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| CS-214  Rev 11/2013 |  | Position Code |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
|  | POSITION DESCRIPTION |  |

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| This position description serves as the official classification document of record for this position. Please complete this form 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 / 5901 |
| 3.Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
|  | Bureau of Field Services (BFS) |
| 4.Civil Service Position Code Description | 10. Division |
| Transportation Engineer - E (9-P11) | Transportation Systems Management Operations (TSMO) |
| 5.Working Title (What the agency calls the position) | 11. Section |
| Intelligent Transportation Systems Staff Engineer | Intelligent Transportation Systems (ITS) |
| 6.Name and Position Code Description of Direct Supervisor | 12. Unit |
| Joe Gorman, Engineering Manager Licensed 14 | ITS Architecture and Region Support |
| 7.Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| Jason Bodell, Engineering Manager Licensed Manager 16 | 8885 Ricks Road, Lansing 48917  Monday - Friday, 7:30 a.m. to 4:00 p.m. (hours may vary) |
| 14. General Summary of Function/Purpose of Position | |
| This position supports the statewide Intelligent Transportation Systems (ITS) Program. This position works with Senior ITS engineers in the development of specifications and procedures to ensure successful project implementation; through project reviews, monitoring, and documentation of device integration status, and collecting and providing documentation to the Department of Technology, Management, & Budget (DTMB) regarding ITS field devices. This position works closely with Michigan Department of Transportation (MDOT) Transportation Operation Centers (TOCs) and central office ITS staff to document system operations issues related to ITS infrastructure, field network, or ITS applications and develop innovations for use statewide. | |
| 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 of Duty 1 % of Time 30**  Support all stages of ITS project development and implementation. | |
| **Individual tasks related to the duty.**   * Review design plans and technical memos prepared by the department or consultants for device placement and communications infrastructure continuity. * Attend plan review meetings, field reviews, and other meetings related to ITS Architecture or ITS Infrastructure. * Review special provisions for conformance with Chapter 11 of the MDOT Road Design Manual. Recommend approval for conformant special provisions to Engineer of Specifications. * Review construction project submittal documents for completeness and conformance to project specifications. * Support ITS Call for Projects process and device modernization efforts by gathering and organizing ITS Device information including location, condition, and installation cost. * Recommend the use of existing special provisions as appropriate to the MDOT project manager and consultant design team. | |
| Duty 2 **General Summary of Duty 2 % of Time 25** Work with Senior level ITS staff and unit manager on efforts to implement statewide architecture and programmatic goals through ITS infrastructure | |
| **Individual tasks related to the duty.**   * Attend meetings with internal and external Architecture stakeholders and senior level ITS Staff, document requests for new and changes to existing Architecture Service Package Physical Layer components. * Prepare responses to reviews of Systems Engineering documentation. * Review proposed system interfaces for conformance with existing connection paradigms and policies; report any non-conforming interfaces to senior staff/management. * Track and document changes to the ITS field Network or ITS Applications affecting the ITS architecture. * Document relevant portions of ITS project plans and Systems Engineering Documentation that require DTMB input. | |

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| Duty 3 **General Summary of Duty 3 % of Time 20**  ITS device research and testing. |
| **Individual tasks related to the duty.**   * Test new device or system functionality for conformance with intended operational paradigm. * Research market changes to ITS devices and infrastructure and compile results. Prepare proposals for changes to existing device specifications. * Gather and analyze data needed to assess device performance according to project specific procedures. * Perform periodic inventory of ITS laboratory supplies, devices, and testing equipment. * Perform user acceptance testing as outlined in project or device test documentation, compile results and provide to project manager or senior ITS staff. |
| Duty 4 **General Summary of Duty 4 % of Time 20**  Support the continued operations of ITS Applications. |
| **Individual tasks related to the duty.**   * Work closely with senior unit staff, the ITS Maintenance contractor, Application Vendor, DTMB to document ITS application issues related to ITS field infrastructure. * Track ITS device availability and verify sub-system components are operational. * Monitor ITS device availability across multiple systems, compile outage reports for further action by senior level staff or management. * Research impacts to ITS Applications related to new policies and procedures and propose changes to Unit Manager. * Provide documentation and reports related to ITS assets that support efforts to unify device information across all ITS Applications. |
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| Duty 5 **General Summary of Duty 5 % of Time 5**  Other duties as assigned. |
| **Individual tasks related to the duty.**   * Assist with other duties in support of ITS Program Operations. |
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| 16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.  -Decisions are made independently while adhering to guidelines, policies, and procedures.  -Whenever possible, identify and recommend, improvements in the work methods and materials utilized in the position. | | | |
| 17. Describe the types of decisions that require the supervisor’s review.  -When there is a need for interpretation of MDOT guidelines, policies, or procedures; or when an existing policy is unclear.  -When a decision may be required from executive level, personnel matters, assistance in mitigating controversies, or revision of a program schedule.  -Decisions impacting statewide programs.  -Establishment of program objectives.  -Decisions impacting budgets.  -Decisions impacting project delivery. | | | |
| 18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.  Moving in and around an office setting, including extensive use of a computer. Ability to travel to projects and offices  statewide. Traversing uneven terrain, including roadway slopes and transporting materials up to 25 lbs. Working near traffic,  including in and out of traffic. 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. (If more than 10, list only classification titles and the number of employees in each classification.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
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| 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.** | | | |

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| 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 supports the statewide Intelligent Transportation Systems (ITS) Program. This position works with Senior ITS engineers in the development of specifications and procedures to ensure successful project implementation; through project reviews, monitoring, and documentation of device integration status, and collecting and providing documentation to the Department of Technology, Management, & Budget (DTMB) regarding ITS field devices. This position works closely with Michigan Department of Transportation (MDOT) Transportation Operation Centers (TOCs) and central office ITS staff to document system operations issues related to ITS infrastructure, field network, or ITS applications and develop innovations for use statewide. |
| 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 serves as a staff engineer within the ITS System Architecture and Region Support Unit of the Department's statewide ITS Program Office. This work area is responsible for carrying out programmatic objectives through implementation of the Statewide ITS Architecture. This position fits into this function by providing support to the unit in areas including, but not limited to: plan review, project implementation, and application testing. This position also works with representatives from the DTMB, MDOT Regions and TOCs and central office ITS staff. |
| 26. What are the minimum education and experience qualifications needed to perform the essential functions of this position? |
| EDUCATION:  Possession of a Bachelor of Science degree in engineering. |
| EXPERIENCE: |
| KNOWLEDGE, SKILLS, AND ABILITIES:  Knowledge of  • Engineering principles and practices.  Ability to:  • Use personal computers and departmental software programs.  • Make mathematical computations.  • Interpret engineering plans, specifications, and technical reports.  • Maintain records prepare reports and correspondence related to the duties.  • Communicate effectively with others.  • Maintain favorable public relations.  • Comply with Guidance Document 10118 - Personal Protective Equipment (PPE) Policy. |
| CERTIFICATES, LICENSES, REGISTRATIONS:  Possession of a valid driver’s license is preferred. |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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’s Signature Date** |
| TO BE FILLED OUT BY APPOINTING AUTHORITY |
| Indicate any exceptions or additions to statements of the employee(s) or supervisors. |
| *I certify that the entries on these pages are accurate and complete.*    **Appointing Authority** **Signature Date** |
| TO BE FILLED OUT BY EMPLOYEE |
| *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’s Signature Date** |

**NOTE: Make a copy of this form for your records.**