

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

Position Code

1. TRPLNREA14R

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 PLANNER-E	10. Division Data Inventory and Integration Division (DII)
5. Working Title (What the agency calls the position) Transportation Planner	11. Section Data Collection and Reporting
6. Name and Position Code Description of Direct Supervisor POTTER, EDWARD K; TRANSPORTATION PLANNING MGR-3	12. Unit Travel Information
7. Name and Position Code Description of Second Level Supervisor HUNDT, CHRISTOPHER M; TRANSPORTATION PLANNING MGR-4	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa St., Lansing, MI / 7:30 am - 4:30 pm, M - F (hours may vary)

14. General Summary of Function/Purpose of Position

This position is responsible for supporting MDOT's traffic monitoring program through the analysis of traffic or travel related information as required by the Federal Highway Administration (FHWA) and other programs within MDOT. This includes the management of data collected from permanent and portable traffic counting devices, manual observations and information collected by Michigan Intelligent Transportation System (ITS). This position is specifically responsible for the development of traffic statistics using ramp count information and other sources of traffic and travel information for the development and publication of Annual Average Daily Traffic (AADT) and Commercial Averaged Daily Traffic (CAADT) data. Additionally, this position is responsible for the polling, analysis, and reporting of visitor information from Michigan's Travel and Tourism Welcome Centers, continuing the development and deployment of a nonmotorized traffic count program, and working with traffic data software tools in the review of traffic information to perform quality assurance and quality control and respond to data requests.

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

Traffic and statewide ramp counting programming.

Individual tasks related to the duty:

- Process ramp count data submitted by field data collection staff and from the ITS systems across the state;
- Estimate mainline and ramp AADT using standard ramp estimation procedures;
- Identify required ramp counts and assist with scheduling counts to meet HPMS and mainline traffic estimation needs and requirements;
- Monitor changes to ramp balancing configurations in traffic count software;
- Work with MDOT ITS staff and others to ensure appropriate, accurate, and timely data is available;
- Maintain the ramp county history;
- Provide reports and analysis of travel for ramp traffic reporting;
- Prepare ramp traffic data necessary for Highway Performance Monitoring System (HPMS) submittal, with meta data and summary reports as necessary.

Duty 2

General Summary:

Percentage: 20

Geographic Information System (GIS) integration, data analysis, and reporting.

Individual tasks related to the duty:

- Prepare and report traffic items (AADT, CAADT) through GIS and other reporting functions;
- Utilize ARCGIS Workflow Manager and related tools to maintain and improve traffic segmentation;
- Assist the unit's planning specialist with the continuous implementation and maintenance of the traffic monitoring GIS data elements;
- Study, analyze, and evaluate unit data quality assurance and management operations/systems to recommend, plan, and apply GIS technologies for greater efficiency or effectiveness;
- Utilize ArcInfo software to compile, analyze, and map unit-managed and/or other department data to support analyses, decisions, or publications;
- Compile, organize, and analyze unit-managed data (AADT, CAADT), assist with oversight and coordination of station locations/descriptions, and other traffic segment features, and assist with special requests including research efforts and job-specific investigation/evaluation efforts;
- Engage and coordinate with lead division GIS personnel to seek out and implement newer technology to support unit duties;
- Assist in ensuring that the data elements are current with Michigan GIS standards.

Duty 3

General Summary:

Percentage: 20

Nonmotorized and Welcome Center traffic monitoring programs, and unit documentation.

Individual tasks related to the duty:

- Poll, analyze, and report data from Welcome Center monitoring equipment;
- Participate in efforts to evaluate and improve Welcome Center data collection and reporting processes;
- Work with others in MDOT to identify nonmotorized count locations;
- Maintain and process nonmotorized count data, ensure data is loaded and stored in nonmotorized module of traffic count software (NMDS), and ensure data is accessible to internal and external customers;
- Maintain nonmotorized count history;
- Participate in efforts to develop and improve nonmotorized traffic count program;
- Work with traffic count software provider and MDOT stakeholders to maintain and improve the functionality of the nonmotorized module (Nonmotorized Database System or NMDS) in traffic count software used by MDOT;
- Compile, develop and maintain documentation of the unit's management methods, procedures, and practices for traffic monitoring including methods, quality assurance checking, processing, storage, organization, and reporting;
- Develop and maintain documentation of definitions and guides for use of unit-managed data;
- Study, recommend, and develop further documentation where opportunity for enhanced unit or customer support is observed.

Duty 4

General Summary:

Percentage: 15

Participate in the review and calculation of traffic data elements (such as AADT/CAADT and other factors) throughout the year using Traffic Data Management System (TDMS) vendor applications and MDOT tools.

Individual tasks related to the duty:

- Assist unit coordination and administration efforts for the software application vendor contract;

- Assist with identification, investigation, and implementation of revisions and enhancements to data collection procedures and contractual requirements of the vendor;
- Assist with efforts to research and study nationwide government and industry standards and technologies related to traffic data collection and analysis;
- Conduct data assessment and verification tasks using GIS technology to assist the unit's various quality assurance procedures;
- Assist in the review of traffic from continuous count stations when necessary;
- Assist with data inquiries and develop appropriate responses;
- Review short term data as it is collected for quality and accuracy using available tools.

Duty 5

General Summary:

Percentage: 10

Customer engagement and data integration.

Individual tasks related to the duty:

- Proactively maintain and develop constructive, supportive relationships with various department customers of unit-managed data;
- Respond to internal and external customers inquiries by generating reports to fulfill data requests and by providing assistance in navigating traffic monitoring software;
- Assist in supporting the unit's presence in the department's data-use business community by constructively partaking in various committees and business groups. (Examples: Call for Projects sub-committees; TAMS meetings; SPMAC meetings; MAP-21 requirements assessment meetings);
- Assess needs and seek out opportunities, to present unit data, processes, and access options to various customer groups across the department;
- Represent the unit in efforts to coordinate, align, and integrate unit data and processes with other department processes and systems;
- Manage and coordinate creation/maintenance of the unit's internal and public website content, including web sites, maps and traffic data;
- Engage with staff as needed to explain, discuss, and share information regarding unit collection of HPMS traffic information data on the federal aid routes;
- Perform special projects as assigned to support unit, division, or bureau efforts.

Duty 6

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

As assigned.

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

Decisions involving setting of personal workload priorities within required deadline constraints.

Decisions based on precedence and involving application of business area standard practices or guidelines.

Decisions for identifying needs and making recommendations for improvements.

These decisions usually are made when processing and editing data, supplying information to requestors, or accepting and or rejecting traffic data elements. The rejection of data and reasons for the rejection would be communicated to the sources of the data. They would impact the data collection, quality, organization, storage, and interpretation for analysis and/or reporting purposes. Department and outside users/stakeholders of traffic elements are affected by such decisions.

Where possible, identify, recommend, and implement improvements in the work methods, materials, and equipment utilized in the position.

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

Decisions involving unique situations where standard or accepted practices are not established or are not applicable.

Decisions involving communication of contract specification interpretation to the vendor.

Decisions involving the questioning of data availability or reliability.

Decisions involving new federal/state regulations resulting in the need to revise/modify procedures.

Decisions involving the setting of multiple high-level priorities if in question.

Decisions involving resolution of business area relations-sensitive 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 involves normal physical effort to sit, walk, or stand at will, and involves long periods of time at a personal computer. Employee must be able to handle heavy workloads and meet deadlines which have a direct bearing on activities and functions both in and outside the department, including occasional use of overtime. Must be able to communicate orally and in writing. Must be able to travel independently, by commercial transportation or automobile, to attend meetings, project locations, or other work related activities. Occasional field work for data verification or review of road construction projects requires walking over irregular terrain and exposure to dirt, fumes, heavy/high-speed traffic & adverse weather conditions. Travel away from work location required on an occasional basis to other areas, including other cities or states, for up to several days.

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 is responsible for supporting MDOT's traffic monitoring program through the analysis of traffic or travel related information as required by the Federal Highway Administration (FHWA) and other programs within MDOT. This includes the management of data collected from permanent and portable traffic counting devices, manual observations and information collected by Michigan Intelligent Transportation System (ITS). This position is specifically responsible for the development of traffic statistics using ramp count information and other sources of traffic and travel information for the development and publication of Annual Average Daily Traffic (AADT) and Commercial Averaged Daily Traffic (CAADT) data. Additionally, this position is responsible for the polling, analysis, and reporting of visitor information from Michigan's Travel and Tourism Welcome Centers, continuing the development and deployment of a nonmotorized traffic count program, and working with traffic data software tools in the review of traffic information to perform quality assurance and quality control and respond to data requests.

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 position resides within the Data Inventory and Integration Division's Data Collection and Reporting Section (Travel information Unit). The business area is responsible for oversight of the department's traffic monitoring and reporting of traffic data collection and management. The business area's duties include management of the private-vendor contract for data collection and administration, and operation/maintenance of a traffic monitoring program collecting and reporting traffic information across the federal aid system.

Responsibilities include learning, reviewing, documenting, mapping, analyzing, recommending, implementing, maintaining, reporting, and communicating the unit's data and related management practices.

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 9

No specific type or amount is required.

Transportation Planner 10

One year of professional experience in the planning and assessment of transportation planner systems equivalent to a Transportation Planner 9.

Transportation Planner P11

Two 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 10.

Previous planning or development experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of urban, regional and statewide planning as related to transportation systems.

Knowledge and working familiarity with GIS and GPS principles & practices used in the collection, organization, analysis, and reporting of transportation related data.

Knowledge of traffic data collection or use preferred.

Ability to communicate clearly, concisely, and thoroughly in verbal, written, and presentation formats to various audiences.

Ability to effectively analyze and evaluate data.

Ability to effectively use various software and databases (including Microsoft Office and ESRI products) to organize, manipulate, report, and map transportation related data.

Ability to develop GIS/GPS methods & procedures for collection, verification, and compilation of data.

Ability to effectively maintain records and correspondence related to the work.

Ability to tactfully meet and maintain favorable relations with others.

Previous experience with traffic data collection and reporting, the management of traffic data review methods and practices preferred.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Valid driver's license.

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.

Appointing Authority

3/7/2022

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