

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Field Services (BFS)
<b>4. Civil Service Position Code Description</b> STUDENT ASSISTANT-E	<b>10. Division</b> Transportation Systems Management & Operations (TSMO)
<b>5. Working Title (What the agency calls the position)</b> Student Assistant	<b>11. Section</b> Intelligent Transportation Systems (ITS)/ITS Signals
<b>6. Name and Position Code Description of Direct Supervisor</b> ADELMAN, DOUGLAS; ENGINEER MANAGER LICENSED-3	<b>12. Unit</b> Signal Systems Analysis
<b>7. Name and Position Code Description of Second Level Supervisor</b> OWEN, HILARY L; ENGINEER MANAGER LICENSED-4	<b>13. Work Location (City and Address)/Hours of Work</b> 6333 Lansing Rd, Lansing / M-F 7:30-4:30 hours vary up to 129 hours per month
<b>14. General Summary of Function/Purpose of Position</b>  This position is responsible for assisting professional staff in using and updating various signal related databases, compiling and assessing crash data, populating spreadsheets, and drafting correspondence for signal related studies. The student receives training and experience in traffic signal operations.	

**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 is responsible for assisting professional staff in performing data entry, completing studies, tracking work tasks, and drafting memos. The student receives training and experience in traffic signal operations.

**Individual tasks related to the duty:**

- Update various signal related information in Projectwise and Signal Asset Management (SigAM).
- Compile and assess crash data utilizing RoadSoft. This includes, but is not limited to, sorting crashes by types (e.g., angle, head-on, left turn, etc.) and reviewing crash reports to confirm/assess crash type and vehicle directions.
- Gather and transfer data from various sources to Excel spreadsheets for signal related studies.
- Assist in drafting correspondence and study memos.
- Assist with traffic modeling tasks (e.g., inputting traffic volumes and parameters into models, verifying correct number of left, through, and right turn lanes, etc.) using Synchro software.
- Prioritize and track work tasks effectively.
- Regularly communicate status of tasks to supervisor.

**Duty 2**

**General Summary:**

**Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- Assist in field reviews to review traffic and pedestrian operations.
- 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 a supervisor and/or other signal unit employees relevant to duties.

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

The supervisor's guidance is asked for when conflicting priorities arise, for decisions which may affect department policy, and for official correspondence that will be sent outside the signals unit.

**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.**

Typical work in an office environment, including extensive use of a computer. Participating in on-site reviews for 10% of the time traversing on rough, uneven terrain and working in adverse weather and near high-speed traffic. Transport up to 50 pounds.

**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):**

N Complete and sign service ratings.  
N Provide formal written counseling.  
N Approve leave requests.  
N Approve time and attendance.  
N Orally reprimand.

N Assign work.  
N Approve work.  
N Review work.  
N Provide guidance on work methods.  
N 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 assisting professional staff in using and updating various signal related databases, compiling and assessing crash data, populating spreadsheets, and drafting correspondence for signal related studies. The student receives training and experience in traffic signal operations.

**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 position aids with the function of the work unit which is to establish the standard application and design of electronic control devices and authorize their use on state trunklines for the purpose of improving motorist safety and operational efficiency.

This student assistant position directly supports several signal operations engineers to achieve greater efficiencies in traffic signal operations in accordance with MDOT's strategic plan.

**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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to:

- learn and use various computer programs including Excel, Word, and ProjectWise.
- work with others.
- keep track of assigned work tasks.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

**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.***

JENNIFER HADDON

4/10/2025

\_\_\_\_\_  
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