

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

Position Code 1. TRANMGR3A25N

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 Planning Mgr-3	10. Division Data Inventory & Integration
5. Working Title (What the agency calls the position) Unit Supervisor	11. Section Data Collection & Reporting
6. Name and Position Code Description of Direct Supervisor HUNDT, CHRISTOPHER M; STATE ADMINISTRATIVE MANAGER-1	12. Unit Pavement Conditions
7. Name and Position Code Description of Second Level Supervisor BURTON, WENDI L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 W Ottawa St Lansing, MI 48909 / 8:00 a.m. - 5:00 p.m. M - F (may vary)

14. General Summary of Function/Purpose of Position

This position functions as a first-line manager of a complex work area and is responsible for administration, supervision, and training of the Pavement Condition Unit within the Michigan Department of Transportation (MDOT). The unit functions include network wide pavement condition data collection, processing, analysis, and reporting. The data is used for managing pavements, meeting other business needs (life cycle cost analysis, warranty specifications, performance analysis/evaluation), and for satisfying federal reporting requirements.

This position oversees and administers the pavement data collection contract, supervises quality assurance review/processing of the delivered data, and coordinates regular updates to network-wide Remaining Service Life data. The position also informs users of data accessibility and provides other information regarding collection, access, and analysis of data. Coordination and communication with other areas of the department that utilize the data, as well as other areas that collect and manage other pavement-related data, is essential to this position

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

Direct, supervise and provide leadership to staff in the Pavement Condition Unit.

Individual tasks related to the duty:

- Establish unit objectives necessary to meet data collection needs and requirements.
- Set priorities and develop schedules for completion of work products.
- Delegate work assignments and coordinate workload throughout the unit.
- Provide guidance and leadership to employees on assigned projects to keep product deliveries on schedule.
- Review the work of individuals for accuracy and completeness.
- Hold team members accountable by setting clear expectations, monitoring performance, providing timely feedback, and implementing corrective actions when necessary. This includes establishing performance expectations, completing performance evaluations, and ensuring the effective use of the performance management system.
- Review union contracts and Civil Service rules/regulations and consistently reference in decision making to ensure compliance with contracts and rules. Contact the Office of Human Resources, Labor Relations Section for guidance or questions.
- Approve timesheets timely to ensure all hours worked are recorded properly, any time away from work (e.g., annual leave, school leave, sick leave/time, lost time, union leave, Family Medical Leave Act, etc.) was recorded properly, and ensure timesheet compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures.
- Handle employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensure compliance with equal employment opportunities (EEO).
- Mentor staff and facilitate knowledge management. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Monitor MDOT requirements, other MDOT programs, federal guidelines, etc. to guide the direction of data collection efforts.
- Represent the section manager at meetings or other activities as necessary.
- Provide recommendations and direction to PaveMaPP development staff for system improvements. Supervise and coordinate software for management of pavement condition and Remaining Service Life data.
- Research and provide innovative solutions and approaches to collecting and managing data.
- Keep the Section Manager up to date on unit activities, challenges, and opportunities.

Duty 2

General Summary:

Percentage: 30

Administer and manage the statewide consultant contract for collection and processing of pavement condition data for the entire National Highway System, State Trunkline, and other federally required local roads.

Individual tasks related to the duty:

- Research emerging technologies and consultants in the Pavement Management System (PMS) data collection field.
- Develop or coordinate the development of all documents necessary to hire a consultant to perform PMS data collection services. These documents include items such as a Scope of Work, data collection schedule and consultant performance factors.
- Perform and direct quality assurance procedures on contract deliverables.
- Review billing documents and recommend payment for work performed.
- Evaluate consultant's performance and ability to perform contract requirements.
- Provide the consultant with all pertinent information from MDOT which is necessary for PMS data collection.

Duty 3

General Summary:

Percentage: 15

Provide pavement data and analysis to users.

Individual tasks related to the duty:

- Supply users with pavement condition reports and analysis for the annual Call for Projects.
- Prepare pavement condition reports necessary to meet federal reporting requirements including the Highway Performance Monitoring System (HPMS).

- Provide condition reports and analysis for department litigation cases and Freedom of Information requests.
- Supervise and coordinate regular updates to network-wide Remaining Service Life data, and provide annual updates for the Road Quality Forecasting System (RQFS).
- Provide recommendations to PaveMaPP development staff for system improvements. Supervise and coordinate software for management of pavement condition and Remaining Service Life data.
- Investigate and incorporate improvements related to MDOT's pavement condition data collection, analysis, and reporting to meet newly identified needs and requests.

Duty 4

General Summary:

Percentage: 10

Represent the Department in workshops, meetings, committees, and conferences relating to pavement management, pavement condition data, and Remaining Service Life.

Individual tasks related to the duty:

- Participate in or lead various committees and meetings.
- Oversee, or participate in research projects and studies.
- Represent the department at national workshops and conferences.
- Advise MDOT personnel of changes related to pavement condition data collection, analysis, and reporting.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Prepare reports and correspondence.
- Development guidelines and document processes for pavement condition data collection activities.
- Support the Bureau of Transportation Planning functions as assigned.
- 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.

This position supervises the Pavement Condition Unit, and in doing so, makes all decisions regarding the proper use of staff and the method used to collect, check, and report pavement condition data to ensure the data satisfies department pavement management needs and the HPMS reporting and FHWA performance requirements. This position coordinates with other areas within the department with regard to their annual data collection requirements.

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

Major changes in unit direction and processes.

Decisions impacting department policy or unique situations with no past policy.

Decisions affecting major business coordination efforts with other areas of the department.

Decisions related to actions in light of significant contracted-vendor performance or breach of contract 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.

Work is sedentary in nature, in an office environment. Infrequent field work also includes traversing over irregular terrain and exposure to the elements. Exposure to noise, dust, and VDT (Video Display Terminal) emissions. Ability to travel to monitor staff, attend meetings or conferences related to unit work activities. 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>
	TRANSPORTATION TECHNICIAN-SS 12		DEPARTMENTAL SPECIALIST-2 13
	TRANSPORTATION PLANNER-E 10		
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 functions as a first-line manager of a complex work area and is responsible for administration, supervision, and training of the Pavement Condition Unit within the Michigan Department of Transportation (MDOT). The unit functions include network wide pavement condition data collection, processing, analysis, and reporting. The data is used for managing pavements, meeting other business needs (life cycle cost analysis, warranty specifications, performance analysis/evaluation), and for satisfying federal reporting requirements.

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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 is responsible for producing pavement condition data that is necessary for MDOT's annual HPMS submittal and internal pavement management needs. The position manages a contract to have pavement condition data collected and supervises the professional staff that work together to oversee the vendor collection activities, perform quality assurance reviews of the vendor-delivered datasets, report data, and produce annual RSL estimates. The position coordinates with other areas of the department to ensure their data needs are met.

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:

- Bituminous and concrete pavement materials, characteristics, distresses, and deterioration is helpful.

Skills:

- Familiarly with data management concepts.

Ability to:

- Effectively use analytical software, spreadsheets, word processing, department information systems and the Department's web sites.
- Simultaneously manage multiple and widely varied issues.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None.

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.

N/A

I certify that the entries on these pages are accurate and complete.

LOGAN BRISTOL

Appointing Authority

2/3/2026

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