

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

**Position Code**

1. TRPLNREB06R

## 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> Highway Operations
<b>4. Civil Service Position Code Description</b> TRANSPORTATION PLANNER-E	<b>10. Division</b> Southwest Region
<b>5. Working Title (What the agency calls the position)</b> Transportation Planner (GIS)	<b>11. Section</b> Development
<b>6. Name and Position Code Description of Direct Supervisor</b> VALSADIA, DHARMESH; ENGINEER MANAGER LICENSED-4	<b>12. Unit</b> Development
<b>7. Name and Position Code Description of Second Level Supervisor</b> THOMPSON, WILLARD S; SENIOR POLICY EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> 1501 E. Kilgore Road, Kalamazoo, MI 49001 / 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 analyzing and managing the region's transportation assets utilizing specific technical tools and applications not limited to Geographic Information Systems (GIS), computer-aided Design (CAD), and field data collection equipment. GIS is both desktop and web-based platforms for data collection, organization, and analysis. Supports the region staff in a variety of ways, including creating thematic maps, building dynamic map services using ArcGIS Online technology, and providing GIS troubleshooting and maintenance. In addition, this position is responsible for coordinating with statewide teams in other Michigan Department of Transportation (MDOT) regions, Bureau of Transportation Planning (BTP), Bureau of Development (BOD), Bureau of Field Services (BFS), and Bureau of Bridges and Structures (BOBS) along with department program managers to facilitate collaboration and management of asset condition and performances throughout all phases of an asset's lifecycle (Planning, Design, Construction, Operations, and Maintenance) to assist in the development of workflows, including construction and maintenance field procedures that aid in asset data collection and maintaining asset inventories and condition information. This position requires possession of a valid driver's license to perform field work and reviews.

**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**

Coordinates and provides regionwide asset management (e.g., guardrail, cable barrier, culverts, catch basins, underdrain end sections, pavement markings, pavement cross sections, signs, sign trusses, traffic signals, etc.), data management of records associated with design, maintenance, operations, and construction. Analyzes and evaluates surveys, electronic asset attributes, asset condition and performance data and makes recommendations to Region, BFS, BOD, BTP and BOBS staff on how to manage the assets condition throughout their lifecycle. Data collection is the first step in the managing process. Once the data is collected, analysis and forecasting of the data is performed to understand condition trends to develop a funding strategy that takes into consideration cross asset prioritization to maximize the assets (system) condition meeting region and statewide performance goals developed within the MDOT Transportation Asset Management Plan (TAMP). This analysis includes cross asset prioritization for funding allocation to maximize the system's condition and performance.

**Individual tasks related to the duty:**

- Compiles and manages all Southwest Region's GIS Data and Management of Data.
- Analyzes and evaluates existing and proposed asset attributes collected during surveys, created during design, or collected during the construction of the asset and make recommendations to region on managing asset conditions.
- Uses asset condition and cross asset prioritization to provide recommendations on funding allocation to maximize the system's condition.
- Analyzes and prepares specific needs and data for asset management, maintenance, operations, and construction to department strategic investments.
- Participates in the development of transportation plans regarding asset condition forecasting to ensure efficient transportation system performance involving asset lifecycles (e.g., the conditions of assets impact transportation system performance; if guardrail fails, there is a higher risk for accidents).
- Supports and coordinates the Department's asset data collection efforts to streamline the asset data collection process.
- Prepares thematic/heat maps and data sets for analysis and decision making by management.
- Develops maps and databases for use in 5-year program, future projects, current design projects and other related planning, development, construction, and operation activities.
- Uses CADD programs such as OpenRoads Designer to develop workflows including construction and maintenance field procedures that aid in asset data collection and maintaining asset inventories and condition information.
- Utilizes GIS applications such as Environmental Systems Research Institute, Inc (ESRI), ArcPro and ArcGIS Online for data processing, quality control and data presentation in support of developing the transportation plan for the project.
- Utilizes GIS data collection hardware/software for field asset data collection which is used in the development of transportation plans.
- Collaborates with BOD and statewide GIS team in BTP reviewing asset management applications and workflows and make recommendations on how to make improvements.
- In support of the Michigan Transportation Asset Management (MiTAM) activities, assist BOD in compiling geodetic primary control features and attributes from region design surveys for uploading into the State of Michigan's Michigan Geographic Framework (MGF) digital base map.
- Works with and trains the region's development staff to capture asset data during design, delivery staff during construction phases and operations and maintenance staff on collection of existing assets.

**Duty 2**

**General Summary:**

**Percentage: 15**

Assists Region Planning staff with technical planning assistance to support the Region's Transportation Program.

**Individual tasks related to the duty:**

- Participates in various rural and urban transportation system development activities and projects by extracting data from design mapping data, design deliverables, and construction as-builts into GIS desktop and web-based platforms to generate accessible data sets to provide input to Design/Construction/Maintenance/Planning staff regarding the department's transportation programs.
- Extracts data collected throughout the region from various departmental databases for asset management (e.g., guardrail, cable barrier, culverts, catch basins, etc.) into GIS desktop and web-based platforms to make the information available for project scoping and research. The information can be collected or used during all phases of transportation projects from scoping of fixes, wetland determinations for environmental clearance, new asset collection during construction, asset identification in maintenance contracts or outside of projects to create inventories for management of budget vs. condition.
- Participates in the development of methods and procedures for use in compilation, analysis, and data used in rural and urban transportation plans.
- Utilizes economic, population, land use and traffic projections to substantiate recommendations for transportation planning in rural, urban and regional areas.
- Participates in and provides information to long-range plan subcommittees of the Metropolitan Planning Organization's (MPO). Coordinates with the Region System Manager and Transportation Service Center (TSC) Managers to assist the Region Planning Manager in developing the Region's position in the statewide long-range plan development process, subsequent State.
- Participates with region staff in the development of the Department's five-year transportation plan, annual program, and the various project presentations.

**Duty 3****General Summary:****Percentage: 15**

Collaborates with the Transportation Asset Steering Committee (TASC) subcommittees, subject matter experts, and other stakeholders with the development and publishing of asset collection guides. This duty requires possession of a valid driver's license to perform field work and review.

**Individual tasks related to the duty:**

- Participates in work groups consisting of different areas (e.g., design, construction, maintenance, etc.) to understand business area needs of asset data.
- Reviews engineering standards and assists in developing asset attribution from the standards and business areas.
- Attends meetings with subject matter experts to review and comment on asset data attribution.
- Performs field collection of data requirements to check for ease of use and other efficiencies.
- Reviews and provides input on field collection guides.
- Develops maps for different business areas within the region such as five-year project maps, construction maps, Call for Projects (CFP), etc.

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

Other duties as assigned.

**Individual tasks related to the duty:**

- Attends meetings and conferences assigned regarding asset management.
- Assists Region surveys as needed.
- Assists with the development of any federal and state reports.
- Assists with the annual Highway CFP for cross asset consideration.
- Other duties as assigned by Section and Region leadership.

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

Independent decisions based on prior experience, and concrete direction by the Department guidelines, policies, or procedures. Whenever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position.

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

The supervisor's guidance is asked for when conflicting priorities arise or when changes to policy are required. Decisions regarding the presentation and distribution of material for the public require supervisor's review.

**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.**

Endurance to work long hours both in office and in the field, when necessary, which exposes individuals to hazards of moving traffic, construction equipment, and weather. Ability to work under pressure to meet deadlines. Traversing uneven terrain including moving up and down roadway slopes. Transporting up to 20 pounds. Typical duties associated with an office environment including working from a computer for long periods of time. Occasional overnight travel. Position may require availability outside normal working hours based on operational needs. This position requires possession of a valid driver's license.

**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.  |

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 is responsible for analyzing and managing the region's transportation assets utilizing specific technical tools and applications not limited to GIS, CAD, and field data collection equipment. GIS is both desktop and web-based platforms for data collection, organization, and analysis. Supports the region staff in a variety of ways, including creating thematic maps, building dynamic map services using ArcGIS Online technology, and providing GIS troubleshooting and maintenance. In addition, this position is responsible for coordinating with statewide teams in other MDOT regions, BTP, BOD, BFS, and BOBS along with department program managers to facilitate collaboration and management of asset condition and performances throughout all phases of an asset's lifecycle (Planning, Design, Construction, Operations, and Maintenance) to assist in the development of workflows, including construction and maintenance field procedures that aid in asset data collection and maintaining asset inventories and condition information. This position requires possession of a valid driver's license to perform field work and reviews.

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?

Southwest Region Development is responsible for Development of the Five-Year Plan for Road and Bridge. This position supports the development of the Program, project planning activities, and asset collection for the region through the lens of asset management. The unit is responsible for managing many assets related to the pavement and prioritizing to maximize the assets (system) condition meeting region and statewide performance goals developed within the MDOT TAMP. This analysis includes cross asset prioritization for funding allocation to maximize the system's condition and performance. This position is the liaison between BOD & BTP GIS Unit in providing data for mapping purposes, as well as for the Transportation Asset Management System (TAMS). This position provides support for the region through resource development, maintaining competency with hands on application of current technology, technology testing, providing training assistance, and providing other support related duties.

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:**

- Ability to:
  - Communicate effectively.
  - Balance a variety of competing work tasks.
  - Organize and present information effectively.

- Deal effectively with a diverse group of people with varied backgrounds.
- Effectively use various software and databases to organize, manipulate, report, and map transportation related data.
- Develop GIS/GPS methods and procedures for collection, verification, and compilation of data.
- Use computer and data analysis to oversee technical interaction stakeholders and prepare special reports.

Knowledge of:

- Planning practices and principals.
- Techniques used in collection, organization, and analysis of data.
- GIS and GPS principles and practices used in the collection, organization, analysis, and reporting of transportation related data.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Possession of a valid driver's license is required.

**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

9/9/2025

\_\_\_\_\_  
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