

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

Position Code 1. TRPLSPL2A23R

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 PLAN SPL 2	10. Division
5. Working Title (What the agency calls the position) Air Quality and Traffic Noise Specialist	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 / 7:30 a.m. - 4:30 p.m. (hours may vary)

14. General Summary of Function/Purpose of Position

This position has statewide responsibility for project-level air quality and traffic noise analysis and abatement. This position is responsible for evaluating air quality and traffic noise impacts on sensitive receivers and determining any necessary mitigation in transportation projects as required by the National Environmental Policy Act (NEPA) of 1969 and in accordance with Federal Regulations 23 Code of Federal Regulations (CFR) 771 and 772, 40 CFR 51 and 93 and all subsequent guidance. The position analyzes and determines air quality and traffic noise impacts and any mitigation for transportation projects in coordination with the United States (US) Environmental Protection Agency (EPA), Federal Transit Administration, and Federal Highway Administration (FHWA). This position is a single point of contact for project-level air quality and Type I (new roadway, capacity expansion, or substantial alignment alteration projects) traffic noise abatement issues for federal and state agencies, industry, and the public. The position makes the final decision regarding air quality mitigation and noise abatement for projects. The position leads the discussion in committees that determine policy, protocol, and procedures regarding air quality and noise abatement analyses and documentation. This position works in cooperation with federal agencies such as FHWA and EPA on research projects involving air quality issues, such as mobile source air toxics and greenhouse gas emissions.

This position requires possession of a valid driver's license to perform traffic noise impacts and abatement analyses, attend public meetings and hearings and meet with State and Federal legislators.

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

Responsible for the statewide traffic noise abatement program. This position is the single point contact for Type I noise abatement issues occurring during project development and design. This duty requires possession of a valid driver's license to perform traffic noise impacts and abatement analyses, attend public meetings and hearings and meet with State and Federal legislators.

Individual tasks related to the duty:

- Advise project managers, environmental coordinators and engineering staff on transportation noise issues and abatement during project planning and design.
- Perform traffic noise impacts and abatement analyses and provide documentation for categorical exclusions, environmental assessments, and environmental impact statements.
- Utilize FHWA approved Traffic Noise Model (TNM) software and technical tools, such as geographic information systems (GIS) and web-based mapping sites, to analyze traffic noise impacts and abatement.
- Prepare work requirements for consultants and review traffic noise analysis in environmental documents and technical reports written by them.
- Formulate and recommend procedures, policies and guidelines for traffic noise analysis and abatement.
- Represent the department as the traffic noise analysis and abatement specialist at public meetings and hearings during project development and design.
- Attend meetings with State and Federal legislators to answer questions about noise abatement.
- Provide guidance on the optional federal Type II (mitigation next to sensitive land uses) noise abatement program managed by Michigan Department of Transportation's (MDOT's) Bureau of Bridges and Structures (BOBS) and remain current in their activities regarding traffic noise analysis and abatement if MDOT reinstates this program.
- Educate MDOT staff and the public on traffic noise issues as dictated within federal and state guidance and policies regarding NEPA and the environmental clearance process.
- Manage a contract for as-needed consultant services related to noise analysis and abatement.

Duty 2

General Summary:

Percentage: 40

Responsible for the statewide transportation project-level air quality program for the department. This position is the single point of contact for project-level air quality issues.

Individual tasks related to the duty:

- Advise project managers, environmental coordinators and specialists on air quality issues and mitigation during project planning and design.
- Perform air quality analysis and provide documentation for categorical exclusions, environmental assessments, and environmental impact statements.
- Analyze project-level air quality impacts utilizing EPA and FHWA approved Motor Vehicle Emission Simulator (MOVES), AERMOD, and Cal3QHC software, and technical tools, such as GIS and web-based mapping sites.
- Prepare requirements and protocol for consultant work and provide comments/reviews on the air quality analysis in environmental documents and technical reports.
- Represent the department as the project-level air quality specialist at public meetings and hearings.
- Educate MDOT staff and the public on project-level air quality dictated within federal and state guidance and policies regarding NEPA and the environmental clearance process.
- Maintain communication with the Department of Environment, Great Lakes, and Energy (EGLE) State Implementation Plan (SIP) Development Unit transportation air quality specialist for transportation projects that are included in this plan.
- Present and discuss project-level air quality issues, when necessary, with the Southeast Michigan Council of Government's (SEMCOG) Michigan Transportation Conformity Inter-Agency Working Group (MITC-IAWG).

Duty 3

General Summary:

Percentage: 10

Executes special projects as assigned by the unit supervisor and/or section manager.

Individual tasks related to the duty:

- Formulate and recommend procedures, policies and guidelines for enhancing and streamlining the environmental clearance process.
- Identify research needs, apply for funding, and oversee research that benefits MDOT's air and noise programs.
- Serve on national research panels through the Transportation Research Board or other organizations.
- Serve as MDOT's recognized expert on project-level air and noise at State agency meetings.

- Provide briefings to MDOT leadership and legislative staff on transportation air quality and noise topics.
- 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.

This position routinely makes independent decisions regarding the significance of air quality and traffic noise impacts which can affect the health and well-being of the public, and schedule/budget of MDOT projects. Makes decisions on the reasonableness and feasibility of Type I noise abatement (noise barriers), which can affect the quality of life for those living along the roadways, as well as project budgets and schedules. Determines the best approach in dealing with public concerns or complaints on noise abatement decisions and air quality analyses, which can affect the public's perception of the department and how effectively we communicate on and resolve complex issues related to community impacts of proposed projects.

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

Supervisory review is required when conflicting environmental concerns arise, when situations arise that are outside the range of normal operating procedures, or when legislative concerns are involved.

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.

Work typically found in an office environment includes extensive use of a computer and remaining in a stationary position for extended periods of time. Occasional travel to project locations that may include traversing irregular terrain. Position requires possession of a valid driver's license. 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. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 has statewide responsibility for project-level air quality and traffic noise analysis and abatement. This position is responsible for evaluating air quality and traffic noise impacts on sensitive receivers and determining any necessary mitigation in transportation projects as required by NEPA of 1969 and in accordance with Federal Regulations 23 CFR 771 and 772, 40 CFR 51 and 93 and all subsequent guidance. The position analyzes and determines air quality and traffic noise impacts and any mitigation for transportation projects in coordination with the US EPA, Federal Transit Administration, and FHWA. This position is a single point of contact for project-level air quality and Type I (new roadway, capacity expansion, or substantial alignment alteration projects) traffic noise abatement issues for federal and state agencies, industry, and the public. The position makes the final decision regarding air quality mitigation and noise abatement for projects. The position leads the discussion in committees that determine policy, protocol, and procedures regarding air quality and noise abatement analyses and documentation. This position works in cooperation with federal agencies such as FHWA and EPA on research projects involving air quality issues, such as mobile source air toxics and greenhouse gas emissions.

This position requires possession of a valid driver's license to perform traffic noise impacts and abatement analyses, attend public meetings and hearings and meet with State and Federal legislators.

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?

This work area facilitates environmental clearance of department projects and provides expertise to evaluate, mitigate, and abate environmental impacts of transportation projects. This work area provides department expertise and ensures compliance with environmental laws and regulations.

This position evaluates projects for air quality and traffic noise impacts as part of the clearance process. Makes decisions on the reasonableness and feasibility of noise abatement on transportation projects. Timely and effective environmental reviews of projects are necessary to deliver the Department's program on schedule and to accomplish its mission.

This position educates the MDOT staff and the public on the regulations, guidance, and policies of project-level air quality and noise abatement to ensure an understanding of their place in the NEPA process and thus ensuring the streamlining of the environmental clearance process.

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:

Knowledge of:

- Type I noise abatement issues during the planning and project development phases.
- NEPA.
- GIS.

- Current federal guidance and regulations on all aspects of transportation issues pertaining to federal and state air quality compliance, and noise mitigation programs and regulations.
- Current national air quality initiatives, such as mobile source air toxics (MSAT) and greenhouse gases (climate change). Such issues cause guidance/regulations to be constantly revised resulting in frequent changes to MDOT's air quality analysis protocols.

Ability to:

- Interpret and apply federal and state laws and regulations related to environmental clearance procedures.
- Develop a working relationship with appropriate federal, state, and local agencies' personnel.
- Develop methodology, write consultant scopes of services, and review and comment on consultant products.
- Read and interpret design plans.

Skills:

- Excellent verbal and written skills are necessary to effectively communicate with others through reports, presentations, and other communications with the public and within the department.
- Computer skills to run traffic noise prediction and abatement, and air quality modeling software.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is required and must maintain throughout employment in the position.

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

7/29/2026

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