

**State of Michigan
Civil Service Commission**

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

Position Code

1. STDIVADMC13N

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 STATE DIVISION ADMINISTRATOR	10. Division Transportation Systems Maintenance and Operations
5. Working Title (What the agency calls the position) Engineer of Transportation Systems Management and Operations (TSMO)	11. Section
6. Name and Position Code Description of Direct Supervisor GUTTING, JASON; SENIOR MANAGEMENT EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor BRUNNER, GREGG D; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 8885 Ricks Road, Lansing, MI 48917 / M-F 8:00am-5:00pm (hours may vary)

14. General Summary of Function/Purpose of Position

Direct the day-to-day operations of the Transportation Systems Management and Operations (TSMO) Division in accordance with the mission of the bureau, department and the direction provided by the bureau and department leadership. Guide and facilitate the development of standards, specifications, and processes to improve quality and statewide alignment in the areas of Maintenance, Intelligent Transportation Systems (ITS), Traffic and Safety, Fleet and Facilities. Lead the Statewide Maintenance and Operations Alignment Team (SMOAT) and support participation in state and national industry related work groups focused on improving transportation system operations and industry relationships. Lead and guide research efforts in the areas of Maintenance, ITS, Traffic and Safety, Fleet and Facilities. This position requires possession of a valid drivers license to attend meetings and/or work groups.

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: 45

Administer the day-to-day activities of the Transportation Systems Management and Operations (TSMO) Division and establish goals and performance measures by which the area will accomplish its mission. Develop performance goals for the statewide Maintenance Program, Operations Program, Traffic and Safety Program, Facilities Program, ITS Program, and all support functions. Guide and facilitate the development of standards, specifications, and processes to improve quality and statewide alignment in the areas of Maintenance, ITS, Signals and Operations, Traffic and Safety, Fleet and Facilities.

Individual tasks related to the duty:

- Develop Division goals and performance measures in accordance with the mission of the bureau, department, and the expressed desires of its executives. Establish and justify the division's annual budget appropriation and monitor budget expenditures.
- Provide direction and support to managers and other staff to ensure area objectives are effectively communicated and tasks are accomplished in accordance with the strategic initiatives of the department.
- Delegate work assignments and coordinate the workload of subordinates.
- Support innovation and lead the effort to improve statewide alignment for all TSMO related activities.
- Provide leadership in the development and implementation of department innovations, improvements, standards and specifications.
- Consult with departmental officials to identify and resolve problems, effectuate policy changes, coordinate departmental efforts, or communicate program changes.
- Lead and guide developmental and applied research efforts in the areas of Maintenance, Operations Services, ITS, Signals and Operations, Traffic and Safety, Fleet and Facilities.

Duty 2

General Summary:

Percentage: 30

Lead effective partnerships across Michigan Department of Transportation (MDOT) and throughout the transportation industry in Michigan. Serve on various MDOT committees to improve the delivery of construction related customer services. Lead and support TSMO participation in state, regional and national industry related work groups focused on improving transportation system operations and industry relationships.

This duty requires possession of a valid drivers license to attend meetings and/or work groups.

Individual tasks related to the duty:

- Participate in MDOT statewide meetings or work groups to identify methods and means to improve customer services representing TSMO and related support functions.
- Coordinate resolution of TSMO related audit findings with the Office of Commission Audit, the regions, and other divisions/bureaus of the department.
- Conduct meetings with industry representatives such as County Road Association, Michigan Infrastructure and Transportation Association, and other industry groups to coordinate work and resolve mutual problems focused on improving product quality, operations, department specifications or processes and industry relationships.
- Develop and maintain contacts with manufacturers, suppliers, officials and representatives of cities, counties, and other states, federal representatives, and other state agencies and citizens regarding statewide maintenance, safety, and operations.
- Represent TSMO on the Engineering Operations Committee, Environmental Committee, Prequalification's Committee, Transportation Asset Steering Committee, and others as assigned.
- Lead and support department representation on various regional or national committees or work groups through American Association of State Highway and Transportation Officials (AASHTO), Federal Highway Administration (FHWA), Transportation Research Board, National Cooperative Highway Research Program (NCHRP) and others.

Duty 3

General Summary:

Percentage: 20

Manage the TSMO Division organization structure, employee development and perform other administrative functions to ensure the smooth operation and continuous improvement of the TSMO Division.

Individual tasks related to the duty:

- 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.
- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Provide direction to staff in the resolution of sensitive, complex, or precedent setting situations, and in establishing work priorities.
- Create a supportive culture of Innovation within the TSMO Division to support managers and employees.
- Mentor staff and facilitate knowledge management. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Establish an effective employee engagement plan within the TSMO Division to insure acceptable employee input opportunities are provided.
- 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.
- 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.
- Review work products and provide direction to improve services to customers.
- Ensure staff are provided with adequate training to accomplish assigned tasks.
- Identify problems and implement corrective actions as necessary.
- 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.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

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.

Determine the priorities of staff in accordance with goal, objectives, and strategic initiatives of the department. Decisions made have substantial and direct impact on highway maintenance and operations. Decisions that improve statewide alignment of delivering the TSMO programs or services.

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

When decisions require deviation from departmental or bureau policy. When decisions significantly impact the consultant or contracting industry as it relates to the delivery of maintenance, safety, construction, or related support services. When decisions impact staffing or related resources statewide.

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 with extensive use of a computer. Statewide and national travel may be required. Occasional project field reviews which may require traversing uneven terrain, working around heavy equipment and traffic, and in adverse weather conditions. Position requires effective communication skills, the ability to function in high pressure situations, and may require travel with possible overnight stays. Position may require availability outside normal working hours based on operational needs. This position requires possession of a valid driver's license.

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>
ROCHE, ONDREA D	DEPARTMENTAL TECHNICIAN-E E9	DAWE, GARRETT J	ENGINEER MANAGER LICENSED-4 15
BODELL, JASON R	ENGINEER MANAGER LICENSED-5 16	VACANT	ENGINEER MANAGER LICENSED-5
LEGG, LISA I	EXECUTIVE SECRETARY-E E10	SEVIGNY, DIANE L	STATE ADMINISTRATIVE MANAGER-1 15
MORIN, KYRRA L	TRANSPORTATION ENGINEER-E 10		
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?

Direct the day-to-day operations of the Transportation Systems Management and Operations (TSMO) Division in accordance with the mission of the bureau, department and the direction provided by the bureau and department leadership. Guide and facilitate the development of standards, specifications, and processes to improve quality and statewide alignment in the areas of Maintenance, Intelligent Transportation Systems (ITS), Traffic and Safety, Fleet and Facilities. Lead the Statewide Maintenance and Operations Alignment Team (SMOAT) and support participation in state and national industry related work groups focused on improving transportation system operations and industry relationships. Lead and guide research efforts in the areas of Maintenance, ITS, Traffic and Safety, Fleet and Facilities.

This position requires possession of a valid drivers license to attend meetings and/or work groups.

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 TSMO Division oversees Maintenance, Traffic and Safety, Signals and Operations, ITS, Fleet and Facilities for the Bureau of Highway Operations as it relates to the delivery of the maintenance program, traffic and safety program, intelligent transportation system program, fleet program, and facilities program. The division provides specialized engineering expertise to the regions and other divisions. TSMO manages an extensive program of developmental and applied research in the areas of Maintenance, ITS, Traffic and Safety, Fleet and Facilities.

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 Division Administrator 17

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Alternate Education and Experience**State Division Administrator 17**

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- State and federal laws and legislative processes related to Transportation infrastructure construction, maintenance, and associated processes.
- Principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.
- Labor relations and equal employment opportunity policies and procedures, and public relations techniques.
- State government organization and functions.

Ability to:

- Plan, develop, and evaluate programs, manage all TSMO activities.
- Evaluate the effectiveness of established programs and recommend changes to improve quality of services and products.
- Instruct, direct, and evaluate employees.
- Analyze and appraise facts and precedents in making administrative decisions.
- Formulate policies and procedures based on information of a conceptual nature from varied and complex sources.
- Form partnerships with state, national, FHWA and/or industry work groups and maintain good working relationships.
- Coordinate with persons/groups outside the Department and the ability to foster and maintain good public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is required and must maintain throughout employment in the position.

Possession of a registered professional engineering license as required by the State of Michigan and must maintain throughout employment in the position.

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

8/12/2026

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.

KIMBERLY ZIMMER-JANECZKO

Employee

Date