

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 Asset Management and Policy Division
5. Working Title (What the agency calls the position) Transportation Planner	11. Section Intermodal Policy
6. Name and Position Code Description of Direct Supervisor DEBRUYN, JOSHUA; TRANSPORTATION PLANNING MGR-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor SHARLOW, BRADLEY M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 425 W Ottawa St / M-F 7:30-4:30pm AWS
14. General Summary of Function/Purpose of Position This position researches, develops, and evaluates state and federal policy and legislative and other proposals that support the Michigan Department of Transportation (MDOT) decision makers at the highest level. The position provides specific support to staff on active transportation policy, planning and related topics as well as technical (Geographic Information Systems (GIS)) support for transportation planning efforts, undertaken by staff within the Division. Additional tasks related to active transportation and GIS include data collection and processing, the development of written materials, PowerPoint presentations, database/customer support and spreadsheet development and analysis for initiatives and activities within but not limited to the Intermodal Services Unit (ISU).	

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**

Support the ISU and departmental policy initiatives.

Individual tasks related to the duty:

- Interpret and apply knowledge of federal and state authorizing legislation, rules, and regulations for transportation.
- Interpret various sources and attend meetings and workshops to remain informed of emerging issues and trends and proposed changes to legislation, rules, or regulations, and assess how they may impact MDOT, its partners, or the various transportation modes.
- Prepare briefing papers, correspondence, presentations, legislative or fiscal analyses, and other reports proactively or as assigned.
- Work as part of a team with others in the Intermodal Policy Division or Bureau of Transportation Planning.
- Participate in committee or task force meetings, both internally and with external stakeholders.

Duty 2

General Summary: **Percentage: 30**

Support departmental planning initiatives.

Individual tasks related to the duty:

- Prepare briefing papers, correspondence, presentations, spreadsheets, and other reports proactively or as assigned.
- Work as part of a team with others in the Asset Management and Policy Division or Bureau of Transportation Planning.
- Provide a policy and legislative perspective for others in the bureau or department.
- Participate in committee or task force meetings, both internally and with external stakeholders.
- Support efforts related to GIS data collect and standardize of active transportation infrastructure.

Duty 3

General Summary: **Percentage: 25**

Support Carpool lot and Intermodal Management System (IMS) coordinator with tasks related to program management.

Individual tasks related to the duty:

- Acquire, enter, and monitor data in respective databases.
- Aid in information dissemination.
- Assist with the development and maintenance of databases and systems for the IMS.
- Work with IMS administrator on efforts as they related to active transportation data within the IMS.

Duty 4

General Summary: **Percentage: 15**

Assist Unit Supervisor and Section Manager as directed.

Individual tasks related to the duty:

- Research or review documents, legislation, or other materials.
- Develop written reports or presentations as needed.
- Provide assistance to other staff or specialists on special projects within the division.
- Attend meetings as requested.

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

Independent judgment and personal initiative are necessary to determine how work assignments can be most efficiently be completed, and if additional research or effort is necessary. This independence extends to activities assigned or associated with studies, projects and plan development as directed by supervisor. Day to day work priorities among assigned tasks not otherwise indicated by immediate supervisor or manager must be made by this position.

These decisions influence the quality of the projects and the outcomes of plans and policy decisions to be made by MDOT

management.

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

Plans, studies and project design, informational products, contracts, draft and final products, communications of a sensitive nature. Memos, reports, presentations, speeches or correspondences intended for Department leadership, State Transportation Commission, the general public, MDOT Region and TSC offices, MPO's and RPA's and advocacy organizations.

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.

Must be able to travel by commercial transportation or automobile to attend meetings, project locations, or other work-related activities. Visiting various construction or project sites in a variety of natural settings is occasionally required. Must be able to represent MDOT and make presentations in meetings with agency officials, legislators, private sector representatives or others. Must be able to travel overnight. 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):

- | | |
|---|--|
| <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 researches, develops, and evaluates state and federal policy and legislative and other proposals that support the Michigan Department of Transportation (MDOT) decision makers at the highest level. The position provides specific support to staff on active transportation policy, planning and related topics as well as technical (Geographic Information Systems (GIS)) support for transportation planning efforts, undertaken by staff within the Division. Additional tasks related to active transportation and GIS include data collection and processing, the development of written materials, PowerPoint presentations, database/customer support and spreadsheet development and analysis for initiatives and activities within but not limited to the Intermodal Services Unit (ISU).

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 Asset Management and Policy Division serves the policy analysis and development needs of the Bureau of Transportation Planning, the department as a whole, and the Michigan Transportation Commission. The Intermodal Services Unit is responsible for development and maintenance of the Intermodal Management System, oversight of the Carpool / Park and Ride program, and numerous projects and efforts related to active transportation. General direction is provided by the department's long-range goals and policies, with guidance from the senior executive management team.

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:

The individual must possess good communication skills to present ideas, concepts, and products to a wide range of audiences. The individual must also conduct themselves in a professional manner. Additionally, research and analytical and computer skills are essential.

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

6/30/2026

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