

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Office of Passenger Transportation
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Departmental Analyst 9-P11	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> KENT, ELLEN E; DEPARTMENTAL MANAGER-3	<b>12. Unit</b> Grant Management & Compliance
<b>7. Name and Position Code Description of Second Level Supervisor</b> HOHF, KEVIN J; DEPARTMENTAL MANAGER-4	<b>13. Work Location (City and Address)/Hours of Work</b> 425 W Ottawa St Lansing, MI 48909 / 8/5pm M-F Hours may vary

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

The position reinforces the Federal Transit Administration (FTA) program by conducting oversight activities to ensure that recipients of grants use the funds in a manner consistent with their intended purpose and in compliance with regulatory and statutory requirements. This includes FTA drug and alcohol regulations as they relate to Michigan Department of Transportation's (MDOT) rural subrecipients of FTA funds. Through interpretation, analysis, and application of state and federal laws and guidance, the position conducts onsite triennial and follow-up reviews at agencies statewide that receive federal Section 5311 and Section 5310 funding through the department to determine compliance with federal and state requirements. Work with internal and external partners to provide guidance on grant opportunities. and supporting program managers in the preparation and submission of grant applications on Office of Passenger Transportation's (OPT) behalf, along with progress reports. This role assists in ensuring timely close-outs of grants and examines state and federal legislation as it relates to Public Act 51.

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**

Ensure transit agency compliance with Department of Transportation (DOT) regulations and OPT policy through consultation with the compliance specialist and the section manager.

**Individual tasks related to the duty:**

- Review transit agencies (TA) maintenance documents for agencies receiving 5310 and 5311 funding to ensure compliance with DOT regulations and OPT policy. Make recommendations to Compliance Specialist and management on any non-compliance issues found during the review.
- Conduct post-completion compliance inspections of drug/alcohol documents for TA receiving 5310 and 5311 grant funding ensuring they are in compliance with DOT regulations relevant to placing job applicants into DOT-regulated positions. Make recommendations to Compliance Specialist and management on any non-compliance issues found during the review.
- In coordination with compliance specialist, analyze and process responses from TA for post-completion compliance reviews.
- Meet DOT requirements of federally regulated employers, support inquiries from transit agencies, compliance specialist, supervisor, and employees concerning OPT and FTA policy and federal regulations related to drug/alcohol testing requirements, as well as distribution of drug/alcohol processing standards/practices, and educational material.
- Research and analyze existing FTA regulatory requirements, FTA guidance, internal policies, and risk management plans (collectively "requirements") and communicate changes to OPT staff and transit agencies.
- Identify areas of concern regarding application of DOT compliance within transit agencies and brings to management's attention.

**Duty 2**

**General Summary:**

**Percentage: 40**

Assist in administering the various federal transportation planning grant programs in accordance with the federal requirements including the development of transit planning documents.

**Individual tasks related to the duty:**

- Prepare transit planning documents for State and Federal grant applications against the established criteria and work with Program Managers for final submittal.
- Work with external funding partners (e.g. FTA, transit agencies and Federal Highway Administration (FHWA)) and internal partners (e.g. program managers) to provide guidance on grant opportunities, to obtain missing/incomplete information, etc.
- Research and evaluate new Notice of Funding (NOFO) grant opportunities making recommendations to program specialist, supervisor and management if OPT or transit agencies should apply for funding, according to established FTA, OPT and Act 51 criteria.
- Prepare milestone reports to FTA on grant activity for compliance purposes.
- Initiate project authorizations, enter jobs into Phase Initiator (PI), create and update milestone reports, prepare blanket checklist and project authorizations, and update Federal Funding Accountability and Transparency Act Sub award reporting system (FFTA).
- Research and analyze state and federal regulations and statutes governing grant activities and communicate changes in grant requirements to OPT staff and transportation agencies.
- Monitor grants to ensure proper utilization of available funds and ensures timely close-out of grants in accordance with FTA requirements. Identify areas where funding may not be utilized and inform program managers/management to alleviate the risk of losing funding.
- Research national trends regarding implementation of the programs and on federal laws and guidance pertaining to the programs and make recommendations to program managers.
- Track OPT administration time charged to the Section 5311 program and report to MDOT Finance.

**Duty 3**

**General Summary:**

**Percentage: 10**

Participate on special assignments as needed.

**Individual tasks related to the duty:**

- Participate as a committee member on special projects related to work assignments.
- Provide knowledge to advance team/project success.
- Perform other compliance and/or policy and regulatory related activities as directed by the Compliance Specialist, Supervisor, or Management.
- 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.

Identify areas of concern regarding application of DOT compliance within transit agencies and brings to management's attention. Determine if a proposed project is appropriate and/or eligible for a specific grant program in coordination with program manager or program specialist. Identify areas where funding may not be utilized and inform program managers/management to alleviate the risk of losing funding.

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

Require supervisory guidance for matters that require interpretation of law, policy, and administrative procedures, or for matters that exceed the authority and discretion delegated to this position.

**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.**

In-state and out-of-state travel may be required. 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):**

- |                            |                                    |                            |                                   |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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?**

The position reinforces the Federal Transit Administration (FTA) program by conducting oversight activities to ensure that recipients of grants use the funds in a manner consistent with their intended purpose and in compliance with regulatory and statutory requirements. This includes FTA drug and alcohol regulations as they relate to Michigan Department of Transportation's (MDOT) rural subrecipients of FTA funds. Through interpretation, analysis, and application of state and federal laws and guidance, the position conducts onsite triennial and follow-up reviews at agencies statewide that receive federal Section 5311 and Section 5310 funding through the department to determine compliance with federal and state requirements. Work with internal and external partners to provide guidance on grant opportunities, and supporting program managers in the preparation and submission of grant applications on Office of Passenger Transportation's (OPT) behalf, along with progress reports. This role assists in ensuring timely close-outs of grants and examines state and federal legislation as it relates to Public Act 51.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

New establishment.

**25. What is the function of the work area and how does this position fit into that function?**

The primary function of the Transportation Services Section (TSS) is that of a service organization for local transit agencies providing technical, program, and operational assistance pertaining to all aspects of public transportation. This position works with compliance specialist and program managers as assigned in Duty 1 and Duty 2 which provides compliance oversight and funding for the operation of the local transit agencies to provide service and federal transit planning activities.

**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:

- Contract administration is desirable.

Skills

- Computer experience is required.

Ability to:

- Communicate effectively in a persuasive and tactful manner.
- Work with minimal immediate supervision and appropriately apply independent judgment, to organize effective use of time, and to solve problems rationally and practically.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license.

*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

\_\_\_\_\_

Appointing Authority

6/18/2024

\_\_\_\_\_

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

