

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 Planner-A	10. Division
5. Working Title (What the agency calls the position) Transportation Planner – Major and Innovative Delivery Projects	11. Section Environmental Services Section
6. Name and Position Code Description of Direct Supervisor PETERSON, BRADLEY; TRANSPORTATION PLANNING MGR-3	12. Unit Environmental Analysis Unit
7. Name and Position Code Description of Second Level Supervisor BARONDESS, MARGARET M; TRANSPORTATION PLANNING MGR-4	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 7:30am-4:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position functions as a senior level Transportation Planner responsible for the coordination of environmental classification, certification, and compliance as required under the National Environmental Policy Act (NEPA) of 1969 for major and innovative delivery projects statewide. The coordination of environmental classification and certification requires close collaboration with consultants and Environmental Services Section (ESS) subject matter experts, Office of Major Projects staff, consultants, Regions, Transportation Service Centers (TSCs), and other Central Office staff during project development. This position researches innovative project development and NEPA topics and develops and maintains guidelines and standards with a focus on innovative contracting procedures for environmental clearance.

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

Prepare documents and oversee the consultant preparation of NEPA classification and certification process for major and innovative delivery projects. Major action environmental projects have extensive scopes of work and are expected to have significant economic and/or environmental effects. Innovative delivery projects are those constructed utilizing innovative contracting methods including, but not limited to, Design Build, Variable Scope, Construction Manager/General Contractor (CMGC), and Design Build Operate and Maintain (DBOM). Major action and innovative delivery projects involve many disciplines and outside agencies, stakeholders, and citizens.

Individual tasks related to the duty:

- Analyze potential environmental impacts in all phases of transportation projects statewide, identify NEPA class of actions, determine consultant scopes of services, and review and comment on work products in collaboration with subject matter experts in the ESS.
- Develop innovative approaches to avoiding, minimizing, or mitigating environmental impacts. Vet innovations with other areas of MDOT (e.g., Regions, Roadside Development, Wetlands) to ensure they can be implemented. Lead meetings to report on and determine best option for analysis report.
- For major projects, oversee and direct quality reviews of consultant Environmental Assessments (EA), Environmental Impact Statements (EIS), and Planning and Environmental Linkage (PEL) studies. This includes ensuring the technical aspects of the documents are summarized and explained in a language easily understood by the public in order to provide to the public when needed.
- Review progress reports and design activities from MDOT staff and consultants for compliance with NEPA at various stages of the project and participate in project milestone meetings.
- Function as the environmental lead and primary point of contact in the ESS for major action environmental projects (e.g., EAs, EISs, public controversy) and innovative delivery projects.
- Guide interdisciplinary teams of environmental specialists, planners, and engineers on the production of NEPA documents and ensure the study stays on schedule.
- Support project managers to develop a detailed project schedule identifying all required surveys, resource agency coordination, and deliverables throughout project phases for environmental clearance.
- Identify milestones and critical path items and coordinate with the consultants to meet schedule requirements.
- Support the project manager to develop and coordinate the Department's project team to ensure compliance with state and federal environmental regulations.
- Coordinate with Federal Highway Administration (FHWA) and other state department officials to streamline the environmental clearance process.
- Assure that commitments made in the environmental clearance phase of projects are incorporated into the plan and proposal package.
- Coordinate with the ESS Mitigation Follow-up Specialist on development of environmental commitments for construction. Provide support to the mitigation follow up process.
- Make recommendations to leadership in negotiating program and process changes with FHWA, other areas within MDOT, and state and federal regulatory agencies on matters regarding NEPA clearance for major and innovative delivery federal aid projects statewide which have significant economic and environmental complexities.
- Coordinate with the subject matter experts to ensure they have needed information, and their questions are being answered by the project development staff and guide the decision-making process to achieve an environmentally acceptable transportation project.
- As the environmental lead, employ conflict resolution techniques for projects where environmental factors may conflict with one another or when interpretation of laws, guidance, or regulations are in question. This includes providing expert opinion on conflict resolution options to project managers, MDOT management, and consultants in a timely manner to minimize impacts to the project schedule while satisfying NEPA requirements.
- Document internal processes used to develop and meet innovative contracting project environmental clearance requirements.
- Create and update existing manuals and guidelines for environmental clearance procedures and requirements for NEPA when utilizing innovative contracting methods of delivery.
- Continually research, monitor, and report on new methods and techniques for delivery of environmental clearance for projects utilizing innovative contracting techniques.
- Use the electronic tracking system to ensure subject matter expert reviews are completed on time.
- Collect and electronically post digital maps and consult databases for useful information for the environmental impact analysis.
- Advise MDOT leadership, region project managers, design staff, and finance personnel of the environmental concerns/constraints and the environmental review status of projects.

- Review and respond to changes in scope of work during the design process.

Duty 2

General Summary:

Percentage: 30

Support consultant management for the NEPA review of major and innovative delivery projects statewide.

Individual tasks related to the duty:

- Maintain and update information on consultant costs and hours of environmental work for innovative contracts.
- Support the project manager by forecasting funding requirements for environmental clearance.
- Support the project manager in writing and reviewing of specifications and contract language for environmental clearance documents and deliverables.
- Prepare and edit boilerplate scope of services tasks and deliverables for individual project needs and current NEPA compliance standards. This includes adding in environmental tasks and schedule, coordinating with other areas of expertise (e.g., archaeology, historical) and ensuring time, tasks, elements, and deliverables all match what is needed for the project.
- Develop standards for consultant prepared planning and environmental documents and participate in consultant selection process.
- Serve as the ESS and Office of Major Projects liaison for NEPA scope of services and contracting data.
- Lead consultant pre-qualification activities for MDOT environmental work ensuring the right staff are selected to perform the tasks/deliverables as indicated in the Request for Proposal (RFP). Provide review comments on consultant qualifications as the environmental lead and coordinate other subject matter experts' (e.g., archaeology specialists, historical specialist, wetland specialist, etc.) review comments as needed.
- Maintain RFP library examples.
- Serve as the ESS primary point of contact between the Office of Major Projects Innovative Contracting Unit and General Engineering Consultants working on behalf of MDOT.
- Serve as the liaison to the Michigan Economic Development Corporation (MEDC) for NEPA related contracting issues and requirements.
- Work directly with the consultant to coordinate the environmental review, problem solve, and respond to questions.

Duty 3

General Summary:

Percentage: 15

Develop and implement training.

Individual tasks related to the duty:

- Develop and deliver training presentations to MDOT staff and consultants on the NEPA process as it relates to projects delivered through innovative contracting methods. Ensure the public understands the implications of the project by ensuring training and communication are in common terminology for wide consumption.
- Develop and coordinate training with ESS specialists to ensure project managers and consultants are in compliance with FHWA on NEPA issues.
- Make presentations related to NEPA issues at meetings and conferences as needed.
- Work with consultant organizations such as the American Council of Consulting Engineers (ACEC) to identify the training needs of external transportation project partners.
- Work with MDOT Public Involvement and Hearings Officer to organize and facilitate internal reviews of materials developed and communication strategies to inform and engage the public and agencies on major projects being delivered using innovative contracting methods.

Duty 4

General Summary:

Percentage: 5

Perform other duties as assigned.

Individual tasks related to the duty:

- 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 independently applies state and federal environmental regulations to proposed MDOT projects, which can affect the scope and schedule of those projects. Decisions affect MDOT project managers, communities, and regulatory agencies. This position makes independent decisions regarding the significance of innovative contracting and delivery methods and the implications for compliance under NEPA, which can affect citizens and environmental requirements for MDOT 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. Seek concurrence from the supervisor when a NEPA EA or EIS is required.

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.

- Traversing difficult terrain – occasionally.
- Driving or riding to project locations which requires possession of a valid driver's license – often.
- Working from a computer for extended periods of time – often.
- 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 functions as a senior level Transportation Planner responsible for the coordination of environmental classification, certification, and compliance as required under the NEPA of 1969 for major and innovative delivery projects statewide. The coordination of environmental classification and certification requires close collaboration with consultants and ESS subject matter experts, Office of Major Projects staff, consultants, Regions, TSCs, and other Central Office staff during project development. This position researches innovative project development and NEPA topics and develops and maintains guidelines and standards with a focus on innovative contracting procedures for environmental clearance.

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?

This work area provides environmental clearance for MDOT projects, primarily under the NEPA so that MDOT may maintain federal funding for its projects. The ESS contains experts in many fields so that an interdisciplinary team is available to identify significant environmental resources, analyze project impacts, assist with the development of avoidance and minimization alternatives, and develop mitigation for unavoidable impacts. The ESS staff also serve as MDOT's liaisons to resource and regulatory agencies overseeing state and federal environmental laws.

This position works on the higher impact, major action projects that require more substantial environmental analysis in the form of a pre-NEPA planning study, an EA, or an EIS. This position coordinates these larger, more complex studies with other interdisciplinary team members and consultants to satisfy the FHWA NEPA requirements. This position is responsible for assisting the MDOT Innovative Contracting Unit and the Office of Major Projects to develop scope of services and provide expertise for NEPA compliance deliverables for innovative contracts.

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 Planner 12

Three 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 P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of:

- Federal and state laws and regulations related to NEPA and environmental clearance activities.
- Innovative contracting methods and procedures.

Ability to:

- Communicate effectively in person and through reports, presentations, and electronic media with citizens, government officials, engineers, other specialists, and state and federal agency personnel.
- Work independently, without close supervision.
- Read and interpret design plans.

Skill in:

- Geographic Information Systems (GIS).

**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.

KELSEA COLE

6/4/2024

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