (MDOT) Transportation Database Management System (TDMS), Geographic Information Systems (GIS) platforms, and other proprietary applications. The role requires applying statistical methods and trend analysis to review data, identifying anomalies, and documenting and communicating issues related to data integrity, equipment performance, and processing errors. Additional duties include preparing monthly, quarterly, and annual reports for the Federal Highway Administration (FHWA) and other staff in accordance with current standards, policies, and procedures. This position also supports traffic data integration within GIS-based applications and assists in preparing technical documents, unique ad-hoc reports, and data packages as requested.

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 Travel Information Unit provides traffic data widely used by FHWA, MDOT, other agencies, and the public for critical functions such as HPMS reporting, air quality analysis, revenue programs, and transportation planning. This position supports these objectives by managing and validating PTR data, applying QA/QC processes, and producing accurate reports and analyses. Acting as an intermediary between data collection staff and planners, it ensures reliable information for decision-making related to construction, congestion, and long-term planning.

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.

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.

Departmental Analyst (Departmental Trainee) 9

Education-

Educational level typically acquired through completion of high school.

Experience-

Four years of experience as an advanced 9-level worker in an ECP Group One classification.

OR

Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification.

OR

Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification.

OR

Two years of experience as a first-line supervisor in an ECP Group Three classification.

OR

One year of experience as a second-line supervisor in an ECP Group Three classification.

*Paraprofessional classifications are those requiring an associate's degree or two years of college.

Educational Substitution-College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have the skills to modify and manipulate data using computer programs. Must be able to research, and respond to reports, memos, letters, and other materials. Must be able to converse with others by various means of communication. Must be able to travel by automobile, commercial and state aircraft, and other commercial means as needed. Must have extensive knowledge and experience with Permanent Traffic Recorder monitoring processing and analysis procedures.

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.

N/A

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

LOGAN BRISTOL

6/18/2026

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