

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-E	10. Division
5. Working Title (What the agency calls the position) Transportation Planner - NEPA Generalist	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 WOODWARD, DEENA S; 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	
<p>This position ensures the Department's activities comply with the National Environmental Policy Act's (NEPA's) mandate to identify, analyze and document potential social, environmental and economic impacts for proposed transportation projects. Prepare environmental clearance documents for proposed transportation projects and regional system plans. Interact with the public and with staff of other divisions, departments and agencies to ensure that the department complies with the requirements of all applicable state and federal legislation related to the environment. Provide technical assistance and respond to inquiries and concerns. Assist in the management and analysis of planning studies, and operational studies and related consultant contracts for project development activities.</p>	

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: 60

Ensure the department's compliance with state and federal regulations for proposed Michigan Department of Transportation (MDOT) projects by preparing NEPA Environmental Assessments and Categorical Exclusions. Attend project development meetings.

Individual tasks related to the duty:

- Advise project teams on environmental requirements.
- Assist in the completion of feasibility studies and operational studies for project development duties.
- Prepare Environmental Assessments and Categorical Exclusions as required by the National Environmental Policy Act (NEPA) and the Council on Environmental Quality's guidance for implementing the Procedural Provisions of NEPA (40 CFR Parts 1500-1508) for transportation projects.
- Complete the review of MDOT projects for Indirect and Cumulative Effects (ICE) on communities.
- Assist project managers in preparing requests for proposals for consultant studies, including environmental assessments and planning studies.
- Review and comment on consultant work products.
- Represent MDOT to outside agencies, interest groups, local jurisdictions and Federal Highway Administration (FHWA) on issues related to NEPA.
- Prepare Environmental Assessments on MDOT major action projects.
- Facilitate public engagement and regulatory agency review of proposed projects and document project planning decisions, impacts, and mitigation.
- Participate in public meetings and hearings to explain the department's planning proposals and the socioeconomic and environmental effects.
- Meet with local officials to obtain input to and explain results of planning and environmental studies and coordinate activities between MDOT and local units of government.
- Participate in various rural and urban transportation system development activities and projects, including corridor studies.
- Keep and update the environmental document distribution list.
- Keep and update the MDOT/FHWA Project Status Reports for Environmental Impact Statement, Environmental Assessment, re-evaluations, and pre-NEPA planning studies.

Duty 2

General Summary:

Percentage: 20

Update and maintain the Section's reference documents, such as the Environmental Procedures Manual, by incorporating new information when laws or guidance change and including updates from other staff specialists. This document serves as a guide to both FHWA and MDOT on the procedures to process environmental clearance on federally funded transportation improvements.

Individual tasks related to the duty:

- Review and update the Environmental Procedures Manual and contact the authors of the individual chapters and topic areas to get updates, review updates with FHWA for their concurrence and incorporate updates into the manual.
- Assist with creating and delivering training for MDOT staff and consultants on environmental procedures.
- Submit change requests to other MDOT guidance (such as the design manual and construction manuals) pertaining to the updated guidance in the Environmental Procedures Manual.
- Format materials for website presentation.

Duty 3

General Summary:

Percentage: 10

Provide expertise and guidance concerning environmental clearance procedures in general and community impacts identification and analysis in particular, by representing the section on department-wide interdisciplinary study teams, ad hoc committees, and task forces.

Individual tasks related to the duty:

- Assist in coordination with project managers, engineers, other planners, real estate staff, and consultants on community impact analysis
- Attend public meetings and hearings as an MDOT representative to provide information to the public and to receive and address comments back to MDOT.
- Use economic, population, land use, and traffic projects to analyze and document environmental impacts of transportation recommendations involving corridors and projects for state, regional, and urban areas.
- Utilize tools, such as Geographic Information Systems (GIS), for the analysis of data and preparation of charts and maps.
- Work with environmental lead or Environmental Analysis Unit Supervisor as a mentor on conflict resolution techniques for projects where environmental factors conflict with one another or when interpretation of laws, guidance, or regulations are in question.

Duty 4

General Summary:

Percentage: 10

Perform other duties as assigned by the Supervisor.

Individual tasks related to the duty:

- Attend internal and external meetings.
- Prepare reports and/or recommendations.
- Assist with managing and archiving administrative records for current and past projects.
- 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.

Applies state and federal laws to environmental clearance regarding community impacts from proposed MDOT projects. Determine, in consultation with the unit supervisor and department management, appropriate techniques and procedures to apply to a given situation, including 1) relative priority of assignments, 2) level of detail and emphasis needed to comply with federal/state requirements, 3) amount of time needed/ available to complete assignments. These decisions affect professional specialists, planners and engineers involved in the project development and clearance processes, either by affecting their schedules or by changing the scope and cost of proposed projects.

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

The supervisor's guidance is asked for instances that require obtaining pertinent information from other agencies and divisions within the department, and decisions which may affect department policies; when conflicting priorities arises; or when other situations arise that require upper management approval prior to implementation.

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.

The position requires the ability to read, research, and respond to reports, letters, and other written materials. Must be able to travel by commercial transportation or automobile to attend meetings, project locations, or other work-related activities. Must be able to use a computer. Must be able to represent the department and make presentations in meetings with the general public, local officials, legislators, transportation agencies, and other organizations. Attendance at out-of-town and night meetings is required. On-site field reviews and overnight travel are sometimes 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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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 ensures the Department's activities comply with the NEPA's mandate to identify, analyze, and document potential social, environmental, and economic impacts for proposed transportation projects. Prepare environmental clearance documents for proposed transportation projects and regional system plans. Interact with the public and with staff of other divisions, departments, and agencies to ensure that the department complies with the requirements of all applicable state and federal legislation related to the environment. Provide technical assistance and respond to inquiries and concerns. Assist in the management and analysis of planning studies, operational studies, and related consultant contracts for project development activities.

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 function of the unit is to assist in providing the impact identification, analysis, documentation, and general technical assistance needed for the department's project development and major – action environmental clearance activities, as required by state and federal laws and regulations, so that proposed projects can proceed. This position fits into the function by coordinating with other professionals within the department, with other departments and agencies, and the public and prepares documentation necessary for the unit to complete its project development and environmental clearance functions and responsibilities.

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:

- Federal and state laws related to transportation planning.
- Potential social, economic, and environmental principles as they pertain to transportation.

Ability to:

- Use appropriate tools to compile, analyze, date, and prepare reports and correspondence.
- Communicate effectively with others verbally and in writing.
- Maintain favorable public relations.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is preferred.

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.

ASHLEY PARSONS

4/21/2026

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