

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

Position Code

1. STDIVADMH91N

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 Development
4. Civil Service Position Code Description STATE DIVISION ADMINISTRATOR	10. Division Office of Major Projects
5. Working Title (What the agency calls the position) Administrator of the Major Projects Office	11. Section
6. Name and Position Code Description of Direct Supervisor PARKER, DEMETRIUS; 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 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 7:30am-4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as the Office Administrator for the Office of Major Projects (OMP) within the Michigan Department of Transportation (MDOT). The primary responsibility of this leader is to oversee the administration of and direct all Project Management activities within the OMP. The Administrator assures effective communication and coordination within the Office and with other divisions, sections, and regions within the Department as well as agencies and organizations outside of the Department.

In addition, in this capacity, this position serves as a member of the bureau's leadership team and is responsible for the formulation and implementation of policies and programs that have department-wide impact. This position makes recommendations to the Bureau of Development Director on Innovative Contracting and Major Project issues.

This position establishes program objectives, goals, and priorities and determine operating policies and implementation methods within the OMP.

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: 60

Act as the administrative head and provide overall direction of the OMP which provides specific Project Management support to the department. Provides direction and oversight for all work activities within the Office.

Individual tasks related to the duty:

- Establish short/long term program goals and objectives, set priorities, and determine and implement operating policies.
- Initiate, recommend, and/or implement program procedures of the department in accordance with Federal Highway Administration (FHWA) rules, regulations, etc.
- Initiate, develop, implement, and train staff on best practices of current and advanced innovative procurement methods.
- 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.
- Oversee program areas, including the Innovative Contract Unit, and specific Project Managers overseeing major projects within MDOT.
- Make recommendations to the Bureau Director for process improvements of the OMP operations and coordinate activities with other areas, such as Bureau of Transportation Planning, Regions/Transportation Service Center's (TSCs), Bureau of Finance, Office of Economic Development, etc., within the Department to ensure consistent policy and resource application.
- Recommend changes of policies, procedures, and standards to facilitate standardization to the Bureau Director.

Duty 2

General Summary:

Percentage: 30

Directs, supervises, and oversees the performance of personnel in the OMP through the organizational framework of subordinate supervisors and/or direct reports.

Individual tasks related to the duty:

- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Delegate work assignments and coordinate the workload of subordinates.
- 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.
- Evaluate programs and processes to ensure adequate appropriation of resources are available for staff to fulfill duties and responsibilities.
- Provide guidance, mentoring, and coaching for improved employee performance.
- Provide feedback and information relative to the mission, goals, and objectives of the OMP and the department.
- Handle employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensure compliance with equal employment opportunities (EEO).
- Approve timesheets timely as well as the use of leave privileges for staff.
- Develop program goals, guide implementation, and recommend alternative strategies.
- Encourage open, effective communication among the staff.
- Create and implement a process for monitoring and annually documenting the validity of licensures and certifications required by the position description of direct reports.

Duty 3

General Summary:

Percentage: 10

Perform other related essential functions as may be appropriate and non-essential functions as may be required and/or assigned by the Bureau Director.

Individual tasks related to the duty:

- Make presentations at conferences, workshops, public meetings, etc., on the OMP programs/initiatives.
- Represent the Bureau in meetings or focus groups as needed.
- Act as departmental liaison and meet with state agencies, organizations, and local agencies as appropriate.
- 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.

Exercise independent judgment and make independent decisions based on existing procedures, past practices, or experiences. Initiate new or extend existing guidelines to address any situation not covered by existing or standard practices. Frequent contact with executive management, bureaus, and region employees as well as other Department personnel. Major projects may be affected by the decisions made by this position and could slow the project down.

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

In matters that may conflict with department policies and procedures including the implementation of department-wide procedures, rules, or policies. When dealing with sensitive situations or cases that require serious employee discipline.

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.

Position requires extensive use of computer and related equipment. Must be able to have daily contact with executive management, bureau, and region employees and other Department personnel. It requires travel to meetings, seminars, trainings, and conferences including overnight and statewide travel. Position requires ability to remain in a stationary position for several hours at a time and ability to move around the office to perform duties away from workstation. May be required to transport up to 25 pounds. 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
BATES, CARRIE J	DEPARTMENTAL ANALYST-A 12	SILER, JAMES	ENGINEER MANAGER LIC-FZN 15
SALAMEY, SARA	EXECUTIVE SECRETARY-E E10	WYMAN, JOHN P	FINANCIAL SPECIALIST-2 13
WAYNE, ADAM M	STATE ADMINISTRATIVE MANAGER-1 15	ALGHURABI, MOHAMMED S	STATE ADMINISTRATIVE MANAGER-1-FZN 15
LOREE, JONATHAN	STATE ADMINISTRATIVE MANAGER-1 15	RANGER, JAMES	STATE ADMINISTRATIVE MANAGER-1 15
IBRAHIM, HUSSEIN M	STATE ADMINISTRATIVE MANAGER-1 15	WARD, STEPHEN J	STATE ADMINISTRATIVE MANAGER-1 15
IYER, DIVYASHRI K	TRANSPORTATION ENG LIC SPL 2 13	YU, BONNIE W	TRANSPORTATION ENG LIC SPL 3 14
GEMBEL, CHRISTOPHER L	TRANSPORTATION ENG LIC SPL 3 14	VACANT	TRANSPORTATION AIDE-E
VACANT	TRANSPORTATION AIDE-E	BELLIGAN, MICHAEL J	TRANSPORTATION PLAN SPL 3 14

Additional Subordinates

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?

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effective communication and coordination within the Office and with other divisions, sections, and regions within the Department as well as agencies and organizations outside of the Department.

In addition, in this capacity, this position serves as a member of the bureau's leadership team and is responsible for the formulation and implementation of policies and programs that have department-wide impact. This position makes recommendations to the Bureau of Development Director on Innovative Contracting and Major Project issues.

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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 function of the OMP is to operate as a complex work area administering Project Management oversight on high profile and mega size projects within the Department. The work area includes multiple State Administrative Manager 15 levels, an Innovative Contract Unit, and other professional positions. The OMP provides oversight services that are essential, but if administered by others, would detract from the core mission of consistency, knowledge management transfer, and compliance of local, state, and federal rules, processes, and procedures.

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 civil engineering is preferred.

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:

Broad based knowledge of:

- Fundamentals of Transportation Engineering.
- Principles/techniques of administrative management including, but not limited to, organization, planning, staffing, training, budgeting, and reporting.
- Labor relations, fair employment practices, and EEO.
- Presentation techniques.
- State and federal government organization/functions.

Ability to:

- - Plan, develop, and evaluate programs and manage all functional areas of activities.
 - Evaluate effectiveness of established programs and make changes to improve quality of services/products.

- Analyze/appraise facts and precedents in making administrative decisions.
- Establish and maintain effective relationships with government officials, private industry officials and professional personnel, and others.
- Communicate effectively both verbally and in writing.
- Motivate and lead others.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is preferred.

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.

None

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

ASHLEY PARSONS

11/4/2025

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