

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

Position Code 1. TRPLNREA80R
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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) Local Agency Program National Environmental Policy Act Coordinator	11. Section Environmental Services Section
6. Name and Position Code Description of Direct Supervisor NABI, MAHREEN L; TRANSPORTATION PLANNING MGR-3	12. Unit Local Agency Program 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 / 7:30 a.m.–4:30 p.m. Mon–Fri (hours may vary)

14. General Summary of Function/Purpose of Position

This position is responsible for reviewing and approving environmental clearance documents prepared by Local Agencies statewide and ensures that the projects comply with the National Environmental Policy Act's (NEPA's) mandate by identifying, analyzing, and documenting potential impacts from proposed transportation projects. This position works with Michigan Department of Transportation (MDOT) Local Agency Program (LAP) section, Environmental Services Section (ESS) staff, and local government officials to coordinate the environmental clearance process, including identifying opportunities to integrate changes and environmental requirements into transportation planning. This position also includes providing technical assistance, responding to inquiries and concerns, and assisting with LAP environmental data and record management. It also involves supporting the management and analysis of Planning Studies and other studies related to Local Agency project development activities and NEPA support.

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 Local Agency NEPA documents comply with state and federal regulations.

Individual tasks related to the duty:

- Review the MDOT 5323 NEPA application for Local Agency environmental clearance, and work with subject matter experts (SMEs): including biologists, historians, archaeologists, transportation planners, LAP engineers, and public involvement specialists, to complete the review and approve (sign) the document, which is one of the requirements Local Agencies must fulfill to be eligible for federal funding.
- Work with LAP and ESS staff to communicate about project schedules, timing of the environmental review, and environmental concerns.
- Incorporate changes in environmental guidelines, procedures, and law into the LAP environmental clearance process.
- Guide local officials, the Federal Highway Administration (FHWA), and MDOT staff in the resolution of questions regarding NEPA classification.
- Assist with the implementation of new classification procedures related to changes in law.
- Assist senior planners with the review of local agency NEPA Environmental Assessments (EA) and support the quality assurance/quality control (QA/QC) review of NEPA EA and Categorical Exclusion (CE) documents submitted by the LAP areas.

Duty 2

General Summary:

Percentage: 35

Provide technical support, data management, and coordination to maintain and improve LAP environmental databases, with a focus on supporting system transitions, ensuring data accuracy, and meeting regulatory compliance requirements.

Individual tasks related to the duty:

- Attend all training and testing sessions on the MDOT Environmental Clearance Organizer (ECOMOD) and support the transition of database management from Excel spreadsheets to the new ECOMOD system. Work with student assistants to maintain the ECOMOD database and ensure the accuracy of recorded information.
- Analyze data sources available to local agencies, identify information gaps, and recommend strategies to address those gaps.
- Coordinate with ESS staff and the ESS IT Systems Administrator to update resources and maintain the MDOT Dynamic Environmental geographic information systems (GIS) Resources (DEGR) database.
- Assist with revising and updating environmental forms and website content to ensure they meet current regulatory standards and comply with the Americans with Disabilities Act (ADA) requirements in support of the department's goals.

Duty 3

General Summary:

Percentage: 5

Perform other duties as assigned by the supervisor.

Individual tasks related to the duty:

- Reply to correspondence as assigned and/or received.
- Coordinate with consultants, if needed, to create training materials and deliver training.
- Represent MDOT to external agencies, interest groups, local jurisdiction, and FHWA.
- 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 on Local Agency projects. Determine, in consultation with the unit staff, ESS staff and department management, appropriate techniques and procedures to apply to a given situation, including 1) 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 Local Agency project development and clearance processes, either by affecting their schedules or by changing the scope/limits and cost proposed projects.

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

Supervisory review is required when conflicting environmental concerns arise, when situations arise that are outside the range of normal operating procedures, or when legislative concerns are involved.

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 is performed in an office setting including extensive use of a computer and remaining in a stationary position for extended periods of time. Position requires occasional travel to attend meetings, conferences or other work-related activities and may include overnight stays. 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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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 reviewing and approving environmental clearance documents prepared by Local Agencies statewide and ensures that the projects comply with NEPA's mandate by identifying, analyzing, and documenting potential impacts from proposed transportation projects. This position works with MDOT LAP section, ESS staff, and local government officials to coordinate the environmental clearance process, including identifying opportunities to integrate changes and environmental requirements into transportation planning. This position also includes providing technical assistance, responding to inquiries and concerns, and assisting with LAP environmental data and record management. It also involves supporting the management and analysis of Planning Studies and other studies related to Local Agency project development activities and NEPA support.

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 work area is responsible for ensuring local agencies across the State of Michigan maintain compliance with state and federal rules/regulations as they deliver Federal Aid transportation projects. Part of maintaining compliance requires MDOT to approve a NEPA document for each individual project. This position will be responsible for reviewing and approving NEPA documents.

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 data, prepare reports and correspondence, communicate effectively with others verbally and in writing, and maintain favorable public relations.
- read, research and respond to reports, letters and other written materials.
- use a computer.
- represent the department and make presentations in meetings with local transportation agencies, planning agencies, and other organizations.

**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

7/22/2026

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

