

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 & Integration
5. Working Title (What the agency calls the position) Student Assistant	11. Section Geospatial Management and Reporting
6. Name and Position Code Description of Direct Supervisor HIMMELEIN, AUSTIN M; TRANSPORTATION PLANNING MGR-3	12. Unit Federal Reporting
7. Name and Position Code Description of Second Level Supervisor JOHNSON, CORY G; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 425 W Ottawa St Lansing, MI 48909 / M-F 7:30-4:30pm AWS 129 hours/calendar month

14. General Summary of Function/Purpose of Position

This position supports fulltime staff with the Model Inventory of Roadway Elements – Fundamental Data Elements (MIRE FDE) data collection effort in support of MDOT’s responsibilities in meeting reporting requirements to the Federal Highway Administration (FHWA). Duties include reviewing mapped imagery and assigning appropriate code values to features in a geodatabase based on their interpretation of the image. This position may assist staff in performing gap analysis on MIRE FDE feature layers and recommending improvements for the datasets.

This position also assists MDOT staff with the National Functional Class (NFC) review process. This statewide review is based upon the 2020 U.S. Census urban area release. Duties include entering proposed and approved revision requests from local stakeholder agencies into the GIS ESRI geodatabase under the guidance of senior staff. The position creates and helps distribute NFC paper and pdf maps using GIS for local Act 51 public road agencies, Metropolitan Planning Organizations (MPO), Regional Planning Agencies (RPA), Transit agencies, Tribal Governments, and FHWA. Duties include providing a variety of GIS and administrative duties associated with the NFC process. Similar work for reclassifications on the National Highway System (NHS) is possible.

This position requires possession of a valid driver’s license to perform field data collection.

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: 55**

Support GIS professional staff in the ongoing efforts to update and maintain the MIRE FDE.

This duty requires possession of a valid driver's license to perform field data collection for the MIRE FDE.

Individual tasks related to the duty:

- Review imagery and enter FHWA/MDOT required data items into GIS ESRI geodatabase.
- Assist in field data collection to include driving for the MIRE FDE.
- Create jobs in Workflow Manager for HPMS and other event editors.
- Work with MDOT staff to develop and implement methods to maintain data layers using input sources from other MDOT staff, providing appropriate quality control and enforcing data standards.
- Assist in providing and monitoring effective feedback and update processes for use by MDOT staff.
- Review workflow process documentation and make recommendations for improvement.
- Perform gap analysis on MDOT RH feature layers.
- Work on tasks related to MIRE FDE in the GIS database environment using Arc Pro software.

Duty 2

General Summary: **Percentage: 35**

Perform GIS and non-GIS tasks to support full time staff during the 2020 NFC statewide review.

Individual tasks related to the duty:

- Assist using Microsoft Office software for compiling lists, letters, and tracking agency status.
- Assist in compilation, organization, and tracking of NFC and NHS revision documentation in electronic and paper format.
- Assist in meetings with locals and MDOT region staff including note taking, printing, driving, scheduling, room scheduling, set-up, and related tasks.
- Enter FHWA/MDOT required data items into GIS ESRI server from paper maps and GIS files from locals for the National Functional Classifications (NFC) 2020 statewide review process. This requires GIS proficiency.
- Create custom maps using GIS for all agency areas for review by MDOT and locals for their approval of proposed revisions.
- Use GIS to process and populate road segments with the new NFC values.
- Assist in quality control and verification that NFC related values are entered correctly into next version of MDOT Roads and Highways.
- For any anomalies or possible errors, communicate found issues with full-time staff.
- Read and review Adjusted Census Urban Boundaries (ACUB)/NFC maps brought back from the meetings.

Duty 3

General Summary: **Percentage: 10**

Perform GIS or non-GIS tasks to support full time staff as needed on Ad-Hoc projects.

Individual tasks related to the duty:

- Conduct data cleanup and quality assurance reviews on multiple data sets.
- Assist with related unit functions as assigned.

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

Due to the technical nature of duties, guidelines for task or project completion are frequently not available. 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 GIS project 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. Must be able to travel independently, by commercial transportation or automobile, to attend meetings, project locations, or other work related activities. Must be able to represent MDOT and make presentations in meetings with local officials, legislators, transportation agencies, or other organizations. Ability to use a computer and remaining in a stationary position for extensive periods of time. Travel away from work location required on an occasional basis to other areas within the state for periods of time up to several days. This position requires possession of a valid driver's license.

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 is to support fulltime staff with the assist with the Model Inventory of Roadway Elements – Fundamental Data Elements (MIRE FDE) data collection effort in support of MDOT's responsibilities in meeting reporting requirements to the Federal Highway Administration (FHWA). Duties include reviewing mapped imagery and assigning appropriate code values to features in a geodatabase based on their interpretation of the image. This position may assist staff in performing gap analysis on MIRE FDE feature layers and recommending improvements for the datasets.

This position will also assist MDOT staff with the National Functional Class (NFC) review process. This statewide review is based upon the 2020 U.S. Census urban area release. Duties will include entering proposed and approved revision requests from local stakeholder agencies into the GIS ESRI geodatabase under the guidance of senior staff. The position will create and help distribute NFC paper and pdf maps using GIS for local Act 51 public road agencies, Metropolitan Planning Organizations (MPO), Regional Planning Agencies (RPA), Transit agencies, Tribal Governments, and FHWA. Duties include providing a variety of GIS and administrative duties associated with the NFC process. Similar work for reclassifications on the National Highway System (NHS) is possible.

This position requires possession of a valid driver's license to perform field data collection.

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 Federal Reporting Unit has four core Department reporting functions. The first is managing federal roadway classifications. This includes the National Functional Classification (NFC), National Highway System (NHS), Adjusted Census Urban Boundaries (ACUB) and related urban/rural designations.

The second reporting function is the federal Highway Performance Monitoring System (HPMS) annual report. HPMS is the

primary portal through which traffic, pavement condition, and other roadway characteristic data is reported to the Federal Highway Administration. The information reported in HPMS is necessary to maintain federal transportation funding eligibility for all of Michigan. HPMS is a set of approximately 75 data items and summaries and the source for several of the federal Transportation Performance Measures (TPM) metrics data.

The third reporting function is related to the federal safety TPM called the Model Inventory Roadway Element Fundamental Data Elements (MIRE FDE). There are up to 38 data items that must be collected on all public roads that are used at the state and local level for systematic crash analysis.

The fourth reporting function is related to the State of Michigan's GIS road file. Our unit works in coordination with our section's Road Network unit to populate the annual RH Centerline file with federally reported data attributes, as well as other inventory information needed for JobNet and Roadsoft. This unit populates the agency information and classifications data starting with version 19 for HPMS.

This position directly assists with the second and third reporting function described above.

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

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

EXPERIENCE:
Student Assistant A
No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of the fundamental principles of Geographic Information Systems and MS Office software. Must also be able to communicate v ideas, concepts, and products to a wide range of audiences effectively. Knowledge of techniques used in the collection, organization, and analysis of data. Ability to plot effective maps. Ability to follow defined methods and procedures for use in the compilation, analysis, and interpretation of data. Ability to communicate effectively with others and work as part of a team.

CERTIFICATES, LICENSES, REGISTRATIONS:
Possession of a valid driver's license is required and must maintain throughout employment in the position.
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

Appointing Authority

3/24/2026

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