

## 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-E	<b>10. Division</b> Statewide Transportation Planning
<b>5. Working Title (What the agency calls the position)</b> Transportation Planner	<b>11. Section</b> Statewide Systems Management
<b>6. Name and Position Code Description of Direct Supervisor</b> FOWLER, EDWARD K; TRANSPORTATION PLANNING MGR-3	<b>12. Unit</b> Program Monitoring
<b>7. Name and Position Code Description of Second Level Supervisor</b> MARTIN, KARI L; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 425 West Ottawa, Lansing, MI 48933 / 7:30 a.m. - 4:30 p.m.

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

This transportation planner position is responsible for researching, analyzing, monitoring, and reporting on the Michigan Department of Transportation's (MDOT) Highway Capital Program. This includes reporting to management on the progress towards meeting statewide goals, priorities, and efficient usage of federal and state funding. This position also assists with providing the necessary data and analysis required for programming activities and program status reporting, along with coordinating data input, maintenance, and retrieval of the department's project programming data. This position supports planning activities such as corridor planning, project development, planning studies, early preliminary engineering, and regional system planning.

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: 25**

Participate in the monitoring and reporting MDOT's Highway Capital Program, along with assisting in the programming of projects, maintaining the data, and developing programming procedures.

**Individual tasks related to the duty:**

- Prepare reports and monitor the assigned program or funding template categories to ensure that management can make informed decisions to meet goals and priorities.
- Coordinate with System Managers and Program Managers to maintain template targets and implement approved strategies consistent with established goals and priorities.
- Analyze impacts of federal and state legislative proposals on assigned program or funding template categories.
- Assist in the preparation of uniquely funded project lists for review by management.
- Assist in developing methods and procedures for monitoring the uniquely funded project lists.
- Monitor uniquely funded project lists for changes including additions and deletions. Report the status of uniquely funded project lists for management review.
- Develop, implement, and maintain computer database files and spreadsheets for monitoring activities.
- Prepare correspondence and reports for meetings and presentations.
- Participate in meetings and serve as the liaison to MDOT Regions and template program managers as assigned.
- Provide input into the design of new computer applications to assist with these activities. Test and critique new applications.

**Duty 2**

**General Summary:**

**Percentage: 25**

Review Change Requests or Draft Jobs submitted by system, program, and project managers, to add or revise projects to the Highway Capital Program and using judgement to recommend whether changes are consistent with statewide needs, strategies, priorities, and department goals.

**Individual tasks related to the duty:**

- Assist system managers and/or project managers in reviewing Change Requests or Draft Jobs to ensure that the scope of work and budgets are consistent with laws, regulations, and procedures.
- Gather cost, date, financing, Statewide Transportation Improvement Program (STIP) and Bond List information.
- Research and analyze historical information, including previous requests and correspondence.
- Coordinate with region and Lansing offices to obtain additional information, clarification of the project and/or recommend alternatives. Communicate with system managers, program managers, project managers, and cost and scheduling engineers.
- Monitor and review project phase start and end dates to ensure that schedules are appropriate and to identify possible delays.
- Compute federal/state/local funding share.
- Complete all relevant information on a Change Request or Draft Job, so management can make a decision.
- Make recommendations to approve or deny a Change Request or Draft Job to supervisor, providing a programmatic perspective.
- Assist in coordination of Project/Program Review Board (PPRB) meetings, minutes, and agenda materials and communication.
- Prepare requests for decision by section, division, and department management.
- Prepare reports and monitor the assigned templates to ensure that management can make informed decisions to meet goals and priorities.

**Duty 3**

**General Summary:**

**Percentage: 25**

Support and participate in region-level Call for Planning Studies as an early, high-level step in the project scoping process identifying condition, mobility, and safety needs across corridors using an integrated asset management approach.

**Individual tasks related to the duty:**

- Perform region level reviews for the Call for EPE/Studies to assess overall system needs using a corridor-based approach.
- Evaluate system condition, mobility, and safety needs from an integrated asset management perspective, independent of funding sources or templates.

- Apply the department's Highway Call for Projects Strategic Direction to guide the review process.

**Duty 4**

**General Summary:**

**Percentage: 20**

Assist in the annual Highway Call for Projects (CFP) process.

**Individual tasks related to the duty:**

- Participate in CFP subcommittees and attend meetings as needed.
- As assigned, participate in data retrieval and analysis for the Highway Call for Projects.
- Assist in the review of CFP submittal documentation, including strategies, improvement suggestions, justification forms, and executive summary.
- Assist unit supervisor in updating annual CFP letter, general information, and instructions.

**Duty 5**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Prepare written reports and correspondence for signature by the section, division, bureau or other department management.
- Prepare project and system maps for use by the section, division, bureau or other department management.
- Represent the division, section or unit at meetings as assigned.
- Prepare and report meeting summaries. Attend meetings as required by supervisor.
- Participate in department-wide initiatives, committees, and process improvement teams as assigned.

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

Based on general requirements specified by the supervisor, decisions on problem-solving approaches, methods to obtain and organize data, who to contact to obtain the necessary information, and the means of converting the data to understandable information. These decisions could impact program delivery and the effective use of transportation funds.

Determination of where to obtain needed information and how to present it on a Change Request or Draft Job. In consultation with the supervisor and unit, determine what information is needed if the request is significantly different from other requests. Evaluate the reasonableness of a project change.

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

Supervisory review is required if some aspect of the assignments have implications that may conflict with established bureau or departmental policies, or if information suggests that the original objectives and instructions should be reconsidered.

Recommendations on the appropriateness of a change contained in a Change Requests or Draft Job.

Project changes that are significant modifications from the currently authorized project.

The supervisor is consulted if a Change Request or Draft Job has implications that might conflict with established goals, priorities or strategies.

**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.**

Normal effort in a typical office environment. Travel away from work locations on an occasional basis to other areas, including cities or states, for periods up to several days. Ability to use a computer. Ability to research, and respond to reports, letters, and other materials.

**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 transportation planner position is responsible for researching, analyzing, monitoring, and reporting on the Michigan Department of Transportation's (MDOT) Highway Capital Program. This includes reporting to management on the progress towards meeting statewide goals, priorities, and efficient usage of federal and state funding. This position also assists with providing the necessary data and analysis required for programming activities and program status reporting, along with coordinating data input, maintenance, and retrieval of the department's project programming data. This position supports planning activities such as corridor planning, project development, planning studies, early preliminary engineering, and regional system planning.

**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 unit works cooperatively with other divisions in the department to manage and monitor funds allocated to the operational and tactical templates. Coordinates the annual Highway Call for Projects request to the regions, and reviews from submitted for accuracy and completeness. The unit reviews change requests and draft jobs to ensure that project scope, schedule and budget are properly managed and completed on time and within budget. This unit also participates in the annual Five-Year Transportation Program and numerous other unique transportation funding processes. The operation of this unit could not adequately fulfill its obligations to the department if the duties and responsibilities of this position were not functional.

**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 9**

No specific type or amount is required.

**Transportation Planner 10**

One year of professional experience in the planning, mapping, or assessment of transportation, land use, environmental, or community systems equivalent to a Transportation Planner 9.

**Transportation Planner P11**

Two 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 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- The organization.
- Urban, regional and the statewide transportation planning process as it relates to transportation systems.
- Federal and State laws related to transportation planning and funding.
- Plan-making and project evaluation.
- The NEPA process, and local, state, and federal government programs and processes.
- Spreadsheet software applications and databases.

Skills:

- Good communication skills.

Ability to:

- Use computers and other office equipment (copier, telephone, fax machine, etc.).
- Analyze and report data in a comprehensible format.
- Work with internal and external contacts with tact and diplomacy.
- Handle potentially sensitive and confidential information and communicate it through proper channels.
- Organize information for future reference.

**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

6/26/2026

\_\_\_\_\_  
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