

**State of Michigan
Civil Service Commission**

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

Position Code

1. ENGLMGR4B06N

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) Bureau of Field Services (BFS)
4. Civil Service Position Code Description Engineer Manager Licensed-4	10. Division Transportation Systems Management & Operations (TSMO)
5. Working Title (What the agency calls the position) Statewide Connected & Automated Vehicle (CAV) Manager	11. Section Intelligent Transportation Systems (ITS)
6. Name and Position Code Description of Direct Supervisor BODELL, JASON R; ENGINEER MANAGER LICENSED-5	12. Unit Statewide Connected & Automated Vehicle (CAV)
7. Name and Position Code Description of Second Level Supervisor ZIMMER-JANECZKO, KIMBERLY; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 8885 Ricks Road, Lansing MI 48917 / M-F, 7:30 am- 4:30 pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position functions as a second-line professional manager of professional positions in a complex work area. The Statewide Connected & Automated Vehicle (CAV) Manager is the department's lead responsible for developing and implementing statewide strategies and initiatives for connected and automated vehicles (CAV) Vehicle-to-Everything (V2X), and Intelligent Transportation System (ITS) Architecture, and coordinates and manages all CAV, V2X, and ITS System Architecture efforts undertaken by the department. This position is also responsible for the administration, support, and oversight of the research, planning, development, and deployment of CAVs and V2X technologies, equipment, data systems and applications throughout the state. This position leads the planning, organizing, development, data management, deployment, and application development activities for the department's ITS System Architecture programs, including responsibility for overseeing its template management. This position recommends the appropriate use and operational strategies of devices, systems applications associated with the department's CAV, V2X, and ITS System Architecture programs. This position serves as the department's expert for CAV, V2X, and ITS System Architecture technologies. This position coordinates CAV and V2X initiatives with ITS activities in the Regions, Lansing Bureaus and Divisions, Federal Highway Administration (FHWA), other state and local agencies, and related organizations.

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: 40

Manage and provide leadership for the CAV, V2X, and ITS System Architecture area, including planning, development, implementation, and process improvements.

Individual tasks related to the duty:

- Provide technical oversight of personnel, equipment and projects assigned to all areas within the unit. Manage the day-to-day operations and set long-term goals.
- Monitor and examine the work of staff for completeness and accuracy. Provide leadership in the development and implementation of quality assurance and improvement standards.
- Provide statewide leadership in CAV and V2X strategies and initiatives.
- Provide statewide leadership in System Architecture strategies and initiatives.
- Manage ITS Capital and Operations funding Templates.
- Develop statewide CAV and V2X alignment teams, cohorts, and working groups to bring consistency to and advancement of the department's CAV and V2X initiatives statewide.
- Lead the development and implementation of statewide CAV and V2X strategic, business, and deployment plans.
- Develop and oversee the areas operating budget and monitor expenditures to ensure compliance with appropriations.
- Research, develop and recommend technical specifications and deployment methodologies for CAV, V2X, and traditional ITS systems.
- Work with United States (US) Department of Transportation on CAV and V2X standards and policy development as it relates to CAV systems.
- Establish guidelines for the Department's testing and certification program for equipment deployed to support the Department's CAV, V2X, and ITS programs.
- Develop and implement standards for CAV, V2X, and ITS data and its use in operations.
- Develop funding strategies based on program project priorities and approved funding levels.
- Oversee the development, implementation and measurement of strategic goals and initiatives in the unit.
- Manage and coordinate work assigned to staff and consultants to ensure the department's needs are met according to the ITS and CAV Strategic and Business Plans.

Duty 2

General Summary:

Percentage: 30

Provide a leadership role in achieving alignment and consistency in the delivery of statewide CAV, V2X, and ITS System Architecture functions.

Individual tasks related to the duty:

- Work with regions, bureaus, FHWA and external stakeholders to address project, procedures or policy related to CAV, V2X, and ITS System Architecture issues.
- Provide direction and oversight to staff, evaluate and assess the activities and practices, determine best practices and ensure sharing of best practices across the state.
- Establish a process to monitor and report best practices statewide.
- Keep up to date with innovations in CAV, V2X, and ITS System Architecture.
- Review work products and provide direction to improve services to customers.
- Hold team members accountable by setting clear expectations, monitoring performance, providing timely feedback, and implementing corrective actions when necessary. This includes establishing performance expectations, completing performance evaluations, and ensuring the effective use of the performance management system.
- Delegate work assignments and coordinate the workload within the unit.
- Review union contracts and Civil Service rules/regulations and consistently reference in decision making to ensure compliance with contracts and rules. Contact the Office of Human Resources, Labor Relations Section for guidance or questions.
- Approve timesheets timely to ensure all hours worked are recorded properly, any time away from work (e.g., annual leave, school leave, sick leave/time, lost time, union leave, Family Medical Leave Act, etc.) was recorded properly, and ensure timesheet compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures.
- Manage employee relations including addressing employee issues and conflicts, overseeing the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and handling labor relations activities. Ensure compliance with equal employment opportunity (EEO) requirements.
- Mentor staff and facilitate knowledge management within the unit. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Review and ensure staff compliance with certifications/licenses of subordinate positions.

Duty 3

General Summary:

Percentage: 15

Serve as the department's primary point of contact regarding CAV and V2X.

Individual tasks related to the duty:

- Develop and foster communication lines between regions, Transportation Service Center's (TSC's), and central office.
- Represent the department on industry committees regarding CAV and V2X issues and strategies.
- Develop and support partnerships with industry to establish a cooperative environment for technology exchange.
- Ensure all CAV and V2X initiative and projects are performed according to applicable standards.
- Meet with the regions and other stakeholders to ensure stakeholder needs are being addressed and the appropriate support services are being provided.
- Effectively communicate changes in standards and guidelines to stakeholders.
- Evaluate the effectiveness and efficiency of policies, procedures, template funding allocations and staffing and make recommendations for improvement.
- Participate on national and statewide committees as needed.

Duty 4

General Summary:

Percentage: 10

Participate as a member of the Transportation Systems Management and Operations (TSMO) Supervisors Team.

Individual tasks related to the duty:

- Actively participate in TSMO Supervisors Team meetings and other activities representing the CAV, V2X, and ITS System Architecture area.
- Provide CAV, V2X, and ITS System Architecture expertise.
- Participate in the development, tracking and reporting of performance measures within TSMO.
- Represent the area on work groups or initiatives throughout the department as requested by the Leadership Team.
- Promote efficiency and teamwork.
- Promote the development of leveraging common initiatives between sections and divisions.
- Schedule regular section meetings for open discussion and information sharing.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- In the absence of the ITS Program Manager, represent the section on meetings with internal/external customers, serve on committees for operations or other transportation related activities.
- Provide expert witness in tort litigation or other official proceedings.
- Represent the department as the primary CAV, V2X, and ITS System Architecture engineer at local, regional, or national meetings.
- Make technical presentations at various meetings, seminars, and workshops.
- Review current research, literature and reports related to system operations and preservation issues.
- Prepare and initiate correspondence for section, bureau or division as necessary to provide answers and solutions to technical problems, replying to legislators, other state or federal agencies, and handling citizen inquiries or complaints.
- 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.

Issues regarding project budgets, template management, research and deployment of CAV activities, and the strategic direction of the Department's CAV and System Architecture programs. Personal judgment based on prior experience and technical knowledge. Requires interpretation of MDOT policy and guidelines regarding technical and budgetary issues. Decisions affect contacts with department project and program managers, the traveling public, industry, consultants and contractors.

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

- When decisions require deviations from departmental or division policies or procedures.
- Politically sensitive issues.
- Equipment and budget requests, action plan and implementation recommendations.
- Decisions that may have a significant financial impact on division/bureau budgets.

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.

Operating a computer for extended periods of time. Travel to projects and offices statewide. Periodic overnight travel. Working in close proximity to traffic including moving in and out of traffic, traversing uneven terrain including moving up and down roadway slopes, transporting materials up to 25 lbs., working in adverse weather conditions, and traversing under bridges and wading in water as 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
GORDON, THOMAS	TRANSPORTATION ENG LIC SPL 2 13	GORMAN, JOSEPH V	ENGINEER MANAGER LICENSED-3 14
SEDER, CALEB J	TRANSPORTATION ENG LIC SPL 2 13		
Additional Subordinates			

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

- | | |
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| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ 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?

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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 ITS Program Area is to research, develop and implement technology solutions for addressing safety and mobility issues on the state trunkline network. The department's CAV and V2X program is a critical component of meeting the department's goals, and the department's ITS Strategic and Business Plan. This position serves as the department's lead and expert for CAV and V2X programs and initiatives and works with the ITS Program Administrator to implement the department's ITS, CAV, and V2X Strategic and Business Plans.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor of science degree in engineering.

EXPERIENCE:

Engineer Manager-Licensed 15

Six years of professional experience equivalent to an Engineer, including three years equivalent to an Engineer 12, Engineer Manager 12, or Engineer Manager-Licensed 12; two years equivalent to an Engineer Manager 13, Engineer Manager-Licensed 13, Engineering Specialist 13, or Engineering Specialist-Licensed 13; or, one year equivalent to an Engineer Manager 14, Engineer Manager-Licensed 14, Engineering Specialist 14, or Engineering Specialist-Licensed 14.

KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated knowledge of:

- CAV and V2X components and existing deployments.
- Managerial/supervisory knowledge – training, labor relations, employee policies and procedures.

Skill in:

- Working with ITS system components.

Ability to:

- Convey complex technical information regarding the CAV and V2X programs to MDOT management, stakeholders, external partners, and state legislature.
- Manage complex projects and initiatives for the planning, design, implementation, operations, and maintenance of CAV and V2X deployments and policies.
- Promote and maintain favorable public relations.
- Organize, evaluate, and present information effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a registered professional engineering license as required by the State of Michigan.

Possession of 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

Appointing Authority

9/14/2026

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