

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

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| Position Code 1. TRPLNRAB16R |
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POSITION DESCRIPTION

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| 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 Planner-A | 10. Division Asset Management and Policy Division |
| 5. Working Title (What the agency calls the position) Pedestrian and Bicycle Coordinator | 11. Section Intermodal Policy Section |
| 6. Name and Position Code Description of Direct Supervisor DEBRUYN, JOSHUA; TRANSPORTATION PLANNING MGR-3 | 12. Unit Intermodal Services Unit |
| 7. Name and Position Code Description of Second Level Supervisor SHARLOW, BRADLEY M; STATE ADMINISTRATIVE MANAGER-1 | 13. Work Location (City and Address)/Hours of Work 425 W. Ottawa ST; Lansing, MI 48933 / 7:30 a.m. - 4:30 p.m. |
| 14. General Summary of Function/Purpose of Position This position serves as the recognized resource pedestrian and bicycle coordinator for the Michigan Department of Transportation (MDOT) as required by federal law addressing all aspects of the state active transportation needs. Serves as a liaison for MDOT with external partners, as appropriate to develop and implement bicycle, pedestrian and other nonmotorized transportation plans, research, programs and resources. Some specific responsibilities include facilitating or supporting the update/development of regional active transportation plans; review project grant applications and recommend projects for select funding programs; contract management; program decisions for nonmotorized template expenditures; management and coordination of all aspects of the U.S. Bicycle Route network; and represent the department at various meetings and conferences. | |

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

Serves as the recognized resource pedestrian and bicycle coordinator.

Individual tasks related to the duty:

- Serves as the states designated pedestrian and bicycle coordinator as required by federal law under 23 U.S. Code § 217(d) of the Infrastructure and Investment Jobs Act (IIJA) of 2021.
- Supports the development, implementation and updating of the statewide Active Transportation plan and active transportation related elements in the State Long Range Plan (SLRP), guidance documents, manuals and other MDOT publications.
- Establishes as necessary, and distributes guidelines for administration of Michigan's Act 51, Section 10k requirements; monitors compliance and coordinates local agency efforts regarding non-compliance.
- Develops goals and targets for a multi-year active transportation funding template program.
- Remains informed of emerging issues, trends and proposed changes to legislation, rules, or regulations, and assess and report to management how they may impact MDOT, its partners, or the various transportation modes.
- Represents the department's active transportation programs and efforts at the state and national level.
- Participates in committee or task force meetings.
- Serves as the Departments lead on the U.S. Bicycle Routes initiative.

Duty 2

General Summary:

Percentage: 20

Provides support with technical reviews and recommendations on state or federal programs that support active transportation.

Individual tasks related to the duty:

- Provides assistance on best practice planning and facility design guidelines during active transportation project development on state and local projects via state or federal funding programs, including, but not limited to: Congestion Mitigation and Air Quality, Carbon Reduction, Safe Routes to School, and Transportation Alternatives.
- Provides assistance on best practice planning and facility design guidelines to MDOT staff or external customers upon request on projects that support active transportation.
- Identifies gaps and needs related to active transportation and pursues opportunities for research or program modifications.
- Represents active transportation interests with MDOT process and program improvements.

Duty 3

General Summary:

Percentage: 15

Provides guidance and supports the development of regional active transportation plans, maps, and other publications for use by MDOT and the public.

Individual tasks related to the duty:

- Works with MDOT central office, Region and Transportation Service Center (TSC) staff to advance development of regional active transportation plans, and other publications in conjunction with partner agencies.
- Assists with development of active transportation maps/guides for each region or sub-region through thorough reviews and clear communications.
- Supports the identification of necessary data collection elements and standards for various active transportation related databases and activities.
- Disseminates information to the general public about the department's active transportation initiatives and offerings.
- Manages contracts with external contractors on projects supporting active transportation.

Duty 4

General Summary:

Percentage: 10

Develops active transportation related policy, performs interagency coordination, and professional development activities.

Individual tasks related to the duty:

- Develops and analyzes state and federal active transportation related policy and legislation.
- Provides and participates in professional development opportunities and other educational and consensus building

- processes to facilitate the dissemination of active transportation knowledge and expertise in facility development.
- Partners with other state agencies and non-profit organizations on issues that advance active transportation goals and objectives.
- Participates in the Governor's and/or director's initiatives that related to active transportation.

Duty 5

General Summary:

Percentage: 5

Provides support for other policy or intermodal initiatives as directed by supervisor, manager, or division administrator.

Individual tasks related to the duty:

- Maintains and develops skills to be knowledgeable in the areas of transportation policy and intermodal planning.
- Develops reports or presentations as needed.
- Researches or reviews documents, legislation, or other materials.
- Provides assistance to other staff or specialists within the division.
- Attends meetings as requested.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Ability to use independent judgement and personal initiative in all activities and decisions associated with studies, projects and plan development and effective time management to determine how work assignments can most efficiently be completed in a timely and efficient fashion. Day to day work priorities among assigned tasks not otherwise indicated by immediate supervisor or manager must be made by the position.

These decisions influence the quality of the projects and the outcomes of plans and policy decisions to be MDOT management.

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

Plans, studies and project design, informational products, contracts, draft and final products, communications of a sensitive nature. Memos, reports, presentations, speeches or correspondences intended for Department leadership, State Transportation Commission, the general public, MDOT Region and TSC offices, Metropolitan Planning Organization's (MPO) and Regional Planning Agencies (RPA) and advocacy organizations.

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 travel by commercial land and air transportation or automobile to attend meetings, project locations, or other work-related activities. Normal ability to work in an office environment is required. Visiting various construction or project sites in a variety of natural settings is occasionally required. Must be able to travel overnight. Ability to ride a bicycle is useful but not required. 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):

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|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <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 serves as the recognized resource pedestrian and bicycle coordinator for the Michigan Department of Transportation (MDOT) as required by federal law addressing all aspects of the state active transportation needs. Serves as a liaison for MDOT with external partners, as appropriate to develop and implement bicycle, pedestrian and other nonmotorized transportation plans, research, programs and resources. Some specific responsibilities include facilitating or supporting the update/development of regional active transportation plans; review project grant applications and recommend projects for select funding programs; contract management; program decisions for nonmotorized template expenditures; management and coordination of all aspects of the U.S. Bicycle Route network; and represent the department at various meetings and conferences.

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 Intermodal Policy Section serves the policy analysis and development needs of the Bureau of Transportation Planning, the department, and the Michigan Transportation Commission. The Intermodal Services Unit programs are integral to MDOT meeting state and federal legislation guidelines. The unit is also responsible for development and maintenance of the Intermodal Management System. This position supports the Department in all aspects of transportation planning and policy with special emphasis on active transportation.

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 and experience in:

- State and local transportation planning and programs is highly desirable.
- Active transportation program and policies related to access, safety and mobility is desirable.

Ability to:

- Assume the lead in a major planning activity or project.
- Function effectively as a team leader.
- Represent MDOT and make presentations in meetings with agency officials, legislators, private sector representatives or others.

Skills:

- Excellent communication skills.

**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

3/25/2026

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