Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy. The official position description for this position is available from the HR office for the agency.

Position Code: TRPLNRAA72R

Civil Service Class and Level: TRANSPORTATION PLANNER-A

Working Title (What the agency calls the position): Local Agency Program (LAP) National Environmental Policy Act (NEPA) Coordinator

Name and Position Code Description of Direct Supervisor: NABI, MAHREEN L; TRANSPORTATION PLANNING MGR-3

Department/Agency: TRANSPORTATION CENTRAL OFFICE

Work Area:

Work Location/Hours of Work: 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 7:30 am - 4:30 pm (or as approved)

General Summary of Function/Purpose of Position: This position serves as the recognized resource for the Local Agency Program (LAP) environmental clearance process. This position is responsible for reviewing and maintaining the quality assurance/quality control (QA/QC) of Environmental Assessment (EA) documents submitted by local agencies. This requires frequent coordination with subject matter experts such as biologists, historians, archaeologists, transportation planners, design engineers, safety engineers, and public involvement staff to support problem-solving throughout the National Environmental Policy Act (NEPA) study process. This position also evaluates LAP projects for Section 4(f)/6(f) recreational impacts and coordinates with resource agencies and local officials. In addition, the development and implementation of outreach strategies to train local agency staff on the NEPA process is an important responsibility of this position.

Assigned duties and tasks for each duty.

Duty 1 **Percentage: 60**

Serve as the recognized resource for the LAP environmental clearance process. Ensure Local Agency NEPA documents comply with state and federal laws, rules, and regulations. Maintain databases and track projects through the NEPA classification process. Analyze and coordinate environmental classification activities within the department.

- Review the MDOT 5323 NEPA application for Local Agency environmental clearance, and work with subject matter experts (SMEs): including biologists, historians, archaeologists, transportation planners, LAP engineers, and public involvement specialists, to complete the review and approve (sign) the document, which is one of the requirements Local Agencies must fulfill to be eligible for federal funding.
- Work with Environmental Services Section (ESS) and LAP staff to communicate about project schedules, timing of the environmental review, and environmental concerns.
- Serve as a liaison to local agencies regarding implementation of Section 4(f)/6(f) requirements.
- Incorporate changes in environmental guidelines, procedures, and law into the LAP application process.
- Guide local officials, the Federal Highway Administration (FHWA), and MDOT staff in the resolution of questions regarding NEPA classification.
- Develop and implement new classification procedures related to changes in law.
- Create, revise, and update environmental forms and website content to ensure they meet current regulatory standards and comply with the Americans with Disabilities Act (ADA) requirements in support of the department's goals.
- Attend all training and testing sessions on the MDOT Environmental Clearance Organizer (ECOMOD) and support the transition of database management from Excel spreadsheets to the new ECOMOD system.
- Identify knowledge gaps among Local Agencies and update training materials accordingly.
- Develop an outreach strategy in coordination with MDOT, FHWA, and local agency representatives.
- Provide guidance on public involvement requirements for both CEs and EAs.

Duty 2 **Percentage: 30**

Review Local Agency NEPA EAs and Environmental Impact Statements (EISs) for submittal to FHWA. Create and maintain records, ensure accurate documentation, and facilitate timely communication and coordination to keep the major action timeline compliant with federal requirements.

- Review LAP EA and EIS documents prepared by Local Agencies and their consultants. Hold monthly project meetings to track progress toward comment resolution.
- Coordinate with SMEs including biologists, historians, archaeologists, water resources specialists, MDOT Statewide & Urban Travel Analysis Unit, and public involvement specialists to complete document reviews
- Ensure that LAP EAs or EISs comply with applicable transportation planning requirements.
- Coordinate LAP NEPA EA or EIS updates with FHWA, including regular participation in monthly major action document meetings.
- Maintain an efficient and effective tracking system for monitoring NEPA progress and completion.
- Coordinate environmental classification and related approvals with MDOT LAP real estate staff.
- Ensure required FHWA approvals are obtained to proceed to the next step in the EA/EIS process.
- Assist Local Agency staff with follow-up actions, clarifications, and required documentation.

Duty 3 **Percentage: 10**

Develop strategies to integrate LAP NEPA environmental clearance into the planning process. Provide assistance to local road agencies through the MDOT Grant System (MGS) for Transportation Alternatives Program (TAP) and Safe Routes to School (SRTS) NEPA scoping reviews before funding decisions are made. Perform other duties as assigned.

- Collaborate with Metropolitan Planning Organizations (MPOs), Rural Planning Agencies (RPAs), and MDOT Statewide Planning to align environmental clearance with the planning process. Identify gaps and recommend strategies to streamline the connection between planning and environmental review.
- Assist the TAP grant coordinator with technical reviews of TAP and SRTS applications. Identify special conditions, provide comments, and ensure compliance with departmental, state, and federal laws and regulations.
- Coordinate comments and findings with grant coordinators by attending quarterly TAP application review committee meetings.
- Other duties as assigned.

Types of decisions made independently and whom or what those decisions affect: This position independently applies state and federal regulations to complete environmental clearance for Local Agency Program projects, which can affect the schedules and content of transportation projects. Affected parties include the local agency, the public, stakeholders, and environmental regulatory agencies. Sensitivity to project schedules is necessary.

Types of decisions that require the supervisor's review: Supervisory review is required when conflicting environmental concerns arise, when situations arise that are outside the range of normal operating procedures, or when legislative concerns are involved.

Physical effort used to perform this job and environmental conditions of this position: Typical duties associated with an office environmental which include extensive use of a computer and remaining in a stationary position for extended periods of time. Position may require traveling to project locations or training facilities. Position may require availability outside normal working hours based on operational needs.

Names and classes and levels of employees whom this position immediately supervises:

Essential functions of this position: This position serves as the recognized resource for the Local Agency Program (LAP) environmental clearance process. This position is responsible for reviewing and maintaining the quality assurance/quality control (QA/QC) of Environmental Assessment (EA) documents submitted by local agencies. This requires frequent coordination with subject matter experts such as biologists, historians, archaeologists, transportation planners, design engineers, safety engineers, and public involvement staff to support problem-solving throughout the National Environmental Policy Act (NEPA) study process. This position also evaluates LAP projects for Section 4(f)/6(f) recreational impacts and coordinates with resource agencies and local officials. In addition, the development and implementation of outreach strategies to train local agency staff on the NEPA process is an important responsibility of this position.

Function of the work area: This work area facilitates the environmental clearance of proposed transportation projects and provides expertise to evaluate and mitigate environmental impacts. It also supports the integration of planning and environmental considerations by applying environmental laws, regulations, and guidance to ensure agency compliance. Maintaining compliance requires MDOT to approve a NEPA document for each individual project. This position will be responsible for reviewing and approving NEPA document.

Education, experience, and credentials typically needed to perform the position's essential functions [Equivalent combinations of education and experience can also be evaluated on an individual basis for applications providing sufficiently detailed descriptions of the other experience.]:

EDUCATION:
Possession of a bachelor's degree with at least 30 semester (45 term) credits in one or a combination of the following: planning (city, community, environmental, regional, and/or urban), environmental studies and/or sustainability, environmental sciences, engineering, statistics, mathematics, data science, geography, geographic/geospatial information systems, logistics and/or supply chain management, or economics.

EXPERIENCE:

Transportation Planner 12
Three years of professional experience in the planning, mapping, or assessment of transportation, land use, environmental, or community systems equivalent to a Transportation Planner, including one year equivalent to a Transportation Planner P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The methods of compiling and organizing data.
- The methods of environmental research.
- State and federal planning/and or environmental laws.
- Methods of presenting results of environmental impact studies.

Ability to:

- Analyze and evaluate data.
- Navigate and use computer databases.
- Interpret pertinent laws and regulations.
- Communicate effectively with others.
- Maintain records and prepare reports and correspondence.
- Maintain favorable public and agency relations.

CERTIFICATES, LICENSES, REGISTRATIONS:
Possession of a valid driver's license is preferrred.