

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

Position Code 1. STUDASTEQ49R

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 Student Assistant-E	10. Division
5. Working Title (What the agency calls the position) Student Assistant	11. Section Environmental Services Section
6. Name and Position Code Description of Direct Supervisor NABI, MAHREEN L; TRANSPORTATION PLANNING MGR-3	12. Unit Local Agency Programs 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, 8:00am-4:30pm (max of 129 hours/month)

14. General Summary of Function/Purpose of Position

This position is responsible for assisting Local Agency Program (LAP) National Environmental Policy Act (NEPA) Coordinators in performing data entry, creating and maintaining files and reports, updating existing databases, and performing research as needed for NEPA clearance process for proposed local road projects at the Michigan Department of Transportation (MDOT).

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: 90

Assist LAP NEPA Coordinators in managing and recording all data associated with the MDOT 5323 NEPA application submission and review process to ensure timely and complete environmental clearance for transportation projects.

Individual tasks related to the duty:

- Support LAP NEPA Coordinators with new project submissions and maintain accurate records in the master spreadsheet.
- Attend required training sessions on the MDOT Environmental Clearance Organizer (ECOMOD) and provide support to the team during the transition to data entry and record management processes.
- Verify that the most current versions of the MDOT 5323 NEPA application and all related attachments are correctly stored in the designated ProjectWise (PW) folder.
- Assist LAP NEPA Coordinators in monitoring and managing the NEPA Resource Mailbox to ensure timely responses to local agency inquiries and identify any delays or missing information that require follow-up.
- Coordinate with and advise Local Agencies and consultants on the MDOT 5323 NEPA application submission process and associated resources.
- Coordinate with MDOT LAP Cultural Resources (CR) team on the completion of section 106 reviews and update the NEPA database accordingly.
- Assist with other duties related to the NEPA clearance as assigned by immediate supervisor or LAP NEPA coordinators.

Duty 2

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Assist with developing and updating website/SharePoint contents.
- Assist with creating and updating presentations and guidance materials.

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

This position requires limited judgment and/or independent decision-making in the performance of duties. All work is conducted for and reviewed by a supervisor and/or other environmental services section employee relevant to duties.

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

The supervisor's guidance is asked for regarding decisions which may affect department policy, when conflicting priorities arise, or when 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.

Typical duties associated with office work, including extensive use of a computer and some transporting of files and boxes.

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. |

N Orally reprimand.

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 is responsible for assisting LAP NEPA Coordinators in performing data entry, creating and maintaining files and reports, updating existing databases, and performing research as needed for NEPA clearance process for proposed local road projects at the MDOT.

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 LAP projects. It provides expertise to evaluate, avoid, minimize, or mitigate environmental impacts of LAP projects. It provides expertise in environmental laws, regulations, and ensures that all projects comply with applicable federal, state, and local requirements. This position directly supports staff within the LAP Unit.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Current enrollment in a vocational or technical school, or post-secondary educational institution. Preferred program of study should be in 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.

MDOT requires enrollment in at least 6 credit hours per semester/term excluding summers and continuously enrolled and earning the required credits.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

A basic ability to:

- Write, organize, and communicate.
- Work well both independently and as a team member.
- Be flexible and creative in developing and reviewing information on a wide range and variety of environmental issues and problems.

Knowledge of:

- Microsoft Excel and Word computer programs.
- ArcGIS computer program is preferred.

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.

KELSEA COLE

9/2/2026

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