

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

Position Code

1. STUDASTEL12R

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) Transportation Planning
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division Data Inventory and Integration
5. Working Title (What the agency calls the position) Student Assistant	11. Section Data Collection and Reporting
6. Name and Position Code Description of Direct Supervisor POTTER, EDWARD K; TRANSPORTATION PLANNING MGR-3	12. Unit Travel Information
7. Name and Position Code Description of Second Level Supervisor HUNDT, CHRISTOPHER M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 7:30-4:30 (hours may vary - 129/month max)

14. General Summary of Function/Purpose of Position

This position is responsible for providing support for the Traffic Data Management System (TDMS), including assigning historical traffic data within the TDMS software, data scrubbing, data analysis, data review, and data entry.

TDMS is a commercial off the shelf software that is replacing the Michigan Department of Transportation's (MDOT) legacy system. Four modules have been purchased: Traffic Count module (TCDS), Turning Movement module (TMC), the Non-Motorized module (NMDS), and the Highway Performance System Monitoring Module (HPMS) module.

Additional duties include supporting Travel Information Unit's Geographic Information System (GIS) data maintenance, processing, and integration utilizing ArcGIS Desktop/Pro, other ESRI software, and programming applications for reviewing, editing, geoprocessing, and analysis of traffic-related datasets.

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: 40**

Locates, edits, analyzes, and assigns spatial information to traffic count locations in the TCDS module.

Individual tasks related to the duty:

- Assists in updating attributes like the number of lanes, linkages to the segmentation, etc.
- Accurately locates count stations.
- Assigns traffic obtained from other agencies to their correct location and segments.
- Updates location attributions including the clusters assigned to the locations, data collection frequency, equipment limitation, and type of data to be collected.
- Performs data extraction and analysis on various traffic-related datasets.

Duty 2

General Summary: **Percentage: 30**

Locates, edits, and/or updates spatial data items as needed with ArcGIS or other ESRI software.

Individual tasks related to the duty:

- Assists with updating attributes so that collected traffic data links to the GIS segments.
- Assists using GIS functions updating linear referencing attributes linking the segments to the stations.
- Assists with maintenance of traffic-specific event tables in the Roads & Highways environment.
- Edits, updates, or improves traffic data by utilizing geoprocessing tools.

Duty 3

General Summary: **Percentage: 10**

Locates and assigns intersection numbers for the TMC module.

Individual tasks related to the duty:

- Assists in updating attributes used with assigning turning movements to known locations.
- Modifies locations including the number of lanes so that traffic information assigns correctly.
- Assists staff as they build TMC studies.
- Attaches data to intersection locations once they have been completed.

Duty 4

General Summary: **Percentage: 10**

Locates, edits, and/or updates data items in the NMDS module.

Individual tasks related to the duty:

- Assists in updating attributes like the number of lanes.
- Accurately locates count stations.
- Assigns non-motorized data obtained from other agencies to their correct location and segments.
- Updates location attributions including the clusters, schedule framework, and type of data to be collected.

Duty 5

General Summary: **Percentage: 10**

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.

This position is expected to exercise independent judgment and initiative in order to complete the required tasks. Whenever possible, identify, recommend and implement improvements in the methods and material utilized in the position. Communicate to supervisor or team leader areas where results of independent judgment may need to be reviewed.

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

When established procedures do not produce satisfactory results; when controversy arises; when newly developed procedures affect others; when conflict in priorities occur or when schedules cannot be met.

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.

Must be able to research and respond to reports and memos, letters and other materials. Ability to use a computer. Must be able to travel independently, by commercial transportation or automobile, to attend meetings, project locations, or other work-related activities. Travel away from work location is required on an occasional basis to other areas within the state for periods of time up to several days. May use commercial modes of transportation for travel.

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):

- | | |
|---|--|
| ☐ 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 providing support for the TDMS, including assigning historical traffic data within the TDMS software, data scrubbing, data analysis, data review, and data entry.

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Additional duties include supporting Travel Information Unit's GIS data maintenance, processing, and integration utilizing ArcGIS Desktop/Pro, other ESRI software, and programming applications for reviewing, editing, geoprocessing, and analysis of traffic-related datasets.

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?

Data Collection and Reporting Section focuses on a broad-based program that provides traffic information widely used by the Federal Highway Administration (FHWA), MDOT, other government agencies, general public, and private agencies. Within the Department, the information is critical to many functions such as HPMS requirements, air quality attainment analysis, revenue programs, and other engineering, design and planning functions. This position supports the planning, development, and implementation of travel information systems. This position functions as first line in ensuring quality traffic data and as an intermediary to the data collection staff and the professional planners.

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

EDUCATION:

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

Preferred completion of 24 semester hours (or 36 term hours) in college toward a degree (bachelor's or higher) in the following fields: Urban or Regional Planning, Economics, Resource Development, Geography, Engineering, Statistics, Mathematics, or other related field.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The fundamental principals of GIS.
- Techniques used in the collection, organization, and analysis of data.

Ability to:

- Communicate ideas, concepts and products to a wide range of audiences.
- Follow defined methods and procedures for use in the compilation, analysis, and interpretation of data.
- Communicate effectively with others.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None.

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.

KELSEA COLE

7/21/2026

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