

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

Position Code
1. DEPTALTER72Y

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 STATE POLICE
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Information and Technology Bureau
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division Office of Highway Safety Planning
5. Working Title (What the agency calls the position) Departmental Analyst 9-P11	11. Section Program Management Section
6. Name and Position Code Description of Direct Supervisor VACANT; DEPARTMENTAL MANAGER-3	12. Unit Police Traffic Services Program Unit
7. Name and Position Code Description of Second Level Supervisor SLEDGE, ALICIA M; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 7150 Harris Dr.; Dimondale, MI 48821 / Monday-Friday 8 a.m. to 5 p.m.

14. General Summary of Function/Purpose of Position

Develop program goals and plans for implementation for the Police Traffic Services network grants with state, county, and local agencies in the Annual Grant Application. Administers, monitors, and evaluates grant programs for program impact. Provide technical assistance for grant development using the web-based application system. Represent the Office of Highway Safety Planning at local, state, and national levels. This position serves as an enforcement grants planner and administrator for the Office of Highway Safety Planning. Reviews and recommends program changes to grant applications, guidelines, and enforcement related activities. This position must function in a bias free manner.

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

Work in conjunction with the other Police Traffic Services (PTS) Program Coordinators, plan and prepare the PTS portion of the Office of Highway Safety Planning's Annual Grant Application based on research, national and state best practices and interaction with law enforcement and traffic safety professionals.

Individual tasks related to the duty:

- Analyze and evaluate professional journals, publications, reports, and literature reviews dealing with police traffic services issues.
- Analyze ongoing program operations and recommend modifications of policies and procedures to meet program goals more effectively.
- Review and analyze highway safety crash and injury data and conduct problem identification on a statewide basis in the police traffic services area.
- Design and conduct surveys to determine needs and to assist in planning, implementing, and evaluating programs, consolidating data and prepare reports.
- Design policies, strategies, and guidelines to resolve the identified police traffic services problems.
- Develop both program and budget plans for the Police Traffic Services area of the Annual Grant Application allocating available funding for selected programs to address traffic related problems most effectively in local communities and on state highways.
- Prepare information and data for statewide partners on the Annual Grant Application.
- Conduct research and investigate potential statewide and national funding opportunities for program implementation with identified organizations.

Duty 2

General Summary:

Percentage: 30

Work in conjunction with the other Police Traffic Services (PTS) Program Coordinators with providing direction and oversight for grant development, implementation and evaluation for state and local agencies identified through contacts, written proposals submitted for review, and other traffic safety advocates implementing programs identified in the Annual Grant Application.

Individual tasks related to the duty:

- Provide direction and training for law enforcement agencies receiving grant funds.
- Review grant proposals and concepts that apply to the highway safety plan based on problem identification and provide input on changes or revisions necessary to comply with state and federal requirements.
- Provide recommendations to develop countermeasure strategies targeted at resolving problems indicated by the problem identification process.
- Review draft grant proposals/applications and provide input on changes or revisions necessary to comply with state and federal requirements.
- Approve final applications for implementation after determining the goals and activities are consistent with goals stated in the Michigan Highway Safety Plan.
- Manage all aspects of the grant administration process including grant development, budgeting, implementation, and on-site program monitoring.
- Oversee statewide program implementation and coordinate local, county, and regional community programs into the overall state plan.

Duty 3

General Summary:

Percentage: 20

Monitor and evaluate grant programs to determine if they are impacting the problem and using resources in both an effective and efficient manner on an on-going basis.

Individual tasks related to the duty:

- Review grant activity through telephone contacts, quarterly reports, written correspondence, personal visits, and other documentation on an on-going basis.
- Analyze operational and programmatic methods to ensure that the Office of Highway Safety Planning grant requirements are followed.
- Evaluate implementation of program activities to determine effectiveness in terms of achievement of goals and compliance with established timelines.
- Recommend program policies and procedures to correct identified deficiencies.
- Review program evaluations to determine what methods are successful in achieving program goals and make technical application of those methods in other grant programs.
- Provide guidance and recommendations to enhance existing grant programs based on review findings.
- Monitor progress and provide recommendations for establishing a communication network for local, county, and state law enforcement agencies to maximize enforcement strategies and media coverage for enforcement details.
- Review and approve reimbursement requests as submitted by grantees.
- Recommend the appropriate training for law enforcement to carry out grant activities where needs are identified.

Duty 4

General Summary:

Percentage: 10

Represent the Office of Highway Safety Planning at local, state, and national highway safety meetings, conferences, workshops, training seminars, and other activities as the Police Traffic Services Program Coordinator.

Individual tasks related to the duty:

- Facilitate networks of both private and public sector representatives associated with the Police Traffic Services program on a statewide basis.
- Compile and present information regarding the Office of Highway Safety Planning program initiatives at local, county, regional, state, and national levels.
- Advise the Office of Highway Safety Planning staff on information gained from highway safety meetings and conferences.
- Respond to requests for information from the public as well as the law enforcement grantees regarding police traffic services issues.
- Serve as a member of the Michigan Association of Chiefs of Police (MACP) Traffic Safety Committee and judge for the annual MACP Award for Excellence in Traffic Safety.
- Serve as the liaison between OHSP and law enforcement to disseminate traffic safety information such as statistics, legal updates, and traffic safety training opportunities. Encourage collaboration between the engineering and law enforcement communities.

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

Within the Departmental Analyst 9-11 classification, this position will have limited independent decision making until sufficient understanding is obtained regarding the OHSP policies/procedures and the federal funding rules. This position will learn to make decisions regarding the interpretation of existing policies and procedures as they relate to local, state, regional and federal programs.

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

Supervisor's review is required when making decisions affecting office policies and all requests involving increases in federal funding levels on OHSP funded projects.

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.

Routine office environment, and some travel in and out of state for meetings, trainings, and conferences

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?

Develop program goals and plans for implementation for the Police Traffic Services network grants with state, county, and local agencies. Administers, monitors, and evaluates grant programs for program impact. Provide technical assistance for grant development using the web-based application system. Represent the Office of Highway Safety Planning at local, state, and national levels. This position serves as an enforcement grants planner and administrator for the Office of Highway Safety Planning. Reviews and recommends program changes to grant applications, guidelines, and enforcement related activities.

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

Additional task as liaison to law enforcement to disseminate information; omit of last duty; input Annual Grant Application focus.

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

The function of this area is to administer OHSP's federal highway safety grant program. Specifically, this position is responsible for developing grants for law enforcement activity in the police traffic services network and to establish enforcement programs. These activities are required to save lives and reduce injuries on Michigan roadways

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Effective verbal and written communication skills. High degree of motivation. Ability to solve problems and do so independently. Good organizational skills.

Must complete the Transportation Safety Institute (TSI) core federal training courses on managing and administering federal highway safety programs and NHTSA grant funds within the first year of employment.

One-year experience in program and grant management preferred.

One-year experience in working with law enforcement agencies.

Possess traffic safety law enforcement knowledge and experience with traffic safety enforcement.

CERTIFICATES, LICENSES,

REGISTRATIONS:

Must complete the core federal training courses within 12-18 months of employment. The courses focus on managing and administering federal highway safety programs and NHTSA grant funds.

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.

ALYSSA HANSES

1/21/2026

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