State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
DEPTALTE155Y

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)** Executive
4. Civil Service Position Code Description Departmental Analyst-E	**10. Division** Office of Rail
5. Working Title (What the agency calls the position) Railroad Infrastructure Analyst	**11. Section** Railroad Infrastructure and Asset Management
6. Name and Position Code Description of Direct Supervisor COLE-LEECH, MAGEN R; DEPARTMENTAL MANAGER-3	**12. Unit** Railroad Infrastructure and Asset Management
7. Name and Position Code Description of Second Level Supervisor DOUD, LAURA K; ENGINEER MANAGER LICENSED-4	**13. Work Location (City and Address)/Hours of Work** 425 W Ottawa St Lansing, MI 48933 / M - F 8:00 am - 5:00 pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as the Railroad Infrastructure Analyst for the Michigan Line and other state owned rail corridors and is responsible for reviewing, analyzing, and interpreting complex project and billing information including but not limited to project authorizations, work orders, contracts invoices and financial documentation to ensure alignment with Michigan Department of Transportation (MDOT), Federal Railroad Administration (FRA), and federal grant requirements. This position supports project management, financial oversight, and documentation control activities by accessing data accuracy, verifying compliance, developing corrective recommendations, and maintaining required records across multiple projects.

This position also assists in administering and analyzing rail asset management activities, including complaints, encroachments, and field conditions along state owned rail lines. The role contributes to coordination between MDOT, FRA, railroad companies, contractors, and the Federal Highway Administration (FHWA) by evaluating information, identifying issues, and supporting resolution processes.

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:** **45**

Analyze, evaluate and process financial documentation, contracts, project authorizations and work orders and invoices for the Michigan Line and other state-owned rail corridors.

Individual tasks related to the duty:

- Analyze and verify invoice charges against project authorizations, work orders, and funding eligibility for state-owned rail lines for compliance with MDOT, FRA, grant and contract requirements.
- Investigate billing irregularities or documentation gaps, identify and evaluate potential causes, and develop recommendations to resolve compliance concerns.
- Analyze, verify and submit invoices or approval related to project authorizations and work orders on the Michigan Line and other state-owned rail lines. This includes bills from and to contractors, railroad companies, and consultants.
- Coordinate directly with Amtrak finance department to verify accuracy, resolve discrepancies and ensure all necessary corrections and supporting documentation for reimbursement of federal and state funds are completed and are in alignment with MDOT and FRA requirements.
- Coordinate, monitor and track all adjustments, credits and canceled invoices to verify that required corrections are correctly processed by Amtrak Engineering Staff.
- Review multi-level project billings and supporting data to determine appropriateness, accuracy, and eligibility of costs, applying MDOT and FRA criteria.
- Research and interpret MDOT and Amtrak billing procedures and provide guidance, clarification and analytical support to MDOT and Amtrak Leadership.

Duty 2

General Summary: **Percentage:** **20**

Draft, evaluate and process project authorizations, work orders and other contracts as necessary for the Michigan Line and other state-owned Rail Lines.

Individual tasks related to the duty:

- Analyze and prepare project authorization and work order materials to ensure alignment with budget requirements, contract conditions, and federal compliance standards.
- Assess authorization funding needs and initiate budget tracking processes based on an analytical review of project plans.
- Evaluate and track project spending trends and verify documentation required for authorization close-out is accurate, complete, and compliant.
- Ensure contract/project authorization completion, including spending and project requirements that are required for project authorization closeout requirements and tracking.
- Draft, compile and process required authorization materials and submit contract authorization documentation to Amtrak.
- Attend budget meetings as needed for project authorization verification, invoice reviewing, processing of invoices and contracts, spreadsheets for payment information, authorization costs, funding sources, payment status and project totals/available funding.
- Organize, maintain and upload project documentation for the Michigan Line and other owned rail lines.
- Analyze contract and authorization data to ensure state and federal requirements are met before submission for final processing including project management plans, budgets and grant materials.
- Upload consultant files in File Transfer Portal sites when necessary.
- Develop and maintain project management spend plans and contract requirements to support project forecasting and Office of Rail operational planning.
- Review project spending, payment records, and funding source allocations to synthesize financial data for reporting and decision-making purposes.
- Analyze consultant and contractor submittals to verify completeness, compliance, and alignment with project management plans, budgets, and grant requirements.

Duty 3

General Summary: **Percentage:** **20**

Manage and analyze financial documentation, budgets, project spending for multiple project authorizations, work orders and contracts for the Michigan Line and other state-owned rail lines.

Individual tasks related to the duty:

- Analyze and manage project documentation in ProjectWise and other MDOT repositories to ensure documentation integrity, accuracy, and compliance with federal and state grant requirements.
- Evaluate project and contract documentation to verify receipt, completeness, accuracy, and adherence to federal and state retention requirements including project management plans, budgets and grant materials.
- Assess consultant submissions through MDOT's File Transfer Portal systems to ensure deliverables meet documentation standards and align with projects and grant requirements.
- Develop data-driven spend plans and contract monitoring tools to support financial planning, expenditure forecasting, and program compliance across multiple rail-related projects.

Duty 4

General Summary: **Percentage:** **15**

Other duties as assigned.

Individual tasks related to the duty:

- Conduct analytical research and complete special projects as assigned by the supervisor.
- Assist in addressing encroachment issues and supporting asset management activities for state-owned rail corridors.
- Represent the Office of Rail on committees, workgroups, and collaborative efforts as requested.
- 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.

Personal judgment based on prior experience. Whenever possible, identify, recommend and implement improvements in the work methods and materials utilized in the position.

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

- When there is a need for interpretation of Department guidelines, policies, or procedures.
- When extras, overruns and field changes are required during construction.
- When existing policy is unclear.
- When a decision may be required from the executive level, personnel matters, assistance in mitigating controversies, revision of 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.

Travel to railroad projects statewide. Traversing uneven terrain including up and down slopes. Transporting up to 25 pounds. Moving in and out of traffic. Climbing under bridges, over water, wading in water, and continually working near heavy traffic. Moving in and around an office setting, including remaining in a stationary position at a computer for long periods of time. Occasional overnight travel to training classes. 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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.

N	Approve leave requests.	N	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?

This position serves as the Railroad Infrastructure Analyst for the Michigan Line and other state owned rail corridors and is responsible for reviewing, analyzing, and interpreting complex project and billing information including but not limited to project authorizations, work orders, contracts invoices and financial documentation to ensure alignment with Michigan Department of Transportation (MDOT), Federal Railroad Administration (FRA), and federal grant requirements. This position supports project management, financial oversight, and documentation control activities by accessing data accuracy, verifying compliance, developing corrective recommendations, and maintaining required records across multiple projects.

This position also assists in administering and analyzing rail asset management activities, including complaints, encroachments, and field conditions along state owned rail lines. The role contributes to coordination between MDOT, FRA, railroad companies, contractors, and the Federal Highway Administration (FHWA) by evaluating information, identifying issues, and supporting resolution processes.

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?

This position supports the OOR, railroads, and contractors by managing project documentation, authorizations, work orders, and close-out materials for the Michigan Line and other state-owned rail lines. It also assists with asset management, complaints and encroachments and assists the Supervisor in maintaining alignment with the Department, FRA, railroad companies, and FHWA.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Skill in:

- Spreadsheets.
- Database software.
- Computing.

Ability to:

- Communicate effectively.
- Work as a team member.
- Make presentations before groups.
- Interact professionally and constructively with a wide range of individuals.
- Use initiative in carrying out assignments.
- Work independently.

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.

CHRISTINA TIJERINA | 10/2/2026

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**