

Position Code 1.

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

This position description serves as the official classification document of record for this position. Please complete this form 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/5901
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	Bureau of Development
4.Civil Service Position Code Description	10.Division
Department Analyst 9-P11	
5.Working Title (What the agency calls the position)	11.Section
Data Visualization Analyst	Administration
6.Name and Position Code Description of Direct Supervisor	12.Unit
Demetrius Parker, SME 19	
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Gregg Brunner, Chief Operations Officer	425 W. Ottawa Street, Lansing, MI 48933 7:30 a.m. – 4:30 p.m. (hours may vary)
14. General Summary of Function/Purpose of Position	
<p>This position is responsible for designing and maintaining data visualizations that transform performance data into clear, compelling visual narratives that support strategic decision-making and communicating department performance to internal and external stakeholders. This position also assists with performance monitoring and management in support of MDOT programs, projects, and related systems.</p>	

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 of Duty 1 **% of Time 60**

Design and maintain data visualizations such as dashboards, scorecards, reports, presentations, graphs, charts, and maps, as well as the supporting tools, methods and processes that effectively communicate MDOT's progress toward its mission and strategic objectives. These efforts enhance transparency and accountability, providing MDOT staff, the State Transportation Commission, legislature, governor's office, stakeholders and the public with outcomes of transportation investments.

Individual tasks related to the duty.

- Design and maintain data visualizations for approval before use to ensure they present assets, operational, organizational, and investment-related data to inform, support and evaluate MDOT's mission, strategic goals, and processes.
- Design and maintain tools, methods and processes necessary to support the creation and maintenance of visualization products which are incorporated in a variety of media such as external facing communications and/or used internally. Make design recommendations to administration before being incorporated into use.
- Participate in various teams (e.g., Department Leadership Team, Transportation Asset Management Plan Team, etc.) and work with business areas (e.g., bureaus, regions, divisions, offices) to assist with ensuring visualization products are aligned MDOT goals, objectives, and strategies and active cross-visualization product management is employed to mitigate conflicting messages regarding performance.
- Collaborate with system and data owners to access, clean and integrate data from multiple sources, and automate data pipelines and workflows.
- Work with the Office of Communications to ensure all prepared communications are compliant with laws (e.g., Americans with Disability Act), regulations, policies and MDOT established best practices. Ensure the format and style of all work products align with the MDOT brand standards.
- Present findings and visualizations to internal and external stakeholders.
- Assist the Departmental Specialist 14 with performing quality checks to ensure accuracy, consistency, and integrity across visualizations and reports.
- Maintain documented workflow processes

Duty 2

General Summary of Duty 2 **% of Time 30**

Assist performance monitoring and management in support of MDOT programs, projects, and related systems.

Individual tasks related to the duty.

- Assist in developing relevant performance metrics and key indicators aligned with organizational goals, objectives and strategies.
- Support the documentation of metric definitions, data sources, calculation methodologies, and reporting methods.
- Assist with performance analysis to identify trends, outliers, and variances from targets or benchmarks; highlight areas of concern or opportunities for improvement.
- Assist with benchmarking internal performance against industry standards and peer organizations.
- Contribute to the development of realistic and meaningful performance targets in collaboration with program areas.
- Maintain assigned project schedules, milestones, and deliverables to support timely and effective performance reporting tasks.
- Provide support in tracking, monitoring and reporting of federal measures.

Duty 3

General Summary of Duty 3 % of Time 10

Undertake special projects and other duties, as assigned.

Individual tasks related to the duty.

- Other duties as assigned.

Duty 4

General Summary of Duty 4 % of Time _____

Individual tasks related to the duty.

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

Decisions that fall within the scope of technical expertise, routine responsibilities, and established guidelines.

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

Any policy, program or system changes requires consultation with and final decision by the supervisor.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Typical duties associated with an office setting including extended use of a computer. May occasionally require travel on a statewide basis. 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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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

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?

This position is responsible for maintaining data visualizations that transform performance data into clear, compelling visual narratives that support strategic decision-making and communicating department performance to internal and external stakeholders. This position also assists with performance monitoring and management in support of MDOT programs, projects, and related systems.

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 work area is responsible for the overall development, implementation, coordination and direction of MDOT's Bureau of Development. This position provides essential support to implementing MDOT's strategic plan through visual representation of performance monitoring and measurement of goals and objectives for a range of internal and external audiences.

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.

Possession of a bachelor's degree in statistics, computer science or data analytics, preferred.

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:

Knowledge of:

- Business metric performance and performance measurement methodologies.
- Data visualization tools (e.g., Power BI, Tyler Data and Insights, Tableau, Excel, or similar).

Ability to:

- Translate complex data sets and information into clear, compelling, visually appealing and informative visualizations.
- Work independently and effectively with cross-functional teams.
- Effectively communicate.
- Communicate meaningful data insights to non-technical colleagues and executive decision makers.

Skill in:

- Performance measurement.
- Program evaluation.
- Data analysis.
- Problem solving.
- Attention to detail.

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.