

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

Position Code 1. TRANMGR3A26N

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 Transportation Planning
4. Civil Service Position Code Description Transportation Planning Mgr-3	10. Division Asset Management and Policy
5. Working Title (What the agency calls the position) Statewide Asset Management Coordination Unit Supervisor	11. Section Asset Management
6. Name and Position Code Description of Direct Supervisor LEMON, TIMOTHY R; STATE ADMINISTRATIVE MANAGER-1	12. Unit Statewide Asset Management Coordination
7. Name and Position Code Description of Second Level Supervisor MULLEN, ERIC R; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 W Ottawa St Lansing, MI 48909 / M-F 7:30-4:30pm AWS

14. General Summary of Function/Purpose of Position

This position functions as a first-line professional manager of professional positions in a complex work area, providing strategic leadership and direction for the Michigan Department of Transportation's (MDOT) Statewide Asset Management Coordination Unit, ensuring consistent, high-quality support for the Michigan Transportation Asset Management Council (TAMC) and effective coordination of local agency asset management activities. The role integrates statewide asset management data, practices, and analysis into MDOT's transportation planning processes, while promoting alignment between local agency and MDOT asset management approaches. Through supervision of a multidisciplinary team, the position ensures that statewide asset management information, tools, and practices are accurate, accessible, and supportive of long-range planning, investment decision-making, and policy development.

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: 30

Lead and manage the Statewide Asset Management Coordination Unit. Provide strategic direction, workload planning, and performance oversight for the TAMC Coordinator, TAMC Administrator, PASER Analytics Specialist, and TAMC Technical Support Lead to ensure effective delivery of statewide asset management support.

Individual tasks related to the duty:

- Provide strategic direction, workload planning, and prioritization for unit activities.
- Supervise the TAMC Coordinator, TAMC Administrator, PASER Analytics Specialist, and TAMC Technical Support Lead.
- Ensure alignment of unit activities with MDOT goals, statutes, and statewide planning needs.
- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Delegate work assignments and coordinate the workload of subordinates.
- 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.
- Manage employee relations including addressing employee issues and conflicts, overseeing the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and handling labor relations activities.
- Ensure compliance with equal employment opportunity (EEO) requirements.
- 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.

Duty 2

General Summary:

Percentage: 30

Oversee all Michigan TAMC support functions. Direct and coordinate activities related to TAMC operations, including council support, documentation and reporting, local agency TAMP review, statewide local-agency coordination, pavement condition forecasting, and maintenance of TAMC applications and data systems.

Individual tasks related to the duty:

- Direct staff support for TAMC operations, including meeting preparation, council documentation, and follow through on council actions.
- Oversee the Local Agency TAMP review process, ensuring consistency, quality control, and timely statewide reporting.
- Ensure development of TAMC annual reports, data products, and technical guidance materials.
- Oversee pavement condition forecasting and analytical products produced by the PASER Analytics Specialist.
- Provide oversight of TAMC applications and data systems, including the Investment Reporting Tool and related platforms.
- Coordinate with statewide partners, regional agencies, and local jurisdictions to maintain strong engagement with TAMC programs.

Duty 3

General Summary:

Percentage: 20

Integrate local agency asset management information into MDOT planning. Ensure that TAMC data, analytics, and local agency reporting are incorporated into MDOT planning documents such as the Transportation Asset Management Plan (TAMP) and the State Long-Range Transportation Plan, promoting consistent methodologies and high-quality data use

Individual tasks related to the duty:

- Ensure TAMC data, local agency reporting, and pavement condition forecasts feed into MDOT's TAMP, SLRTP, STIP, and other statewide planning documents.
- Establish processes for high quality data transfer, validation, and analysis between the TAMC environment and MDOT planning units.
- Collaborate with MDOT planners and asset owners to incorporate cross asset and performance based insights from TAMC datasets.
- Promote consistent methodologies and shared metrics across local agency and MDOT asset management practices.

Duty 4

General Summary:

Percentage: 15

Promote alignment between MDOT and local agency asset management practices. Facilitate sharing of best practices, support internal MDOT asset management initiatives, and encourage unified approaches to performance measures, modeling, investment strategies, and data governance across jurisdictions.

Individual tasks related to the duty:

- Facilitate sharing of best practices between MDOT and local agencies through workshops, guidance, and coordinated initiatives.
- Identify opportunities to unify asset management policies, modeling approaches, and performance measures across jurisdictions.
- Support internal MDOT asset management activities by connecting data, tools, and strategies with statewide local-agency practices.
- Serve as a liaison between MDOT bureaus, regions, and external partners to promote consistent and transparent statewide asset management.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Research transportation topics related to transportation asset management.
- Communicate and discuss findings with peers or supervisor.
- Participate in special studies and prepare technical reports 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 independently makes decisions on directing unit workflows, setting technical and analytical approaches, establishing procedures for TAMC support and local agency coordination, and representing MDOT and TAMC positions in interagency discussions. These decisions affect the quality and timeliness of statewide asset management data, the consistency of local agency compliance and reporting, the functioning of TAMC applications and processes, and the integration of asset management information into MDOT's major planning documents.

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

Decisions requiring the supervisor's review include those involving major changes to statewide asset management policy, adjustments to MDOT or TAMC strategic priorities, commitments of significant financial or staffing resources, and actions that could affect statutory responsibilities or external stakeholder relationships at the executive or legislative level. The supervisor also reviews decisions involving sensitive interagency issues, high-visibility communications, and any proposed modifications to MDOT planning processes or enterprise data systems that carry department-wide implications.

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.

Must be able to research and respond to reports and memos, letters, and other material. Must be able to travel independently, by commercial transportation or automobile, to attend meetings, project locations, or other work related activities. Must be able to represent MDOT and make presentations in meetings with local officials, legislators, transportation agencies, or other organizations. Normal effort required in an office environment. Ability to use a computer. Travel away from work locations required on an occasional basis to other areas, including other cities or states for periods of time up to several days. 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 PLAN SPL 2 13		TRANSPORTATION PLANNER-A 12
	TRANSPORTATION PLANNER-E 10		TRANSPORTATION PLANNER-E 10

Additional Subordinates

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. |

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 professional manager of professional positions in a complex work area, providing strategic leadership and direction for the Michigan Department of Transportation's (MDOT) Statewide Asset Management Coordination Unit, ensuring consistent, high-quality support for the Michigan Transportation Asset Management Council (TAMC) and effective coordination of local agency asset management activities. The role integrates statewide asset management data, practices, and analysis into MDOT's transportation planning processes, while promoting alignment between local agency and MDOT asset management approaches. Through supervision of a multidisciplinary team, the position ensures that statewide asset management information, tools, and practices are accurate, accessible, and supportive of long-range planning, investment decision-making, and policy development.

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 Statewide Asset Management Coordination Unit is responsible for supporting the Michigan Transportation Asset Management Council (TAMC), coordinating local agency asset management activities, and ensuring high-quality statewide asset data, tools, and reporting. The work area serves as the bridge between local agencies, statewide partners, and MDOT's planning and asset management functions, providing the information and processes needed for effective, data-driven transportation decision-making. This position leads that work by overseeing the unit's staff, setting strategic direction, and ensuring that TAMC support, local agency coordination, analytical products, and technical systems operate effectively and are fully integrated into MDOT's long-range planning and asset management frameworks.

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 transportation asset management principles, statewide data systems, and MDOT/TAMC requirements. Skilled in supervising technical staff, managing workflows, and delivering complex analytical and coordination activities. Ability to interpret asset data, guide technical processes, and ensure high-quality reporting and forecasting. Strong communication and collaboration skills for working with local agencies, statewide partners, and MDOT leadership. Ability to develop effective procedures, improve processes, and integrate asset management information into planning efforts.

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

8/5/2026

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