

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 Statewide Transportation Planning
5. Working Title (What the agency calls the position) Transportation Planner	11. Section Statewide Systems Management
6. Name and Position Code Description of Direct Supervisor FOWLER, EDWARD K; TRANSPORTATION PLANNING MGR-3	12. Unit Systems Implementation and Monitoring
7. Name and Position Code Description of Second Level Supervisor VACANT; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa St. Lansing / 7:30am - 4:30pm or approved AWS
14. General Summary of Function/Purpose of Position Monitor and report the department's transportation capital outlay for the Michigan Department of Transportation (MDOT)/Trunkline Program and the Local Agencies Program. Report on progress toward meeting statewide goals, priorities, and efficient usage of federal and state funding to management. Support the development of the annual Five-Year Transportation Program (5YTP). Provide support for planning activities including Corridor Planning, Project Development, planning studies and region system planning. Assist in project and program development through maintenance of project information on the Project Database (JobNet).	

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: 40**

Program Monitoring

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 program managers to develop template targets and strategies that are consistent with established goals and priorities.
- Assist system managers in reviewing Change Requests or Draft Jobs to ensure that the scope of work and budgets are consistent with laws, regulations, and procedures.
- 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.
- 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. Represent the department at meetings.
- Provide input into the design of new computer program applications to assist with these activities. Test and critique new applications.

Duty 2**General Summary:****Percentage: 30**

Project Programming and Change Control

Assist in the programming of new projects, changes to existing projects, maintaining the data, and developing programming procedures.

Individual tasks related to the duty:

- Review Change Requests or Draft Jobs, submitted by system, program and project managers, to add or revise projects to the Statewide Program.
- Use judgement to recommend whether changes are consistent with statewide needs, strategies, priorities, and department goals. Prepare requests for decision by section, division, and department management.
- 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.
- Complete all relevant information on a Change Request or Draft Job, so management can make informed decisions.

Duty 3**General Summary:****Percentage: 20**

Program Development

Individual tasks related to the duty:

- Provide support in the development of the list of projects to be included in the annual Five-Year Transportation Program (5YTP).
- Provide support in the development of Corridor Plans, Planning Studies, Region System Planning, and other studies.
- Assist in compiling data to be used in the development reporting tools and GIS maps and/or data files.

Duty 4**General Summary:****Percentage: 10**

Other duties as assigned

Individual tasks related to the duty:

- Participate on teams that improve business processes and computer applications related to programming projects.
- Participate in training others in programming techniques as the programming function is decentralized.
- Support and promote the department's strategic plan, mission, vision, and values both internally and externally to the department. Demonstrate department values in daily operations and decision making.
- As assigned, participate in data retrieval and analysis for the Highway Call For Projects (CFP).
- Provide project information, program analysis, and funding availability information.
- Access databases or reports for relevant information.
- Compile information using computer spreadsheets, word processing software, or computer applications, as required.
- Coordinate with engineers, program managers, planners, and/or financial analysts.
- 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.
- Test and critique new applications.

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 to sit, walk, and/or stand at will.

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 keyboard and view a computer screen.

Ability to read, research, and respond in English to reports, letters, and other written material.

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"/> 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?

Monitor and report the department's transportation capital outlay for the Michigan Department of Transportation (MDOT)/Trunkline Program and the Local Agencies Program. Report on progress toward meeting statewide goals, priorities, and efficient usage of federal and state funding to management. Support the development of the annual Five-Year Transportation Program (5YTP) project list. Provide support for planning activities including Corridor Planning, Project Development, planning studies and region system planning. Assist in project and program development through maintenance of project information on the Project Database (JobNet).

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New establishment.

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. It coordinates the annual CFP request to the regions, and reviews forms submitted for accuracy and completeness. The unit reviews Change Requests and Draft Jobs to ensure that programs are completed on time and within budget. This unit also participates in the needs assessment process, the State Transportation Plan, and the Investment Plan. 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, 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the organization and of the transportation planning process. Knowledge of urban, regional, and statewide planning as it relates to transportation systems. Knowledge of federal and state laws related to transportation planning. Ability to use a personal computer.

Knowledge of spreadsheet software applications and databases are required for this position. Ability to analyze and report data in a comprehensible format using various computer applications. Good verbal and written communication skills. Ability to organize information for future reference.

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.

N/A

I certify that the entries on these pages are accurate and complete.

LOGAN CULP

6/23/2022

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