

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

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| <b>Position Code</b><br>1. DEPTALTET22Y |
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## 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.

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| <b>2. Employee's Name (Last, First, M.I.)</b>   | <b>8. Department/Agency</b><br>TRANSPORTATION CENTRAL OFFICE  |
| <b>3. Employee Identification Number</b>  | <b>9. Bureau (Institution, Board, or Commission)</b><br>Office of Organizational Development  |
| <b>4. Civil Service Position Code Description</b><br>DEPARTMENTAL ANALYST-E   | <b>10. Division</b>   |
| <b>5. Working Title (What the agency calls the position)</b><br>Transportation Career Pathways Program Coordinator        | <b>11. Section</b><br>Workforce Programs and Recruitment Section  |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>BENSINGER, LAURA A; DEPARTMENTAL MANAGER-3           | <b>12. Unit</b><br>Workforce Programs Unit  |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>FULTS, JAMES R; STATE ADMINISTRATIVE MANAGER-1 | <b>13. Work Location (City and Address)/Hours of Work</b><br>425 West Ottawa, Lansing, MI 48933 / M-F, 7:30am-4:30pm<br>(days and hours may vary) |

**14. General Summary of Function/Purpose of Position**

This position serves as the coordinator for the Michigan Department of Transportation's (MDOT's) Transportation Career Pathway Program (TCPP) focused on leading youth transportation career awareness and inspiring and engaging the next generation of transportation professionals through in-person and virtual interactions. The position coordinates with the Michigan Department of Transportation's (MDOT) Office of Human Resources, other MDOT Workforce Program Coordinators, MDOT Personnel Liaisons, and MDOT Workforce Technicians to facilitate the department's strategic plan.

**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**

Plan, document, and operate MDOT's early career awareness and exploration programs.

**Individual tasks related to the duty:**

- Serve as Statewide Coordinator for the Career Pathways Program.
- Under the direction of the Unit Manager, develop and document program parameters, procedures, and policies.
- Recommend an annual budget, monitor expenditures, perform analysis, and provide internal MDOT and Federal Highway Administration (FHWA) required reporting.
- Make recommendations and implement an approved marketing strategy.
- Establish and maintain relationships with organizations and educational institutions.
- Schedule, make travel arrangements, register, and attend recruitment, career awareness, and youth events including, but not limited to, Michigan Construction Career Days, Just Build It!, Bring Your Child to Work, Henry Ford Engineer Week, MI-Career Quest, and others to create a pathway into the transportation profession.
- Coordinate human resource processes with the MDOT Office of Human Resources.
- Collaborate with regions to create and maintain a state-wide youth engagement calendar that identifies events, locations, dates, and staff attending events.
- Lead a statewide team of youth transportation career awareness regional coordinators to identify annual program goals, metrics, and reporting requirements, including the number of program participants and their transition to other workforce programs and full-time positions.
- Evaluate, research, recommend, and implement program improvements based on ongoing assessment and feedback.
- Maintain and update the TCPP website to ensure current and accessible program information and resources.
- Assist in implementing the MDOT Workforce and Succession Planning System (WSPS), tailoring it to meet the program's specific needs and goals.
- Serve as the project manager for the National Summer Transportation Institute (NSTI) contract which includes but is not limited to reviewing/approving invoicing, registering attendees, etc.

**Duty 2**

**General Summary:**

**Percentage: 30**

Support Workforce Programs, Science, Technology, Engineering, and Mathematics (STEM) Outreach, and transportation industry career alignment efforts.

**Individual tasks related to the duty:**

- Address concerns from various stakeholders, such as employees, citizen groups, and legislative committees, to support the program's smooth operation.
- Represent the Office of Organizational Development in meetings and events as needed.
- Create and deliver informative presentations about recruitment activities and program updates.
- Collaborate closely with the Workforce Programs and Recruitment Section and STEM Outreach Program Manager to ensure seamless transitions for program participants from education to career opportunities in the transportation sector.
- Serve as a backup to the STEM Outreach Program and provide assistance during large events.
- Continuously seek ways to improve work processes, products, and services, with a focus on enhancing the link between education and employment in the transportation field.

**Duty 3**

**General Summary:**

**Percentage: 10**

Continuous improvement, learning, and development in the transportation and youth engagement fields.

**Individual tasks related to the duty:**

Tasks include, but are not limited to:

- Research best practices and standards in education, the industry, and career pathway efforts.
- Review current processes annually and use feedback to continuously improve programming.
- Ensure establishment of proper feedback loops and consideration to programming.
- Understand how the role and program are supporting the mission of the organization.
- Report program outcomes to MDOT leadership.

**Duty 4****General Summary:****Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

Tasks include, but are not limited to:

- Assist with high-visibility events, logistics, and candidate engagement.
- Collaborate with the team during peak recruitment and support onboarding.
- Analyze recruitment data for insights and suggest process improvements.
- Manage recruitment materials, document procedures, and generate reports.
- Attend industry events to network and remain current with industry practices.
- Complete ad hoc projects.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

General program adaptations while following MDOT policies and procedures.

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

Politically sensitive issues; conflicting department policy and/or priorities; issues with significant legal and/budgetary impact; any major changes in program goals and objectives.

**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.**

Ability to travel statewide with overnight stays. Ability to communicate effectively with others. Ability to function productively in high pressure situations. 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):**

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|---|--|
| <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 coordinator for MDOT's TCPP focused on leading youth transportation career awareness and inspiring and engaging the next generation of transportation professionals through in-person and virtual interactions. The position coordinates with the MDOT Office of Human Resources, other MDOT Workforce Program Coordinators, MDOT Personnel Liaisons, and MDOT Workforce Technicians to facilitate the department's strategic plan.

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 work area is to support and sustain the department's WSPS to ensure a sustainable workforce and workforce systems that meet the organizational needs. This position's duties directly impact all pillars of the WSPS, especially the Employee Lifecycle pillar.

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:

- The principles and practices of research and analysis.
- Project management.
- The transportation industry.
- Budget appropriation.

Ability to:

- Analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Maintain program operations.
- Present information effectively.
- Interpret laws, rules, and regulations relative to the work.
- Formulate plans, procedures, and controls in the program.
- Design forms and surveys.
- Communicate and work effectively with others.
- Coordinate a team.
- Maintain favorable public relations.

**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.

None

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

KELSEA COLE

\_\_\_\_\_  
Appointing Authority

1/13/2026

\_\_\_\_\_  
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