

## 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 PLAN SPL 2	<b>10. Division</b> Statewide Transportation Planning
<b>5. Working Title (What the agency calls the position)</b> Departmental Statewide Demographics Specialist	<b>11. Section</b> Statewide and Urban Travel Analysis
<b>6. Name and Position Code Description of Direct Supervisor</b> RYAN, TIMOTHY S; TRANSPORTATION PLANNING MGR-3	<b>12. Unit</b> Statewide Model
<b>7. Name and Position Code Description of Second Level Supervisor</b> FAUSSETT, KAREN M; STATE ADMINISTRATIVE MANAGER-1	<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)

**14. General Summary of Function/Purpose of Position**

This position serves as the departmental statewide demographic's specialist and functions as a technical expert and the sole source of Census and other socioeconomic data for use by the Michigan Department of Transportation (MDOT), its partners, and customers. This position establishes policies and guidelines regarding the methods for acquiring, using, sharing, and identifying sources of demographic data, and department alignment. This position lends direct technical support and expertise to MDOT staff, Transportation Management Areas (TMAs), Metropolitan Planning Organizations (MPOs), regional planning agencies, federal agencies, counties, other state agencies, and the general public relative to their socioeconomic data requirements. This position is responsible for reviewing existing methods and procedures required for estimating, spatially allocating, and forecasting socioeconomic data to carry out current and future Departmental programs, and when necessary, develop and implement new and unique methods and procedures.

**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: 50**

Serves as the departmental statewide demographics specialist responsible for administering the socioeconomic and demographics data analysis program. This includes developing policies, procedures, and guidelines for the acquisition, assessment, implementation, and analyses of demographic, household, employment, and other socio-economic data for use by the Department, its partners, and customers.

**Individual tasks related to the duty:**

- Administers the statewide socioeconomic and demographics data analysis program, maintains program records, and develops reports from analysis.
- Researches, evaluates, makes decisions and provides guidance regarding the appropriate sources of socioeconomic data which best serve the requirements of the Department. Establishes standards and provides expert guidance on the proper use, manipulation, and direction to ensure consistent and accurate application across the Department.
- Engages with employees throughout the department to create alignment and sharing of data to ensure its integrity. Ensures decisions made are consistent within the bureau and in line with statewide policies and procedures. Leads the implementation of socioeconomic data changes and problem solutions.
- Serve as the technical expert and liaison with industry, TMAs, MPOs, cities, counties, regional planning agencies, and other federal and state agencies as it relates to socioeconomic and demographic data.
- Analyzes and interprets demographic, household, employment, and other socioeconomic data (e.g., Census information, employment locations, etc.). Documents findings and communicates results through reports, white papers, and presentations including recommending appropriate action.
- Develops procedures, performance measurements, and practices for use in estimating and forecasting demographic, household, employment, and other socioeconomic information for use in travel demand modeling.
- Develops and maintains procedures for allocating county level forecasted data to the higher spatial resolution of the Transportation Analysis Zones (TAZs) for either the Statewide or MPO travel demand models.
- Develops demographic and economic data, quality controls review, and forecasts required for Michigan's State Long Range Transportation Plan (SLRTP), Regional and MPO Plans, project justification and analysis, economic benefit analysis, and environmental justice analysis. The SLRP and MPO plans are developed every three to five years in cooperation with the cities, counties, regional planning agencies, MDOT staff, federal and other state agencies, and the general public and are required by federal regulation.
- Communicates demographic changes that may affect Department programs or practices to MDOT management.

**Duty 2**

**General Summary:**

**Percentage: 15**

Provides technical assistance and consultation within, and outside of, MDOT.

**Individual tasks related to the duty:**

- Receives and resolves concerns and responds to inquiries associated with demographic, household, employment, and other socioeconomic information for use in travel demand modeling, trend analysis, environmental justice, etc.
- Provides data inputs for benefits analysis of projects and plans.
- Provides direct technical assistance and meets to consult with MDOT region offices and Transportation Service Centers (TSCs), cities or counties, regional planning agencies, and other state agencies concerning the improvement of existing or the development of new demographic, household, employment, and other socioeconomic information. Mentors and trains staff as needed.
- Reviews and interprets proposed laws, policies, and procedures regarding socioeconomic and demographic data and processes and makes recommendations to management.
- Maintains contact with other federal and state governmental agencies, the academic community, and the public. Through these contacts provides socioeconomic data, exchanges data source information, performs data forecast reviews, and supplies demographic analyses.
- Serve as MDOT's representative to the State Demographer's Office, American Association of State Highway and Transportation Officials (AASHTO), and any other entity requesting the Department's participation in matters concerning socioeconomic data.

**Duty 3**

**General Summary:**

**Percentage: 15**

Performs statistical analysis and technical support for the development of travel demand models, socioeconomic and demographic data, forecast indicators, and travel trends.

**Individual tasks related to the duty:**

- Conducts diagnostic statistical tests analyzing the strength of relationships between demographic variables and trip making as inputs to statewide travel demand models.
- Performs complex trip length frequency analyses and mathematical curve fitting to develop accurate friction factor formulas for trip distribution. Works with the Statewide Model Specialist to determine from trip length frequency data, the frequency distributions to be modeled statistically, and the required tolerances for goodness-of-fit.
- Conducts statistical tests to assess the accuracy of models to replicate observed travel patterns. Works with the modeling team, and in conjunction with specific Model Specialists, to evaluate the model output in terms of MDOT calibration standards.
- Keeps abreast of relevant professional/academic travel demand and demographic forecasting-based research.
- Operates in a leading role in the implementation of the socioeconomic forecasting program.
- Prepares reports, white papers, and presentations as needed.

**Duty 4**

**General Summary:**

**Percentage: 10**

Functions as the manager for contracts related to the development of socioeconomic forecasts, models, model databases, plans or projects that develop or improve the analytical tools required for performance measurement and impact analysis from the statewide level to project level.

**Individual tasks related to the duty:**

- Develops Request for Proposals (RFPs), reviews consultant proposals, and selects consultants.
- Ensures conformity with established state planning and research (SPR) project management guidelines and Bureau contract/purchasing procedures.
- Receives, reviews, approves, and monitors all contract documents and invoices.
- Prepares quarterly, annual, and final project reports and ensures financial information is monitored and maintained.
- Develops and implements communication plans to keep management and/or steering and project committees informed about project status and issues.

**Duty 5**

**General Summary:**

**Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- Assembles, oversees, and directs work teams to complete project tasks. This includes, but is not limited to, identifying team members, coordinating availability, and building the teams after approvals are received; overseeing project logistics and ensuring deadlines are met, resolving conflicts within teams, providing solutions to issues, keeping management informed of the status of the projects, completing the project with all requirements fulfilled and appropriate documentation prepared, etc.
- 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.**

Determines the best sources of data and sets policy on how the data is used and shared. Develops procedures associated with the estimation and forecast of demographic, household, employment, and other socioeconomic information for use in travel demand modeling, extending traditional techniques or developing new techniques. Analyzes and interprets household, employment, and other socioeconomic information utilizing standard statistical techniques. Develops models to reflect patterns and trends. The results are utilized to provide essential socioeconomic characteristics for the SLRTP, the Regional Plans, transportation projects, Federal Highway Administration (FHWA) reporting requirements, and for the public.

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

1. When there are conflicts between deadlines or established schedules that cannot be met.
2. When a change to existing policies or procedures affects others.
3. When procedures do not produce satisfactory results.
4. When a controversy arises.

**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 interpret, research, and respond to reports and memos, letters, and other materials. Ability to occasionally travel independently throughout the state for attendance at meetings/conferences or as otherwise necessary. Must be able

to work at a computer for extended periods of time. Must be able to represent MDOT and make presentations in meetings with local officials, legislators, transportation agencies, or other organizations. 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 serves as the departmental statewide demographic's specialist and functions as a technical expert and the sole source of Census and other socioeconomic data for use by MDOT, its partners, and customers. This position establishes policies and guidelines regarding the methods for acquiring, using, sharing, and identifying sources of demographic data, and department alignment. This position lends direct technical support and expertise to MDOT staff, Transportation Management Areas (TMAs), Metropolitan Planning Organizations (MPOs), regional planning agencies, federal agencies, counties, other state agencies, and the general public relative to their socioeconomic data requirements. This position is responsible for reviewing existing methods and procedures required for estimating, spatially allocating, and forecasting socioeconomic data to carry out current and future Departmental programs, and when necessary, develop and implement new and unique methods and procedures.

**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 Statewide Model Unit focuses on the development of socioeconomic data and travel demand models that provide information widely used by the FHWA, MDOT, other government agencies, the general public, and private agencies. Within the Department this information is needed to fulfill the requirements of the Highway Performance Monitoring System (HPMS), air quality conformity analysis, revenue programs, and other engineering, design, and planning functions. This position directly supports the development of the unit's travel demand models and the SLRP, Regional Plans, the Management Systems, and project development.

**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 Planning Specialist 13**

Four years of professional experience equivalent to a Transportation Planner, including two years equivalent to a Transportation Planner P11 or one year equivalent to a Transportation Planner 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to effectively communicate ideas and concepts, for a wide range of audiences. Ability to develop methods and procedures for use in compilation, analysis, and interpretation of data. Knowledge of the organization and the transportation planning process. Knowledge of urban, regional, and statewide planning as related to transportation systems. Knowledge of federal and state laws related to transportation planning.

**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

5/15/2026

\_\_\_\_\_  
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