

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 STUDENT ASSISTANT-E	10. Division Transportation Systems Maintenance and Operations (TSMO)
5. Working Title (What the agency calls the position) Traffic Signing Student Assistant	11. Section Traffic and Safety
6. Name and Position Code Description of Direct Supervisor UZCATEGUI, ALONSO; ENGINEER MANAGER LICENSED-3	12. Unit Traffic Signing
7. Name and Position Code Description of Second Level Supervisor DAWE, GARRETT J; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 8885 Ricks Road, Lansing, MI 48917 / 7:30am-4:30pm (or as approved by supervisor)
14. General Summary of Function/Purpose of Position This position performs database/spreadsheet updates, research, file maintenance, and other duties as assigned by the manager. Work is performed under well-defined guidelines and assignments and is closely reviewed throughout the entire scope of all projects.	

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: 90

This position performs database/spreadsheet updates, research, and file maintenance.

Individual tasks related to the duty:

- Update and perform data entry of Traffic Signing Unit's databases and/or spreadsheets.
- Research information related to the Traffic Signing Unit's need and input data into the Sign Inventory software.
- Upgrade data in ArcGIS to be used with Michigan Department of Transportation's (MDOT) Enterprise Assets Management System (EAMS).

Duty 2

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Participate in field sessions/visits to collect signing retro-reflectivity data.
- Upload Signing Standards to the Web.
- Upgrade Signing Maps using ArcGIS.
- 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.

This position requires limited judgment and/or independent decision-making in the performance of duties. All work is conducted for and reviewed by the supervisor and/or statewide specialist in the traffic signing unit.

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

- Explanation of policies, procedures, guidelines and practices.
- Decisions impacting statewide programs.
- Annual work plans and schedules

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 in an office environment, sitting at a desk and computer terminal for extended periods of time, which may involve repetitive movement.
- Being mobile during on-site reviews requiring engineering measurements.
- Statewide travel with occasional overnight stays is required.
- The ability to assist in field sessions/visits which may include traversing various types of terrain and in adverse weather conditions and working in close proximity to high-speed traffic.

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 requires limited judgment and/or independent decision-making in the performance of duties. All work is conducted for and reviewed by the supervisor and/or statewide specialist in the traffic signing unit.

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?

This unit establishes the design and standard application of signs including their support. Authorize the use on state trunklines for the purpose of improving motorist safety and operational efficiency.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Current enrollment in vocational or technical school, or post-secondary educational institution.

MDOT requires enrollment in at least 6 credit hours per semester/term excluding summers and continuously enrolled and earning the required credits.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

Experience working with ArcGIS is preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Make mathematical computations.
- Perform database/spreadsheet updates, research, and file maintenance.
- Communication effectively with others.
- Comply with Guidance Document 10118 - Personal Protective Equipment (PPE) Policy.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of 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.

N/A

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

CHRISTINA TIJERINA

6/17/2026

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