

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; TRANSPORTATION PLANNING MGR-4	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa St. Lansing / 7:30-4:30 M-F Hours may vary 129/month max
14. General Summary of Function/Purpose of Position	
<p>The primary duty of this position would be to provide support for the Traffic Data Management System (TDMS), including assigning historical traffic data within the TDMS software, data scrubbing, data review, and data entry.</p> <p>Additional duties will include supporting Travel Information Unit's GIS data maintenance, processing, and integration utilizing ArcGIS Desktop/Pro and other ESRI software for reviewing, editing, and geoprocessing of traffic-related datasets.</p> <p>The TDMS is a commercial off the shelf software that is replacing MDOT's 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.</p>	

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: 30**

Locate, edit, and assign spatial information to traffic count locations in the Traffic Count module (TCDS)

Individual tasks related to the duty:

- Assisting in updating attribute like the number of lanes, linkages to the segmentation, and number of lanes.
- Accurately locate count stations.
- Assign traffic obtained from other agencies to their correct location and segments.
- Update location attributions including the clusters assigned to the locations, data collection frequency, equipment limitation, and type of data to be collected.

Duty 2

General Summary: **Percentage: 30**

Locate, edit, and/or update spatial data items as needed with ArcGIS or other ESRI software.

Individual tasks related to the duty:

- Assist with updating attributes so that collected traffic data links to the GIS segments.
- Assist using GIS functions updating linear referencing attributes linking the segments to the stations.
- Assist with maintenance of traffic-specific event tables in the Roads & Highways environment.
- Use geoprocessing tools to edit, update, or improve traffic data.

Duty 3

General Summary: **Percentage: 20**

Locate and assign intersection numbers for the Turning Movement module (TMC).

Individual tasks related to the duty:

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

Duty 4

General Summary: **Percentage: 20**

Locate, edit, and/or update data items in the Non-Motorized module (NMDS)

Individual tasks related to the duty:

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

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This employee 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 read, research and respond to reports and memos, letters and other written materials. Must be able to travel independently, by commercial transportation or automobile, to attend meetings, project locations, or other work related activities. Normal effort required to sit, walk, and stand at will. Ability to use a computer keyboard and view the computer screen. Travel away from work location 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):

- | | |
|---|--|
| <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?

The primary duty of this position would be to provide support for the Traffic Data Management System, TDMS, including assigning historical traffic data within the TDMS software, data scrubbing, data review, and data entry.

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

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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?

Data Collection and Reporting Section focuses on a broad-based program that provides traffic information widely used by the 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:

The individual must know the fundamental principals of Geographic Information Systems. The individual must also be able to communicate verbally and in writing ideas, concepts and products to a wide range of audiences. Knowledge of techniques used in the collection, organization, and analysis of data. Ability to follow defined methods and procedures for use in the compilation, analysis and interpretation of data. Ability to 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.

N/A.

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

LOGAN BRISTOL

2/4/2022

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