

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

Position Code

1.

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) Transportation Planning
4. Civil Service Position Code Description Transportation Planner-E	10. Division Data Inventory & Integration
5. Working Title (What the agency calls the position) Transportation Planner	11. Section Geospatial Management and Reporting
6. Name and Position Code Description of Direct Supervisor HIMMELEIN, AUSTIN; TRANSPORTATION PLANNING MGR-3	12. Unit Federal Reporting
7. Name and Position Code Description of Second Level Supervisor JOHNSON, CORY G; TRANSPORTATION PLANNING MGR-4	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa St. Lansing / M-F 7:30-4:30pm AWS

14. General Summary of Function/Purpose of Position

This position supports federal and state transportation reporting requirements on the state's public roads, which includes compilation and review of large datasets. The planner may implement process changes due to new regulations or new technology. The planner meets with federal, state, and local officials to coordinate approved processes for meeting required roadway reporting. The planner may recommend specific road classifications and reviews, manipulates, and validates road data using Geographic Information Systems (GIS) tools to populate the reports.

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

Conducts state and/or federal transportation planning, road classification, and reporting processes on the state's public roads. Assists with the analysis and compilation of transportation data for the submittal of reports, analyzes roadway change requests, decides if they meet requirements set forth by law and practice, prepares correspondence as needed with the requesting agencies, and incorporates the changes into the Michigan Department of Transportation (MDOT) Roads and Highways (R&H) environment.

Individual tasks related to the duty:

- Meets with MDOT staff, local, state or federal officials to analyze roadway data, make specific road classification recommendations, and assists with meeting federal and/or state requirements.
- Collects, analyzes, validates, maps, and reports transportation roadway data on the state's Linear Reference System (LRS).
- Uses ESRI R&Htools, Data Reviewer, Workflow Manager and Event Editor to collect, organize, edit, analyze, and validate assigned roadway data events.
- Uses ArcGIS products to respond to ad hoc report and mapping requests of transportation roadway data.
- Participates in various rural and urban transportation system development activities and projects to determine urban area boundaries.
- Participates in team meetings to learn the basics of report deliverables, use of specific software, how to develop event assignment rules, and to run data validation processes. Collaborates and assists in assuring requirements and the validation process are met.
- Maintains records and prepares reports and correspondence related to the data.
- Conducts data analysis to ensure reporting deadlines are met timely, accurately, and completely.
- Conducts research and assists in creating reports, conducting presentations and trainings, drafting contracts, processing grants, and assists in the development and use of data collection tools.
- Documents the program workflows and reports progress metrics to management as requested.
- Researches and implements process improvements to modernize and improve processes, as needed.

Duty 2

General Summary:

Percentage: 30

Assists in meeting long-term bureau and section goals associated with the Highway Performance Monitoring System (HPMS), Model Inventory Road Element Fundamental Data Elements (MIRE-FDE), and federal reporting responsibilities.

Individual tasks related to the duty:

- Assists with identifying assets, compiling data, editing features, and reporting progress on the MIRE FDE project effort to meet the Federal Highway Administration (FHWA) mandate deadline.
- Attends and participates on HPMS panel meetings as assigned to learn and support the process of reporting on a large variety of data items such as traffic and pavement.
- Assists the Transportation Performance Measures teams across the bureau.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

Assist others with duties as assigned.

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

Due to the technical nature of duties, guidelines for task or project completion are frequently not available. This position is expected to exercise judgment and initiative in order to complete the required tasks. Whenever possible, identify, recommend, and implement improvements in the methods and material utilized in the position.

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

When established procedures do not produce satisfactory results, when controversy arises, when newly developed procedures impact others, when conflict in priorities occur, or when established schedules cannot be met.

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 research, and respond to reports and memos, letters, and other materials. Ability to travel independently for attendance at meetings/conferences or as otherwise necessary. 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? COPY/PASTE BOX 14 HERE IF YOU AGREE WITH IT.

This position carries out the federal and state transportation reporting requirements on the state's public roads. The planner may implement process changes due to new regulations or new technology. The planner will meet with federal, state, and local officials to coordinate approved processes for meeting required roadway reporting. The planner may recommend specific road classifications and will review, manipulate, and validate road data using GIS tools to populate the reports.

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 Federal Reporting Unit is home to the federally required annual Highway Performance Monitoring System (HPMS) federal report and the federally required Model Inventory Road Element Fundamental Data Elements (MIRE FDE) reporting. This position functions as a critical line between the GIS environment and databases for the listed programs. This position will serve to ensure reporting is complete, timely, and accurate.

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 urban or regional planning, resource development, GIS, engineering, statistics, mathematics, geography, economics or a related field.

EXPERIENCE:

Transportation Planner 9

No specific type or amount is required.

Transportation Planner 10

One year of professional experience in the planning and assessment of transportation planner systems equivalent to a Transportation Planner 9.

Transportation Planner P11

Two years of professional experience in the planning and assessment of transportation planner systems equivalent to a Transportation Planner, including one year equivalent to a Transportation Planner 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- the principles and practices of research and analysis

Skills:

- good interpersonal and negotiation skills
- proficient in GIS related software

Ability to:

- communicate effectively with others
- analyze, synthesize, and evaluate a variety of data
- organize and present information effectively
- learn and utilize computer processes
- maintain favorable public relations
- become proficient using applicable software

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

N/A

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.

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