

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) Office of Passenger Transportation
4. Civil Service Position Code Description DEPARTMENTAL MANAGER-3	10. Division
5. Working Title (What the agency calls the position) Region Project Manager (RPM) Unit Supervisor	11. Section Transportation Services
6. Name and Position Code Description of Direct Supervisor SHULTZ, VALERIE; DEPARTMENTAL MANAGER-4	12. Unit RPM Unit
7. Name and Position Code Description of Second Level Supervisor RUESTMAN, JEAN; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa St. Lansing / 8/5pm M-F

14. General Summary of Function/Purpose of Position

The primary function of this position is to supervise the state's public transportation program for the assigned geographic area and the management of federal and state transit programs. This includes the direct supervision of professional staff to meet the department's goals and policies, provide program oversight and evaluation to assure transit/agency compliance with state and federal legislation. Assist with the Section's special assignments including work on department plans and reports.

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

Supervision and administration of the unit.

Individual tasks related to the duty:

- Responsible for the overall supervision and administration of the unit, including, but not limited to, staffing, planning, organizing, training and evaluating the professional staff.
- Make presentations at workshops and professional meetings.
- Plan for public transit needs and programs.
- Assist the section manager in carrying out the responsibilities of the section, function as section manager, as needed, and perform special assignments.

Duty 2

General Summary:

Percentage: 35

Supervise the unit's field assistance and the unit's program oversight.

Individual tasks related to the duty:

- Working primarily through the project managers in developing and maintaining ongoing liaison with local transit agencies to provide operational and management assistance relating to operational changes, financial management, personnel management, fleet size, and maintenance.
- Direct field assistance on site to the transit systems is essential to quickly resolve complex problems, such as budget shortfalls or equipment breakdowns, to ensure that the transit agency can continue to provide service.
- Ensure transit authorities/agencies comply with state and federal legislation, administrative rules, policies, and procedures.
- Develop, review, and comment on proposed federal and state legislative rules.

Duty 3

General Summary:

Percentage: 20

Supervise the unit's review and analysis of annual applications for capital and operating grants.

Individual tasks related to the duty:

- Develop application recommendations for the unit for inclusion in the state's annual public transportation program for submission to the legislature.
- Initiate, administer, and monitor state and federal transit contracts for compliance, timely implementation, and completion.
- Assist local governments in establishing transportation agencies or authorities under various state statutes.
- Supervise the resolution of audit disputes and contract noncompliance.
- Other tasks as assigned.

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

Resolution of issues between unit staff and transit agencies or the Federal Transit Administration. Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the unit

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

Guidance will be sought when existing policies or guidelines are vague and clarification is needed.

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.

Office job with some travel, including some extended overnight travel. 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
FEATHERLY, FRED A	DEPARTMENTAL ANALYST-A 12	VALVERDE, MICHAEL E	DEPARTMENTAL ANALYST-A 12
KASS, BRIAN F	DEPARTMENTAL ANALYST-A 12	SIMONETTI, ALEX	DEPARTMENTAL ANALYST-E 10
HAWLEY, TINA C	DEPARTMENTAL ANALYST-E P11		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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

The primary function of this position is to supervise the state's public transportation program for the assigned geographic area and the management of federal and state transit programs. This includes the direct supervision of professional staff to meet the department's goals and policies, provide program oversight and evaluation to assure transit/agency compliance with state and federal legislation. Assist with the Section's special assignments including work on department plans and reports.

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 RPM Unit in the Transportation Services Section is the service organization to public transit agencies assigned to the unit and provides management of the state and federal transit programs. Responsible for working directly with local agencies to provide assistance and oversight to transit agencies and working directly with the Federal Transit Administration on applying for federal funds. This position is the first line supervisor of professional staff that work directly with transit agency personnel and the Federal Transit Administration.

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 Manager 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Public transit programs.
- Financial and budgeting.

Skills:

- Strong communication skills.

Ability to:

- Supervise professional staff.
- Persuade, motivate and lead others, take initiative and maintain effective working relationships.

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

9/19/2024

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