

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) Bureau of Development
4. Civil Service Position Code Description TRANSPORTATION ENG LIC SPL 2	10. Division Design Division
5. Working Title (What the agency calls the position) Statewide Project Scheduling Engineer	11. Section Administration
6. Name and Position Code Description of Direct Supervisor SCHUSTER, KRISTIN A; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor PARKER, DEMETRIUS; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / 7:30 a.m. - 4:30 p.m. (or as approved)
14. General Summary of Function/Purpose of Position	
<p>This position serves as the Statewide Project Scheduling Engineer which provides guidance and evaluation of the statewide program for past, current, and future assessments. This position serves as the technical expert for project scheduling and is responsible for continually evaluating the global network of tasks (e.g., planning, developing plans and contracts, etc.) based on feedback from the Subject Matter Experts (SME) in each work area to manage and change the process as efficiencies are identified to create statewide scheduling alignment. Responsibilities include generating and assessing data in Planisware and reporting on findings, trends, and patterns on the project schedules to various groups. Forecasting and interpolation of data, as well as making recommendations to improve strategies and how to implement suggested measures. This position also assists as needed in issuing monthly reports to various groups, offering troubleshooting support, and working with various groups to continually work on the quality of data and best methods for reporting/dashboarding to optimize quality and implementation capabilities of information.</p> <p>This position also serves as the business product owner for Planisware, the Department's enterprise Scheduling software program, as well as the technical resource and software project manager. This includes working on the project schedule for each "work type" and deciding on the engineering theory. Leading facilitations between State of Michigan internal team members and vendors to oversee successful collaborative outcomes, supporting appropriate engineering standards and judgement being applied and that the process contains the right steps in order to be state and federally compliant. Federal funding is reliant on the department being compliant.</p>	

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: 50

As the Statewide Project Scheduling Specialist, serve as the technical expert in supporting the schedule of all design projects, providing technical expertise to project managers on how to build and manage their project schedule to create statewide scheduling alignment. This position is responsible for supporting appropriate engineering standards and judgement being applied and that the process contains the right steps in order to be state and federal compliant.

Individual tasks related to the duty:

- Notify project managers why certain tasks should be in the schedule according to the individual project.
- Work with SME to resolve issues regarding scheduling needs.
- Determine the prioritization of actions taken to develop new guidance and training for Planisware scheduling tasks.
- Make recommendations to department leadership regarding specific project adjustments to ensure most efficient use of resources.
- Assess data in Planisware and create new methods of reporting for various groups and department demands.
- Oversee report generations, distributions, and evaluate efficiencies and methods in report distribution techniques.
- Provide clear and timely reports as needed/scheduled or as requested to various groups.
- Develop and maintain reports to ensure up-to-date correlation with department's latest changes/practices and to ensure decisions are consistent and in line with statewide scheduling policies and procedures
- Coordinate and supply reports and information to exterior groups as needed..
- Help facilitate internal support for Planisware program to user groups.
- Develop training documents and maintenance of Planisware SharePoint site/E-Learning to assist users with helpful guidance documents.
- Collaborate with Project Management Specialist to identify trends and issues in detailed project work breakdown structures to identify all needed activities for various project work types and phases. Identify critical path items (e.g., utilities, signals, culverts, etc.)

Duty 2

General Summary:

Percentage: 30

Coordinate internal and external teams to unify efforts and ensure best use of Department Information Technology (IT) funds and efficient implementations of efforts from groups involved to support scheduling needs.

Individual tasks related to the duty:

- Work with internal Department of Technology, Management and Budget (DTMB)/Michigan Department of Transportation (MDOT)/vendor teams to facilitate Planisware program troubleshooting needs.
- Facilitate meetings with internal and external teams to ensure efficient implementations of department needs are being prioritized and developed.
- Lead internal and external team meetings with various groups to communicate changes and help prioritize needs and evaluate what to pursue with monthly maintenance evaluations.
- Lead and participate in bi-monthly maintenance meetings with vendors and internal teams.
- Set up and facilitate meetings/communications to ensure timely completion of items.
- Serve as the statewide Project Management (PM) software expert.
- Work with developers to enhance use and output options to best serve Department's needs and current culture.
- Participate/lead training events statewide as needed.
- Monitor, coordinate and assign appropriate resources based on operational needs. Mentor and train staff on project scheduling.

Duty 3

General Summary:

Percentage: 10

Present at and participate in meetings with various groups and at various conferences to help facilitate updates, changes, and knowledge of new methods and procedures in project scheduling statewide as needed.

Individual tasks related to the duty:

- Present/participate/attend various conferences and meetings as necessary.
- Offer questions and answers (Q&A) as well as insights to discussion topics and ability to report on effort to implement changes/timelines.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned, which may include, but are not limited to:

Individual tasks related to the duty:

- Serve on quality action teams working on process improvements.
- Build positive relationships between MDOT and external customers, including the construction and consultant industries.
- Receive, resolve and respond to customer scheduling concerns/complaints and make decisions based on engineering knowledge to resolve internal/external customer scheduling complaints per organizational policy
- Assist in tracking team deadlines/outreaches/efforts such as annual availabilities data request, call for projects instructions, design advisories, gov delivery drafts, notification, and memos as needed.
- Maintain record retention.
- 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.

Updating project scheduling processes that enhance project and program delivery; Working with SME and project management staff to prioritize necessary Planisware enhancements. Determine the most effective means and format for dissemination of project scheduling guidance. Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position. Present ideas persuasively; prepare clear and concise documents, reports, correspondence and other written materials; exercise sound independent judgement within established guidelines; maintain effective working relationships with those encountered in the course of work. Make project scheduling decisions that are consistent with statewide policies and procedures. This position states policy and sites the nuances of the project schedule regarding what is in the schedule as opposed to what actually should be in it.

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

Decisions that set statewide performance measures, modify department policy, or have potential legal ramifications.

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 duties associated with an office environment include remaining in a stationary position for extended periods of time and extensive use of a computer. Position may require statewide travel, and occasional overnight stays are expected. Meeting tight deadlines with limited timeframes can be expected. 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"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> 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 serves as the Statewide Project Scheduling Engineer which provides guidance and evaluation of the statewide program for past, current, and future assessments. This position serves as the technical expert for project scheduling and is responsible for continually evaluating the global network of tasks (e.g., planning, developing plans and contracts, etc.) based on feedback from the SME in each work area to manage and change the process as efficiencies are identified to create statewide scheduling alignment. Responsibilities include generating and assessing data in Planisware and reporting on findings, trends, and patterns on the project schedules to various groups. Forecasting and interpolation of data, as well as making recommendations to improve strategies and how to implement suggested measures. This position also assists as needed in issuing monthly reports to various groups, offering troubleshooting support, and working with various groups to continually work on the quality of data and best methods for reporting/dashboarding to optimize quality and implementation capabilities of information.

This position also serves as the business product owner for Planisware, the Department's enterprise Scheduling software program, as well as the technical resource and software project manager. This includes working on the project schedule for each "work type" and deciding on the engineering theory. Leading facilitations between State of Michigan internal team members and vendors to oversee successful collaborative outcomes, supporting appropriate engineering standards and judgement being applied and that the process contains the right steps in order to be state and federally compliant. Federal funding is reliant on the department being compliant.

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 Design Division statewide responsibilities include many support functions for project development. This position serves as a resource for project scheduling support.

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.

Possession of a bachelor of science degree in civil engineering, preferred.

EXPERIENCE:

Transportation Engineering Licensed Specialist 13
 Four years of professional experience equivalent to a Transportation Engineer, including two years equivalent to a Transportation Engineer P11 or one year equivalent to a Transportation Engineer 12 or Transportation Engineer Licensed 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- the department's current project scheduling procedures and software.
- the department's program development process.
- the design project plan development process.
- engineering office practices.
- training techniques.
- the principles and practices of transportation engineering.

Ability to:

- work as a central office liaison to all Regions and Bureaus, and other stakeholders in supporting statewide design project scheduling.
- promote and maintain favorable relations.
- organize and set priorities.
- maintain records.
- prepare reports and correspondence.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a registered professional engineering license as required by the State of Michigan and must maintain throughout employment in the position.

Possession of a valid driver's license is preferred.

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.

ASHLEY PARSONS

5/22/2026

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