

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

Position Code 1. TRANMGR3A23N

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 PLANNING MGR-3	10. Division
5. Working Title (What the agency calls the position) Supervisor, Local Agency Programs Unit	11. Section Environmental Services Section
6. Name and Position Code Description of Direct Supervisor WOODWARD, DEENA; TRANSPORTATION PLANNING MGR-4	12. Unit Environmental - Local Agency Programs Unit
7. Name and Position Code Description of Second Level Supervisor ZWENG, HAROLD; ENGINEER MANAGER LICENSED-5	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 7:30 a.m. - 4:30 p.m. (hrs may vary)
14. General Summary of Function/Purpose of Position This position functions as a first-line professional manager of professional positions who review National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Office (NHPA) environmental analyses and documents for local agency federal aid projects. Staff also develop and implement training, coordinate with resource and regulatory agencies, and provide guidance to local agency applicants. As a manager, this position is responsible for overseeing the timely completion of environmental documents, serving as a NEPA/NHPA liaison with the Federal Highway Administration (FHWA), identifying and implementing efficiencies in the environmental clearance process, and seeking resolution to complex questions that arise during project reviews.	

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

Support for the environmental clearance of federal aid local agency projects.

Individual tasks related to the duty:

- Advocate for local agencies in meetings with resource and regulatory agencies.
- Analyze new state and federal regulations for their impacts on local agency programs and determine the best course of action for implementing new state and federal regulations.
- Communicate information on new regulations to local agencies.
- Oversee and edit updates to procedures and guidelines.
- Develop new/improved processes with other Michigan Department of Transportation (MDOT) work areas to implement changes in regulations or improve compliance with existing regulations.
- Work with the FHWA to coordinate and improve the environmental clearance process.

Duty 2

General Summary:

Percentage: 40

Manage staff.

Individual tasks related to the duty:

- Manage, develop, monitor, train, and cross train staff.
- Delegate work assignments, set priorities, and direct work.
- Ensure the timely environmental clearance of local agency highway projects using electronic tracking systems.
- Establish regular methods of communication with the unit to convey key information from management and receive feedback from staff on issues affecting their work.
- Provide direction and oversight to staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Review work products for quality purposes and provide feedback to employees.
- Evaluate and verify employee performance through the review of completed work assignments and work techniques.
- Establish performance expectations for unit staff, ensuring the effective use of the performance management system throughout the unit and complete performance evaluations for employees.
- Mentor staff and facilitate knowledge management within the unit. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Handle employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings and labor relations activities including the handling of grievances. Ensure compliance with Equal Employment Opportunity and MDOTs affirmative action policies.
- Approve time sheets timely as well as the use of leave privileges for staff.
- Create and implement a process for monitoring and documenting the validity of licensures and certifications required by the position description of direct reports.

Duty 3

General Summary:

Percentage: 10

Perform additional special assignments as determined by section manager.

Individual tasks related to the duty:

- Represent the Section on Department level committees.
- Prepare and make presentations.
- 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.

Decisions include staff assignments and guidance to ensure local agency NEPA and NHPA studies meet federal requirements so that projects may receive federal aid. These decisions potentially affect local agency project development and timelines.

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

Guidance is requested when problem situations arise outside of the normal operating procedures; in all cases when management approval is required to implement the process, procedure, or policy; and/or if there are legislative concerns. The supervisor's review is required when environmental factors may delay the schedule or cause cost concerns

on high profile or complex projects. The supervisor's review may also occur when unresolved issues between local agencies and regulatory/resource agencies threaten a project schedule and/or budget or have a precedent setting component.

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. This position must be able to handle heavy workloads and meet deadlines which have direct bearing on activities and functions both in and outside the department. Extensive use of a computer. Position may have statewide travel to attend conferences and training events. 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
KORZENIEWSKI, PATRICIA J	ARCHAEOLOGIST-A 12	BELLINGER, BRADLEY J	ARCHAEOLOGIST-E 9
GRENNELL, BRIAN G	HISTORIAN-A 12	COOLE, ROBYN	RESOURCE ANALYST-E P11
VACANT	RESOURCE ANALYST-E	BROWN, MADISON S	STUDENT ASSISTANT-E A
VACANT	TRANSPORTATION AIDE-E	ARCUICCI, JANET M	TRANSPORTATION PLANNER-A 12
NABI, MAHREEN L	TRANSPORTATION PLANNER-E P11		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" 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?

This position manages staff who review NEPA and Section 106 of the NHPA environmental analyses and documents for local agency federal aid projects. Staff also develop and implement training, coordinate with resource and regulatory agencies, and provide guidance to local agency applicants. As a manager, this position is responsible for overseeing the timely completion of environmental documents, serving as a NEPA/NHPA liaison with the FHWA, identifying and implementing efficiencies in the environmental clearance process, and seeking resolution to complex questions that arise during project reviews.

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 work area provides environmental services for federal aid transportation projects so they may meet legal requirements for environmental clearance. This Unit specializes in federal aid local projects, which have a different administration process from the trunkline (state highway) program. The environmental laws are the same and apply equally to each program. However, the details of how the laws are implemented differs, based upon program administration requirements. This Unit is based in the Environmental Services Section to ensure the staff are immersed in technical information related to environmental laws, yet they also need to understand how MDOT administers local agency federal aid so they can customize the environmental clearance process to that 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, engineering, statistics, mathematics, geography, geographic/geospatial information systems, logistics and/or supply chain management, or economics.

EXPERIENCE:

Transportation Planning Manager 14

Five years of professional experience in the field of transportation planning equivalent to a Transportation Planner or Transportation Engineer, including three years equivalent to a Transportation Planner P11 or Transportation Engineer P11, two years equivalent to a Transportation Planner 12 or Transportation Engineer 12, or one year equivalent to a Transportation Planning Specialist 13 or Transportation Engineering Specialist 13.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- National Environmental Policy Act requirements.
- Transportation and/or community planning.
- Methods and techniques of collecting and analyzing data.

Ability to:

- Instruct, direct, and evaluate employees.
- Take appropriate action based on investigation reports.
- Maintain records, prepare reports, and compose correspondence related to the work.
- Communicate effectively and maintain favorable working relationships with MDOT and regulatory/resource agency staff.

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.

ASHLEY PARSONS

11/26/2024

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