

Position Code

1.

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

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 Michigan Department of Transportation/5901
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Bureau of Development
4. Civil Service Position Code Description Transportation Planner-E (9/10/P11)	10. Division Development Services Division
5. Working Title (What the agency calls the position) Transportation Planner - E	11. Section Local Agency Program Section
6. Name and Position Code Description of Direct Supervisor Tracie Leix, SAM 15	12. Unit
7. Name and Position Code Description of Second Level Supervisor Larry Doyle, SDA 17	13. Work Location (City and Address)/Hours of Work Various Locations 7:30 a.m. – 4:30 p.m. Monday – Friday (or as approved by supervisor)
14. General Summary of Function/Purpose of Position Ensure that social impacts of proposed transportation projects are identified, minimized and mitigated. Ensure the Local Agency projects comply with the National Environmental Policy Act's (NEPA's) mandate to identify, analyze and document potential impacts for proposed transportation projects. Review environmental clearance documents prepared by Local Agencies for proposed transportation projects. Interact with Local Agency staff and other MDOT divisions, departments and work areas to ensure that Local Agencies comply with the requirements of all applicable state and federal legislation related to the environment. Provide technical assistance and respond to inquiries and concerns. Assist in the management and analysis of Planning Studies, and other studies and related Local Agency project development activities.	

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** 75

Ensure Local Agency NEPA Categorical Exclusion (CE) documents comply with state and federal regulations.

Individual tasks related to the duty.

- Review and recommend certification of Local Agency NEPA CE documents.
- Work with LAP and ESS staff to communication about project schedules, timing of the environmental review, and environmental concerns.
- Assist with the implementation of NHPA, State Historic Preservation Office (SHPO), historic/archeological and tribal consultation requirements.
- Coordinate with Local Agencies, LAP staff, and ESS staff on Section 106 clearance for Local Agency projects.
- Guide local officials, the Federal Highway Administration (FHWA) and MDOT staff in the resolution of questions regarding NEPA classification.
- Assist with the implementation of new classification procedures related to changes in law.
- Create, revise, and update environmental forms.
- Assist with identifying local agency knowledge gaps.
- Assist in implementation of an outreach strategy in coordination with MDOT, FHWA and local agency representatives.
- Deliver training presentations and material to local agencies.
- Coordinate with consultants, if needed, to create training materials and deliver training.
- Represent MDOT to outside agencies, interest groups, local jurisdictions and FHWA.

Duty 2

General Summary of Duty 2 **% of Time** 20

Assist local agencies with accessing social, economic, and environmental data.

Individual tasks related to the duty.

- Understand and analyze data sources available to local agencies.
- Identify gaps in information.
- Recommend strategies to address data gaps.

Duty 3

General Summary of Duty 3 **% of Time** 5

Perform other duties as assigned by the Supervisor

Individual tasks related to the duty.

- Reply to correspondence as assigned and/or received.
- Prepare reports and/or recommendations as needed.
- Participate in giving and attending training as needed.

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

Applies state and federal laws to environmental clearance on Local Agency projects. Determine, in consultation with the unit staff, ESS staff and department management, appropriate techniques and procedures to apply to a given situation, including 1) relative priority of assignments, 2) level of detail and emphasis needed to comply with federal/state requirements, 3) amount of time needed/ available to complete assignments. These decisions affect Local Agency project development and clearance processes, either by affecting their schedules or by changing the scope and cost proposed projects.

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

Supervisory review is required when conflicting environmental concerns arise, when situations arise that are outside the range of normal operating procedures, or when legislative concerns are involved.

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.

The position requires the ability to read, research, and respond to reports, letters, and other written materials. Must be able to travel by commercial transportation or automobile to attend meetings, conferences, or other work-related activities. Must be able to use a computer. Must be able to represent the department and make presentations in meetings with local transportation agencies, planning agencies, and other organizations. Attendance at out-of-town and night meetings is required. Overnight travel is sometimes required.

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.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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?

23. What are the essential functions of this position?

Duties 1 and 2 are essential duties of this position.

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

This new position works in collaboration to a position in Environmental Services Section and is necessary to support increasing requirements from FHWA regarding the NEPA clearance process for local agency projects by MDOT. As part of development of a new Programmatic Agreement with FHWA, MDOT and the SHPO, MDOT is being required to take on a greater role with tribal consultation as well as Section 106 consultation to meet the requirements of the SHPO.

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

This work area is responsible for ensuring local agencies across the State of Michigan maintain compliance with state and federal rules/regulations as they deliver Federal Aid transportation projects. Part of maintaining compliance requires MDOT to approve a NEPA document for each individual project. This position will be responsible for reviewing and approving NEPA documents.

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 urban or regional planning, resource development, engineering, statistics, mathematics, geography, economics or related field.

EXPERIENCE:

Transportation Planner 9: No specific type or amount is required.

Transportation Planner 10: One year of professional experience in the planning and assessment of transportation planner systems equivalent to a Transportation 9.

Transportation Planner P11: Two years of professional experience in the planning and assessment of transportation planner systems equivalent to a Transportation Planner including one year equivalent to a Transportation Planner 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of federal and state laws related to transportation planning.

Knowledge of the potential social, economic and environmental principles as they pertain to transportation.

Ability to use appropriate tools to compile, analyze data, prepare reports and correspondence, communicate effectively with others verbally and in writing, and maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license.

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.