

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

Position Code

1. TRPLNREA49R

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 Transportation Planner-E	10. Division Statewide Transportation Planning
5. Working Title (What the agency calls the position) Transportation Planner	11. Section Statewide Planning
6. Name and Position Code Description of Direct Supervisor BAYUS, RICHARD; TRANSPORTATION PLANNING MGR-3 14	12. Unit MPO Regional Services East
7. Name and Position Code Description of Second Level Supervisor MAYLE, DONALD; TRANSPORTATION PLANNING SAM-1 15	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa, Lansing, Michigan /8 a.m. – 5:00 p.m., Monday – Friday (May vary)

14. General Summary of Function/Purpose of Position

This position is responsible for assisting in the coordination and management of the multi-modal transportation planning process of various Metropolitan Planning Organizations (MPOs) to assure compliance with applicable state and federal regulations. This position is also responsible for assisting in the development and coordination of MPO urban area Transportation Improvement Programs (TIPs), Metropolitan Transportation Plans (MTPs) and annual Unified Planning Work Programs (UPWP); and for assisting in various transportation planning activities within urban areas in the state.

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

Provide technical support to MPOs, to assure conformity to the federally mandated metropolitan transportation planning process to maintain certification of the MPOs.

Individual tasks related to the duty:

- Develop, review, and administer the MPO UPWPs and review of the MPO monthly billings and progress reports.
- Develop, review, and coordinate MPO MTPs and TIPs.
- Develop and review UPWP Project Authorizations (contract) and other non-construction contracts.
- Monitor certification of the MPO's metropolitan transportation process.
- Coordinate with the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).
- Review and process MPO monthly billings and progress reports.
- Coordinate with MDOT regions throughout the development and maintenance of MPO UPWPs, Transportation Plans, and TIPs.

Duty 2

General Summary:

Percentage: 30

Serve as the department's representative on MPO technical committees. Attend meetings and provide technical assistance in the development of transportation system plans and programs in cooperation with local and regional officials, planners, and engineers.

Individual tasks related to the duty:

- Provide recommendations for state trunkline projects for inclusion in MPO MTPs and TIPs.
- Assist in development of MPO TIPs and coordination of TIPs with the State Transportation Improvement Program (STIP).
- Participate in discussions on air quality conformity for mobile emissions, as applicable.
- Provide support in maintaining Transportation Plans, UPWPs, and TIPs.
- Attend meetings of the MPO Technical Advisory Committees and sub-committees to provide direction and support as requested by the MPO and MDOT.

Duty 3

General Summary:

Percentage: 15

Assist in the development and coordination of tasks within various programs, as assigned.

Individual tasks related to the duty:

- Participate and support development and maintenance of data platform tools, including JobNet and SMART, as related to process improvements.
- Assist in the coordination and development of various programs, which may include, but are not limited to, work programs for the Regional Planning Agencies, Environmental Justice, Scenic Byways Program, Federal-aid Buyout Program, and Environmental Consultation.

Duty 4

General Summary:

Percentage: 15

Prepare papers, correspondence, and technical reports and assist in team projects assigned to the unit. Other tasks assigned by the Unit Supervisor, Statewide Planning Section Manager, Statewide Transportation Planning Division Administrator, and BTP/MDOT leadership.

Individual tasks related to the duty:

- Prepare issue papers related to MPO processes and policies.
- Prepare correspondence transmitting MPO projects and actions to federal agencies.
- Respond to requests for information regarding MPO programs and projects.
- Work as part of a team with other unit members to complete special assignments.

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

Represent MDOT's position and explain MDOT policy to local, federal, and state officials. Make decisions based on experience and knowledge of MDOT operations and policies. Whenever possible, identify and record improvements in work methods and materials used for the position.

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

Decisions which may affect department policy, when conflicting priorities arise, when instructions are unclear, or when situations arise that require management approval.

Decisions when preparing written materials regarding a project or program, where it is known that there is opposing political interests or sensitive issues.

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, memos, letters, and other materials. Must be able to travel independently by commercial transportation or automobile to attend meetings or other work-related activities. Must be able to represent MDOT and make presentations. Position may require availability outside normal working hours based on operational needs.

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?

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

This position is responsible for assisting in the coordination and management of the multi-modal transportation planning process of various Metropolitan Planning Organizations (MPOs) to assure compliance with applicable state and federal regulations. This position is also responsible for assisting in the development and coordination of MPO urban area Transportation Improvement Programs (TIPs), Metropolitan Transportation Plans (MTPs) and annual Unified Planning Work Programs (UPWP); and for assisting in various transportation planning activities within urban areas in the state.

25. What is the function of the work area and how does this position fit into that function?

The work area is responsible for development and coordination of MPO MTPs, TIPs, and UPWPs. This work area functions as a recognized resource for coordination and oversight of the metropolitan transportation planning programs for the urbanized areas of the state.

The work area is also responsible for management of the work program for the Regional Planning Agencies, Rural Task Force and Small Urban Programs, and the Scenic Byways Program.

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

EDUCATION:

Possession of a bachelor's degree in any major with at least 30 semester (45 term) credits in one or a combination of the following: planning (city, community, environmental, regional, and/or urban), environmental studies and/or sustainability, environmental sciences, engineering, statistics, mathematics, geography, geographic/geospatial information systems, logistics and/or supply chain management, or economics.

EXPERIENCE:**Transportation Planner 9**

No specific type or amount is required.

Transportation Planner 10

One year of professional experience in the planning, mapping, or assessment of transportation, land use, environmental, or community systems equivalent to a Transportation Planner, including one year equivalent to a Transportation Planner 9.

Transportation Planner P11

Two years of professional experience in the planning, mapping, or assessment of transportation, land use, environmental, or community systems equivalent to a Transportation Planner, including one year equivalent to a Transportation Planner 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The organization and of the transportation planning process.
- Urban, regional, and statewide planning as related to transportation systems.
- Federal and state laws related to air quality transportation planning.

Skills:

- Basic computer skills.

Ability to:

- Use a personal computer.
- Research, and respond to reports, memos, letters, and other materials.
- Work effectively as part of a team and complete tasks under time constraints to meet deadlines.
- Learn data base and spreadsheet programs.
- Represent MDOT by developing and making presentations.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is required.

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.

_____	_____
Appointing Authority	Date

<i>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.</i>	
_____	_____
Employee	Date