

## 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.

|   |   |
|---|---|
| <b>2. Employee's Name (Last, First, M.I.)</b>   | <b>8. Department/Agency</b><br>TRANSPORTATION CENTRAL OFFICE  |
| <b>3. Employee Identification Number</b>  | <b>9. Bureau (Institution, Board, or Commission)</b><br>Bureau of Transportation Planning                 |
| <b>4. Civil Service Position Code Description</b><br>STATE ASSISTANT ADMINISTRATOR                                    | <b>10. Division</b><br>Executive  |
| <b>5. Working Title (What the agency calls the position)</b>  | <b>11. Section</b>  |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>WHITE, TODD; SENIOR MANAGEMENT EXECUTIVE         | <b>12. Unit</b>   |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>SLAUGHTER, TERRI D; SENIOR DEPUTY DIRECTOR | <b>13. Work Location (City and Address)/Hours of Work</b><br>425 W OTTAWA ST; LANSING, MI 48933 / M-F 8-5 |

**14. General Summary of Function/Purpose of Position**

This position functions as a State Administrative Assistant to the Bureau of Transportation Planning (BTP) Director. This position has sole responsibility for developing, administering, and implementing the department-wide the federal State Planning and Research (SPR) Program.

Michigan's annual program is approximately \$30 million and is used to fund department-wide transportation planning processes, which are required for the Michigan Department of Transportation (MDOT) and other transportation agencies receiving federal funding to be eligible for federal aid. In an effort to reduce organizational vulnerabilities and ensure federal and state required responsibilities funded with the State Planning and Research (SPR) Program are met, this position develops and oversees identification and documentation of key planning processes and products. This position also works with the bureau leadership team to identify core functions, products, and processes, and reviews best practices opportunities that benefit from a national search of best practices. These initiatives typically result from federal transportation authorization bills or state legislation that impacts transportation planning.

In addition, the position is responsible for the development, implementation, and expenditure control for BTP's \$45 million budget.

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: 50**

Develops, administers, and implements the department-wide federal SPR Planning Program.

**Individual tasks related to the duty:**

- Interprets and ensures compliance with federal laws and regulations pertaining to the SPR Planning Program. The Federal Highway Administration (FHWA) interprets the laws and regulations; however, does not issue guidance documents. Therefore, this position interprets the federal SPR laws and regulations and develops the department's SPR Planning Program guidance documents.
- Consults and meets with FHWA as needed regarding projects.
- Reviews eligibility decisions from the FHWA Michigan Division Office and works with FHWA to help them understand MDOT's interpretation of the laws and regulations and its viewpoint. If no resolution, determine if MDOT should continue working with the Michigan Office or if the decision should be appealed to FHWA Headquarters in Washington, D.C.
- Establishes and coordinates the department's SPR Planning Program procedures and guidelines.
- Develops goals for the SPR Planning Program and methods for implementing those goals.
- Acts as a liaison with other agencies and department staff by responding to inquiries from upper management, bureau directors, region engineers, planners, and staff from other agencies regarding project eligibility and other SPR processes.
- Establishes and coordinates the funding requests for SPR Planning activities for the SPR Planning Program. Ensures that requirements pertaining to the SPR Planning Program in the current MDOT/FHWA Stewardship and Oversight Agreement document are met.
- Establishes the necessary timelines to work with FHWA on obtaining approval for the program prior to each year.
- Establishes and obligates the SPR Planning Program Numbers in MDOT's Program Development Portal (JobNet) and MDOT's Phase Initiator (PI) by the MDOT and FHWA deadlines.
- Manages the SPR Planning Program number budgets in JobNet and PI throughout the fiscal year and coordinates budget updates with FHWA.
- Establishes time frames, deliverables, milestones, and performance targets annually to ensure documentation of planning products and processes funded with the SPR Planning Program are advancing as appropriate to reduce vulnerabilities.
- Acts as a liaison with MDOT's upper management, bureau directors, region engineers, region planners, staff, and other agencies regarding project eligibility and other SPR processes.
- Determines program strategy and priority of projects for the upcoming fiscal year prior to the request for SPR Planning activities. This is based on the department-wide strategy, State Long-Range Plan, Statewide Transportation Improvement Plan (STIP), and overall funding for the department.
- Collects data from SPR project managers and compile the data for SPR Planning Program reports on a quarterly basis for the bureau director and the required FHWA annual report.
- Works with BTP's three divisions to determine the priority (federally and state required) products and processes need to be documented and establish the priorities based on risk and organizational vulnerability.
- Leads the systematic identification of critical SPR planning processes and activities that may benefit from a national search of best practices and potential technological improvements.
- Works with bureau staff and other state departments to determine best practices to improve processes in specific areas of the bureau.
- Establishes priorities, teams, time frames, and program goals to ensure BTP knowledge of industry innovations that may have a significant impact on the allocation of staff resources, potential cost savings, and improved efficiencies.
- Utilizes targeted financial resources (a portion of SPR annual funding) and working with bureau management, initiate research and implementation opportunities for bureau processes, products, and procedural improvements.
- Acts as liaison to the bureau director regarding opportunities to incorporate new technologies and tools to improve efficiencies and productivity of the planning activities in the SPR Planning Program.
- Reviews Transportation Pooled Fund solicitations to determine if the new studies should be shared with BTP staff to see if the study is something BTP should participate in to obtain data from other states and to share how MDOT does certain activities.

**Duty 2**

**General Summary:**

**Percentage: 25**

Develops, implements, and expenditure control for BTP's \$45million budget. BTP is comprised of three divisions, Asset

Management and Policy Division, Data Inventory and Integration Division, and the Statewide Planning Division.

**Individual tasks related to the duty:**

- Prepares budget submission for the bureau on an annual basis. Evaluates prior years' expenditures, project expenditures, and needs for the next budget cycle, and prepares budget documents for submittal to the Bureau of Finance and Administration (BFA).
- Reviews charges in the Statewide Integrated Governmental Management Applications (SIGMA) system to ensure SPR and other bureau expenditures are charged to the appropriate accounts.
- Prepares budget reduction scenarios as requested and implements any needed changes.
- Provides strategic advice to the bureau director on impacts to staff due to funding, reorganizations, and staff increases/decreases.
- Implements, reviews, and oversees use of the bureau's procurement cards, desk and cellular telephones, and office supply orders.
- Advises bureau and department staff on appropriate use of bureau funds and use of appropriation, program numbers, activity, and unit coding.
- Reviews and approves bureau expenditures in SIGMA, ensuring the correct funds are charged and the bureau stays within the appropriated budget.
- Calculates year-end charges for the bureau's different funds (SPR, State Trunkline Fund, Michigan Transportation Fund, Comprehensive Transportation Fund, and Aeronautics) and reviews all other charges and allocations for accuracy. Due to the uniqueness of the bureau's funding need to manually calculate each fund's charges and provides the numbers to BFA for year-end adjustments.
- Assigns and maintains the bureau's Activity Codes utilized for payroll reporting and consultant payments. Reviews expenditures for accuracy and completeness; makes corrections and supplies expenditure information as requested/needed to division administrators and section managers.
- Analyzes the bureau's Full Time Equivalent positions and reconciles the bureau's information with the appropriation bills.
- Serves as budget liaison with bureau, BFA, and other department staff.
- Attends budget meetings with BFA staff and other department budget liaisons as needed.

**Duty 3**

**General Summary:**

**Percentage: 25**

Assists Bureau Director with the development, implementation, and operation of programs, policies, and processes, as needed.

**Individual tasks related to the duty:**

- Directs activities for implementation of bureau-wide programs, policies, and processes.
- Reviews and implements changes to existing bureau-wide programs, policies, and processes.
- Serves as main point of contact for coordination between bureau program areas to ensure overall success of projects.
- Serves as bureau liaison for audits with the MDOT's Office of Commission Audits and the Department of the Auditor General; for Freedom of Information Act requests, creation and updates of bureau forms, etc.
- 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.**

BTP's primary function is to assist MDOT in maintaining eligibility for federal aid. To be eligible for federal aid, it is required that states have a federally accepted planning process, which helps BTP obtain its primary function. Many of the planning activities are funded by SPR funds. The activities funded with the SPR Planning Program help MDOT remain eligible for federal aid. SPR Planning funds are used department-wide and for local planning activities, so staff throughout MDOT are impacted by decisions made by this position. This position initiates the request for SPR Planning Program development activities and determines what activities are eligible to be funded by the SPR Planning Program and what projects to cut, the annual budget for the program, when to negotiate with FHWA on activities that are questioned, when to amend projects into the program, the program and report format, and other decision making activities that are needed to develop and implement the program each fiscal year. This position's recommendations regarding best practice opportunities pertaining to planning activities in the SPR Planning Program will have an impact on efficiencies and productivity in the bureau and how well the bureau can respond to future planning needs and opportunities. This position is responsible for the bureau budget and determines which activities are eligible for various bureau funds. Bureau and department staff, department audits, and outside agencies who are interested in MDOT's funding will be impacted by funding decisions.

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

Decisions that involve new policy or major changes in funding or priorities would require supervisory review. The supervisor and bureau management will be involved in which business processes would benefit from best practices and process improvement.

**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.**

Work is performed in a typical office environment. This position must be able remain in a stationary position for extended periods of time while using a computer. 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.**

**Additional Subordinates**

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

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

This position functions as a State Administrative Assistant to the Bureau of Transportation Planning (BTP) Director.

Michigan's annual program is approximately \$30 million and is used to fund department-wide transportation planning processes, which are required for the Michigan Department of Transportation (MDOT) and other transportation agencies receiving federal funding to be eligible for federal aid. In an effort to reduce organizational vulnerabilities and ensure federal and state required responsibilities funded with the SPR Planning Program are met, this position develops and oversees identification and documentation of key planning processes and products. This position also works with the bureau leadership team to identify core functions, products, and processes, and reviews best practices opportunities that benefit from a national search of best practices. These initiatives typically result from federal transportation authorization bills or state legislation that impacts transportation planning.

In addition, the position is responsible for the development, implementation, and expenditure control for BTP's \$45 million budget.

**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 department's responsibility is to plan, develop, and deliver projects to provide the highest quality transportation services for economic benefit and improved quality of life to the State of Michigan. The work area is BTP. BTP's primary role is to keep MDOT eligible for federal funding. This is done by developing and implementing a comprehensive transportation planning process which results in transportation investments that are consistent with the financial, social, and economic policies of the State Transportation Commission.

This position has sole responsibility for developing, administering, and implementing the department-wide federal SPR Planning Program. This program is used to fund department-wide transportation planning processes, which are required for MDOT to be eligible for federal transportation funding. This position is also responsible for development and documentation

of processes and planning activities in the SPR Planning Program. In addition, this position is responsible for the development, implementation, and expenditure control of BTP's budget and provides assistance on special projects/assignments.

**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:**

**State Assistant Administrator 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:**

This position needs to have thorough knowledge of:

- Federal funding and the impact legislation can have on the SPR Planning Program.
- SPR Planning Program federal laws and regulations that regulate the ability to use SPR funds.
- Department programs.
- Budget processes.
- Department funding sources and what they can be used to fund.
- Accounting processes.

This position needs to have the skills and abilities to:

- Plan, direct, coordinate, and monitor work programs.
- Interpret very complex rules and regulations.
- Research and investigate various topics of different complexity.
- Communicate effectively with others using various methods.
- Analyze large amounts of data and financial records.
- Calculate budgets.
- Maintain a good working relationship with FHWA and department staff.
- Manage multiple assignments simultaneously.
- Assess, evaluate, monitor, and analyze processes.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

*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

5/29/2026

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