

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

**Position Code**

1. TRPLNRAB14R

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TRANSPORTATION CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Transportation Planning
<b>4. Civil Service Position Code Description</b> Transportation Planner-A	<b>10. Division</b> Statewide Transportation Planning
<b>5. Working Title (What the agency calls the position)</b> Senior Planner	<b>11. Section</b> Statewide Planning
<b>6. Name and Position Code Description of Direct Supervisor</b> BAYUS, RICHARD; TRANSPORTATION PLANNING MGR-3	<b>12. Unit</b> MPO Regional Services East
<b>7. Name and Position Code Description of Second Level Supervisor</b> MAYLE, DONALD; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 425 W Ottawa Lansing / 8:00 a.m. - 5:00 p.m. M - F (may vary)

**14. General Summary of Function/Purpose of Position**

This position performs as a senior level transportation planner with specific responsibility for overseeing and coordinating multi-modal transportation planning and related air quality conformity and congestion management activities in complex Transportation Management Areas (TMAs) and Metropolitan Planning Organizations (MPOs) as assigned. This position serves as a major resource for the coordination, management, and regulatory information on all transportation projects and issues in these areas. This position interacts with federal, state and local officials to implement MPO program objectives. This position is responsible for ensuring that the federal FAST Act and Clean Air Act regulations are followed, which enable the department to implement state and federally funded highway, air quality, and transit related projects for improvements to the areas' transportation systems. Function as the manager for contracts for assigned MPOs and/or local agency for transportation planning activities, including corridor studies, research and surveys for data collection activities, process improvements, and other analysis projects. This position also serves as team lead for various projects and activities within the Statewide Planning Section including ensuring the state and MPOs are in compliance with federal rules for the development and implementation of transportation performance measures in metropolitan areas. Research leading edge developments in the field of transportation planning; share research, mentor and train other staff; and prepare papers, correspondence, and technical reports and team projects assigned to the unit.

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

##### Metropolitan Planning Organizations (MPO) Program Management

As a senior level planner, work with assigned MPOs, State Planning and Development Regions, Statewide Planning and Asset Management Divisions, Local Agency Programs, Office of Passenger Transportation (OPT), and the Michigan Department of Transportation (MDOT) regions to coordinate state, local, and transit projects for inclusion in urban area long-range transportation plans, transportation improvement programs (TIPs), and State Transportation Improvement Programs (STIPs) for projects in non-metropolitan areas according to transportation planning requirements. These activities are conducted for the larger, more complex urban areas, including the Transportation Management Areas (TMAs).

##### Individual tasks related to the duty:

- Ensure that annual transportation planning work activities are developed and documented in the MPO Unified Work Program and for processing invoices related to approved transportation planning activities.
- Conduct the annual review of the MPO transportation planning work program prior to certification and participate and represent MDOT in the federal certification review conducted by the US Department of Transportation.
- Participate in developing air quality conformity analysis procedures for assigned MPOs, as required by the Environmental Protection Agency regulations.
- Resolve complex issues by utilizing in-depth knowledge of 3C planning process and transportation planning regulations.
- Interact with federal agencies, other state departments, and local transportation providers in resolving transportation and related air quality issues.
- Monitor obligation authority and continuously review budget to assure that goals and objectives are met.
- Represent MDOT and serve on task forces and committees to perform corridor studies, project planning, and related air quality activities.
- Review and submit MPO billings for MPO, Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) planning funds.
- Attend meetings of the MPO Technical Advisory Committee and sub-committees to provide direction and support as requested by the MPO and/or MDOT.

#### Duty 2

General Summary:

Percentage: 25

##### STIP/TIP Project Coordination and Programming

Represent MDOT on the MPO Technical and Policy Committees, assist in project development issues, review and approve local projects programmed by MPO staff in the project database using software programs developed by MDOT. Coordinate with the Statewide Systems Management Section on important trunkline projects that are programmed in the database (e.g. MAP) for assigned urban areas, and work with MDOT region planners and projects managers to address complex coordination issues for the urban area and TIP and long-range plan.

##### Individual tasks related to the duty:

- Develop, review, and approve the Transportation Improvement Program (TIP) and Long-Range Transportation Plan, which are documents that are required in order to utilize federal aid. This includes ensuring that the public involvement process and other federal requirements are met.
- Participate in the TMAs congestion management process and documentation.
- Participate in developing air quality conformity analysis procedures for assigned MPOs, as required by Environmental Protection Agency regulations.
- Interact with federal agencies, other state departments, and local transportation providers in resolving transportation and related air quality issues.
- Monitor obligation authority and continuously review budget to assure that goals and obligations are met.
- Review and approve jobs programmed in JobNet by MPO staff.
- Attend meetings of the MPO Technical Advisory Committees and MPO Policy Committees and sub-committees to provide direction and support as requested by the MPO and/or MDOT.
- Participate in discussions on air quality conformity for mobile emissions, as applicable.

#### Duty 3

<p><b>General Summary:</b> <span style="float: right;"><b>Percentage: 15</b></span></p> <p>Contract Management</p> <p>Function as the manager for contracts for assigned MPOs and/or local agency for transportation planning activities, including: corridor studies, research and surveys for data collection activities, process improvements, and other analysis projects.</p> <p><b>Individual tasks related to the duty:</b></p> <ul style="list-style-type: none"> <li>• Administer and oversee the consultant selection process.</li> <li>• Respond to auditing questions.</li> <li>• Coordinate with MDOT contract administrator to ensure funding is in place for the contract.</li> <li>• Review and process invoices submitted by the MPO for contracted activities.</li> <li>• Ensure the contracted projects are correctly programmed in JobNet and request obligation of funds.</li> </ul>
<p><b>Duty 4</b></p> <p><b>General Summary:</b> <span style="float: right;"><b>Percentage: 10</b></span></p> <p>Research</p> <p>Research leading edge developments in the field of transportation planning including project coordination activities, process improvements, integrating land use and economic development, safety and air quality. Share research, mentor and train other staff.</p> <p><b>Individual tasks related to the duty:</b></p> <ul style="list-style-type: none"> <li>• Participate in ongoing education by attending conferences, independent research, professional development and collaboration with other states.</li> <li>• Look for opportunities to participate in peer exchanges and cross divisional committees.</li> <li>• Evaluate research on planning processes and the applicability to Michigan planning process, propose possible process improvements, and present findings to MDOT management and planning partners.</li> <li>• Share research with peers, mentor and train other staff.</li> </ul>
<p><b>Duty 5</b></p> <p><b>General Summary:</b> <span style="float: right;"><b>Percentage: 10</b></span></p> <p>Special Projects</p> <p>Complete complex studies, technical reports, and special projects.</p> <p><b>Individual tasks related to the duty:</b></p> <ul style="list-style-type: none"> <li>• Prepare issue papers and technical reports related to MPO processes and policies.</li> <li>• Prepare correspondence transmitting MPO projects and actions to federal agencies.</li> <li>• Respond to requests for information regarding MPO programs and projects.</li> <li>• Analyze and interpret data and make recommendations for decisions to be made.</li> <li>• Function as chairperson or team lead for cross divisional or cross agency teams for the development or enhancement of transportation planning processes, data analysis activities, financial analysis, or other duties requested by MDOT planning partners.</li> <li>• Organize projects and teams to address the goals set forth for assigned projects, develop a work plan, and guide the team in conducting the project.</li> <li>• Develop presentation materials and make presentations to MDOT management and planning partners or at professional conferences and workshops.</li> </ul>
<p><b>Duty 6</b></p> <p><b>General Summary:</b> <span style="float: right;"><b>Percentage: 10</b></span></p> <p>Special Programs</p> <p>Develop and coordinate tasks within various programs, as assigned.</p> <p><b>Individual tasks related to the duty:</b></p> <ul style="list-style-type: none"> <li>• Participate and support development and maintenance of data platform tools, including JobNet and SMART, as</li> </ul>

related to process improvements.

- Coordinate, assist or develop various programs which may include, but are not limited to, work programs for the Regional Planning Agencies, Environmental Justice, Scenic Byways Program, Federal-Aid Buyout Program, and Environmental Consultation.
- 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.**

Interpret MDOT's position on an issue in response to questions at meetings. For example, an urbanized area may seek approval of certain actions that are not within their current work program, regarding a project, program or process in Technical or Policy Committee Meetings. Ensure federal and state compliance with rural task force planning process. Responsible for reviewing the planning process eligibility before projects can be approved for inclusion in the STIP. Responsible Transportation Economic Development- Category D (TEDF-D) fund oversight for inclusion in the STIP. Funds are used for creation of secondary all season road network in Michigan which is funded through federal and state dollars.

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

When preparing certain materials regarding a project or program where it is known that there is opposing political interests or sensitive issues, or there is uncertainty regarding the status of program or project development.

**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, memos, letters and other materials. Must be able to travel independently by commercial transportation or by automobile to attend meetings, projects locations and other work-related activities. Must be able to represent MDOT and make presentations. The amount of time and intensity of travel can vary based on destination. 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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input 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 performs as a senior level transportation planner with specific responsibility for overseeing and coordinating multi-modal transportation planning and related air quality conformity and congestion management activities in complex Transportation Management Areas (TMAs) and Metropolitan Planning Organizations (MPOs) as assigned. This position serves as a major resource for the coordination, management, and regulatory information on all transportation projects and issues in these areas. This position interacts with federal, state and local officials to implement MPO program objectives. This position is responsible for ensuring that the federal FAST Act and Clean Air Act regulations are followed, which enable the department to implement state and federally funded highway, air quality, and transit related projects for improvements to the areas' transportation systems. Function as the manager for contracts for assigned MPOs and/or local agency for transportation planning activities, including corridor studies, research and surveys for data collection activities, process improvements, and other analysis projects. This position also serves as team lead for various projects and activities within the Statewide Planning Section including ensuring the state and MPOs are in compliance with federal rules for the development and implementation of transportation performance measures in metropolitan areas. Research leading edge developments in the field of transportation planning; share research, mentor and train other staff; and prepare papers, correspondence, and technical reports and team projects assigned to the unit.

**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 Planning Section is responsible for oversight of the state's 13 MPOs, 14 Regional Planning Agencies and 22 Rural Task Forces and for ensuring that all of these entities meet federal and state requirements for transportation planning. This position participates in these core functions by doing the duties and tasks described above.

**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, environmental sciences, 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, mapping, or assessment of transportation, land use, environmental, or community systems equivalent to a Transportation Planner, including one year equivalent to a Transportation Planner P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- The organization and of the transportation planning process.
- Urban, regional, and statewide planning as related to transportation systems.
- Federal and state laws related to air quality transportation planning.

Skills:

- Basic computer skills.

Ability to:

- Use a personal computer.
- Research and respond to reports, memos, letters, and other materials.
- Work effectively as part of a team and complete tasks under time constraints to meet deadlines.
- Learn data base and spreadsheet programs.
- Represent MDOT by developing and making presentations.

**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.

N/A

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

LOGAN BRISTOL

5/5/2025

\_\_\_\_\_  
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