

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 7:30 a.m. - 4:30 p.m. (Hours may vary)
14. General Summary of Function/Purpose of Position 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. This position manages data for environmental clearance projects in Michigan Department of Transportation (MDOT) application databases and assists in social media posting of project information and assists in the preparation and review of environmental clearance documents for proposed transportation projects and regional system plans. This position interacts with the internal MDOT project development areas and provides a primary point of contact for environmental clearance process questions and procedures and provides assistance to the Public Involvement and Hearings Officer to prepare and present materials for the public and other partners of state and federal agencies to ensure that the department complies with the requirements of all applicable state and federal legislation related to the environment.	

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: 35

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

Individual tasks related to the duty:

- Advise project teams on environmental requirements and provide support in environmental clearance tools such as: Microsoft Office Suite, Teams, Environmental Clearance Organizer (ECO) and Public Involvement applications
- Assist in the preparation and review of EAs and CEs as required by NEPA (40 CFR Parts 1500-1508) for transportation projects.
- Use economic, population, land use, asset condition, and traffic projections to substantiate environmental transportation recommendations for state trunkline transportation projects.
- Assist project managers in preparing requests for proposals for consultant studies, including environmental assessments and planning studies.
- Review consultants prepared materials and documents for EAs on MDOT major action projects and studies.
- Facilitate public engagement and regulatory agency review of proposed projects and document project planning decisions, impacts, and mitigation in support to project Environmental Leads.
- Participate in public meetings and hearings and assist consultants and MDOT staff in explaining the department's planning proposals and the socioeconomic and environmental effects.
- Meet with local officials to obtain input and explain results of planning and environmental studies and coordinate activities between MDOT and local units of government.
- Manage and update the MDOT/Federal Highway Administration (FHWA) Project Status Reports for Environmental Impact Statements (EIS), EAs, re-evaluations and pre-NEPA Planning studies in coordination with Environmental Leads and Local Agency Programs (LAP) planning staff.

Duty 2

General Summary:

Percentage: 35

Update and maintain the Section's reference documents, and project information database tools, by incorporating new information when laws or guidance change and including updates from other staff specialists. These documents and tools serve as guides 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.
- Review and update the Public Involvement Procedures Manual with consultation and guidance from the Public Involvement and Hearings Officer, Office of Communications, and other Environmental Services Section (ESS) staff as appropriate to ensure compliance with current MDOT policies and state and federal regulations requirements and guidance.
- 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.
- Maintain unit intranet materials and organization for tools such as Microsoft Teams, ECO project data, public involvement project information, etc.
- Represent the Environmental Analysis Unit (EAU) and provide support to Planisware team, Office of Major Projects, and Bureau of Planning in coordinating project management and policy initiatives.

Duty 3

General Summary:

Percentage: 20

Provide knowledge 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.
- Analyze and document environmental impacts of transportation recommendations involving corridors and projects for state, regional, and urban areas by using economic, population, land use, and traffic projections.
- Analyze data and prepare charts and maps utilizing tools, such as Geographic Information Systems (GIS).
- Work with Environmental Lead or EAU 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.
- Coordinate and support the Public Involvement and Hearings Officer in EAU for environmental project clearance processes and project information for public presentations.

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 profession 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 arise; 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.

Normal duties associated with an office setting including extensive use of a computer. On-site field reviews and overnight travel are sometimes required. Visits to project locations could include traversing difficult terrain, noise, dust, working near traffic in all weather conditions. Must be able to travel independently, by commercial transportation or automobile, in order to attend meetings, project locations, or work related activities. Attendance at out-of-town and night meetings is 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):

Complete and sign service ratings.

Assign work.

N Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Approve work.
N Review work.
N Provide guidance on work methods.
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 NEPA's mandate to identify, analyze and document potential social, environmental and economic impacts for proposed transportation projects. This position manages data for environmental clearance projects in MDOT application databases and assists in social media posting of project information and assists in the preparation and review of environmental clearance documents for proposed transportation projects and regional system plans. This position interacts with the internal MDOT project development areas and provides a primary point of contact for environmental clearance process questions and procedures and provides assistance to the Public Involvement and Hearings Officer to prepare and present materials for the public and other partners of state and federal agencies to ensure that the department complies with the requirements of all applicable state and federal legislation related to the environment.

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.
- the 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.
- maintain favorable public relations.
- read, research, and respond to reports, letters, and other written materials.
- represent the department and make presentations in meetings with the general public, local officials, legislators, transportation 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

3/10/2026

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