

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

Position Code

1. DEPTALTE609N

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) Highway Operations
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division Metro Region
5. Working Title (What the agency calls the position) Departmental Analyst	11. Section Development
6. Name and Position Code Description of Direct Supervisor TRAVIS, LINDA; PROPERTY MANAGER-3	12. Unit Real Estate
7. Name and Position Code Description of Second Level Supervisor JAY, THOMAS C; PROPERTY MANAGER-4-FZN	13. Work Location (City and Address)/Hours of Work 18101 W. 9 Mile Road, Southfield Michigan 48075 / M-F 7:30am - 4:30pm

14. General Summary of Function/Purpose of Position

This position provides assistance for Mega Project Federal Reporting requirements for the department and other Real Estate Projects in the Metro Region. Mega Projects are greater in magnitude of work, complexity, reporting, time and cost, and require an excessive amount of planning in all aspects from inception until open to traffic. This position is responsible for data collection and analysis, evaluation of documents, preparation of reports and maintenance of databases.

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

Research and analyze data for the planning, development, support and implementation of mega programs/projects needed to meet federal requirements. Prepare reports and graphics in support of program/project requirements.

Individual tasks related to the duty:

- Collect, analyze, research, compile and process data for Metro Region Real Estate Project and Mega Project reporting (e.g., relocation data, number of displacements, etc.)
- Collect and prepare data for Title VI, Right-of-Way certifications and the annual Federal Highway Administration (FHWA) reports.
- Track and maintain databases (e.g., Statewide Integrated Governmental Management Application (SIGMA), Land Asset Management Application (LAMDA), ProjectWise, JobNet) for related projects.
- Ensure parcel information is correct and up to date for real estate projects in ProjectWise and LAMDA.
- Analyze data to determine payment vouchers are being paid correctly.
- Monitor coding for projects to determine if there are still right-of-way funds available.
- Provide research data for specific program/projects or as requested by Michigan Department of Transportation (MDOT) staff, municipalities or FHWA.
- Coordinate and consolidate data for preparation of reports or studies.
- Prepare reports to support the Mega program/federal project requirements.
- Create and prepare notices for public meetings in support of the program/projects requirements as needed.
- Propose/recommend alternate improvements to program/project data/database and/or procedures.
- Assist with coordination of real estate closing on Mega and other Metro Region Projects.
- Assist with responding to internal and external customer inquiries.
- Prepare packages (e.g., offer packages, closing packages) to be mailed out to the public/title company.

Duty 2

General Summary:

Percentage: 30

Review, interpret and evaluate needs, guidelines, requirements and procedures in support of federal requirements and implementation of mega programs/projects, including the development of improvement recommendations if required.

Individual tasks related to the duty:

- Review applicable project related documents (e.g., payment vouchers, attachments for closing/recording to the title company) to ensure all required information is accounted for.
- Review, evaluate and recommend changes to procedures specific to the program/project.
- Recommend findings to the supervisor.

Duty 3

General Summary:

Percentage: 15

Perform program/project support activities, participate in special studies or pilots related to the program/project implementation and facilitate coordination activities with Real Estate Project Managers and staff.

Individual tasks related to the duty:

- Assist Real Estate Project Manager(s) and staff in the development of strategies for program/project execution.
- Investigate issues and gather data to successfully complete tasks.
- Compile data to support program/project needs.
- Participate in special studies and meetings/workshops as needed.
- Contribute to program/project needs by assisting in coordination of required activities.
- Coordinate and communicate with Real Estate Project Managers and staff.
- Prepare and distribute formal information.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Serve as back-up timekeeper for the unit.

- 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.

- Collect data and information necessary for program/project needs and recommendations.
- Apply guidelines, requirements and procedures related to complex federal mega projects.
- Provide support for activities needed to deliver program/project on time and within budget.
- Develop and execute practices consistent with MDOT, American Association of State Highway and Transportation Officials (AASHTO) and FHWA standards and guidelines.
- Recommend alternatives to achieve successful program/project completion.

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

- Change in policy that impacts data collection, processing, interpretation and/or development.
- Changes in approved scopes of work or schedule.
- Conflicts encountered in program/project standards, practices or requirements.
- Involvement of a large amount of money and/or consequences of an action that are significant.
- Issues that may have department-wide impacts, or could be precedent-setting.
- Correspondence to be sent outside the department.
- Final recommendations and commitments to others.

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 environment including extensive use of a computer and remaining in a stationary position for extended periods of time. Ability to transport up to 25 pounds. 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 provides assistance for Mega Project Federal Reporting requirements for the department and other Real Estate Projects in the Metro Region. Mega Projects are greater in magnitude of work, complexity, reporting, time and cost, and require an excessive amount of planning in all aspects from inception until open to traffic. This position is responsible for data collection and analysis, evaluation of documents, preparation of reports and maintenance of databases.

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 function of the area is to deliver Right of Way Certification for Mega Projects, Federal and State funded Projects. Secure all property interests and rights necessary to construct, operate, and maintain the transportation system. Functions include appraisal, acquisition, relocation assistance, property clearance, property management, and sale of leases of excess properties.

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:

Knowledge of:

- Practices related to research and analysis.

- Established office procedures.
- Use of reference manuals and resources.

Ability to:

- Analyze and interpret data and requirements.
- Use computers.
- Prepare requests.
- Develop recommendations.
- Organize information.
- Learn new methods to complete work tasks.
- Maintain favorable relations.
- Work independently.
- Be self-motivated.
- Communicate effectively.
- Work with others.

**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

10/10/2025

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