

## 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> Transportation Planning
<b>4. Civil Service Position Code Description</b> Transportation Planner-E	<b>10. Division</b> Asset Management and Policy Division
<b>5. Working Title (What the agency calls the position)</b> Transportation Planner	<b>11. Section</b> Intermodal Policy
<b>6. Name and Position Code Description of Direct Supervisor</b> SHARLOW, BRADLEY M; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> MULLEN, ERIC R; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 425 W Ottawa St Lansing, MI 48909 / 8:00 a.m. - 5:00 p.m. M - F (may vary)
<b>14. General Summary of Function/Purpose of Position</b> This position researches, develops and evaluates state and federal policy, legislative and other proposals, that support the Michigan Department of Transportation (MDOT). Provides policy and technical support for transportation planning efforts, including documented material, presentations, and spreadsheet development and analysis. This position provides staff support towards freight and maritime planning activities, State Long-Range Transportation Plan (SLRTP) development, updates, and implementation, while also serving the Intermodal Policy Section on other plan coordination activities.	

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**

Supports freight/maritime policy initiatives. Supports staff on freight policy initiatives to analyze state and federal policy; informs the Division of current trends, planning efforts and rulemaking; and collaborates with the asset management and policy team. This position also supports departmental policy initiatives related to freight and maritime transportation.

**Individual tasks related to the duty:**

- Provides staff support to MDOT's Freight Coordination Group and facilitates the exchange of information about freight activities within the Department to stay informed about projects and initiatives taking place around the state.
- Analyzes federal and state authorizing legislation, rules and regulations for transportation, with a focus on freight and maritime transportation.
- Prepares and presents data and other information for fellow policy specialists, local and regional planning organizations, senior management, State Transportation Commission staff, and the Governor's office to help inform them of current or future freight and maritime-related planning efforts, rulemaking, or industry trends.
- Researches various sources and attends meetings, conferences and workshops to remain informed of emerging issues and trends and proposed changes to legislation, rules, or regulations, and assesses how they may impact MDOT, its partners, or various transportation modes.
- Prepares briefing papers, correspondence, presentations, legislative or fiscal analyses and other reports.
- Collaborates as part of a team with others in the Asset Management and Policy Division or Bureau of Transportation Planning.
- Supports staff in helping organize committee or task force meetings, both internally and with external stakeholders, such as the Mid-America Freight Coalition and the American Association of State Highway and Transportation Officials (AASHTO) committees.

**Duty 2**

**General Summary:**

**Percentage: 35**

Supports the SLRTP development and implementation efforts. Support the SLRTP Specialist on the development and updates of the SLRTP. This is a supporting role that deals with all elements of project oversight and management including but not limited to: scheduling meetings, maintaining timelines, website updates, coordinating with stakeholders and partners, and reviewing materials.

**Individual tasks related to the duty:**

- Prepares briefing papers, correspondence, presentations, legislative and fiscal analyses, and other reports proactively or as assigned.
- Works as part of a team with others in the Asset Management and Policy Division or Bureau of Transportation Planning
- Assists the SLRTP Specialist in the scheduling of meetings, taking minutes at meetings, and providing technical and administrative assistance towards SLRTP activities.
- Researches and recommends examples of best practices and opportunities for meeting deliverables for developing and implementing the SLRTP into MDOT's and partners planning and program development processes.
- Participates in committee or task force meetings both internally and with external stakeholders.

**Duty 3**

**General Summary:**

**Percentage: 20**

Supports department policy initiatives.

**Individual tasks related to the duty:**

- Analyzes the impacts of the federal and state authorizing legislation, rules, and regulations for transportation.
- Accesses various sources and attend meetings and workshops to remain informed of emerging issues and trends, proposed changes to legislation, rules, or regulations, and assesses how they may impact MDOT, its partners, or the various transportation modes.
- Prepares briefing papers, correspondence, presentations, legislative or fiscal analyses and other reports proactively or as assigned.
- Works as part of a team with others in the Asset Management and Policy Division or Bureau of Transportation Planning
- Participates in committee or task force meetings both internally and with external stakeholders.

**Duty 4****General Summary:****Percentage: 5**

Researches and anticipates transportation trends that could impact policy or planning.

**Individual tasks related to the duty:**

- Accesses and researches transportation topics of interest to the department.
- Communicates and discusses findings with peers or supervisor.

**Duty 5****General Summary:****Percentage: 5**

Other duties as assigned by supervisor.

**Individual tasks related to the duty:**

- Attends meetings as requested.
- Prepares briefing papers, correspondence, presentations, legislative or fiscal analysis, and other reports as assigned.
- Assists with other Division, Bureau or Department initiatives as requested.
- Attends trainings as requested.
- 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.**

Independent judgment and personal initiative are necessary to determine how work assignments can be most efficiently completed, and if additional research or effort is necessary. Day to day work priorities among assigned tasks not otherwise indicated by administrator must be made by the employee.

Decide research and presentation methods; these decisions influence the quality of the product and the outcome of policy decisions to be made by MDOT management.

Decide on level of participation with non-departmental work groups; these decisions affect our relationships with and level of cooperation from outside agencies.

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

Decisions regarding content and distribution of material for the public require administrator's review. Memos, reports, and speeches intended for department management or the State Transportation Commission would likewise be reviewed by the administrator before distribution or signature.

Decisions regarding any course of action involving a substantial commitment of bureau or department resources would require involvement of the supervisor and other MDOT management.

Decisions regarding BTP or Department position on issues surrounding projects or policy; these recommendations are considered by the Policy Administrator and MDOT management when making decisions.

**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. 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, legislative and other proposals, that support the Michigan Department of Transportation (MDOT). Provides policy and technical support for transportation planning efforts, including documented material, presentations, and spreadsheet development and analysis. This position provides staff support towards freight and maritime planning activities, State Long-Range Transportation Plan (SLRTP) development, updates, and implementation, while also serving the Intermodal Policy Section on other plan coordination activities.

**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 directly serves the policy analysis and development needs of the Director of Planning, the policy needs of the department Director, Chief Administrative Officer, Chief Operations Officer, Michigan State Transportation Commission, and Governor's Office. General direction is provided by state and federal law as well as the department's long range goals and policies, with guidance from the department executive team. This position researches, develops and evaluates state and federal policy, legislative and other proposals, that support the Michigan Department of Transportation (MDOT).

**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:**

Must possess good communication skills to present ideas, concepts, and products to a wide range of audiences. Research, analytical, math and computer skills are essential. Must also conduct themselves in a professional manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid driver's license preferred 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.

N/A

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

LOGAN BRISTOL  
\_\_\_\_\_  
Appointing Authority

4/1/2026  
\_\_\_\_\_  
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