

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

TRANSPORTATION ENGINEER SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists, with responsibility for a transportation engineering program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title – Transportation Engineer Specialist-2D

Transportation Engineering Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title – Transportation Engineer Specialist-3D

Transportation Engineering Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

First-level specialists are classified at the advanced level of the Transportation Engineer job.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

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Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist

Serves as "responsible in charge" over the assigned program area under the direction of a managerial, administrative, or executive level supervisor.

Manages an assigned program in order to carry out the department's statutory responsibilities which may include consultation, investigation, evaluation, and plan design.

"Responsible in charge" for the development and maintenance of an assigned professional transportation engineering program.

Develops professional transportation engineering program goals and plans for implementation.

Makes recommendations in areas of expertise.

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Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Serves as a technical consultant and liaison staff to industry and governmental agencies in the assigned areas.

Conducts special projects.

Prepares special studies and reports.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the need, preparation, and use of reports.

Knowledge of engineering principles and practices applied in the location, design, construction, and maintenance of all types of highways, bridges, and related structures.

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Knowledge of highway laws, codes, standards, and specifications pertaining to highway engineering and of highway engineering costs.

Knowledge of materials, methods, and techniques used in the design, construction, and maintenance of highways and bridges and other highway structures.

Knowledge of the procedures and practices applied in the inspection and testing of materials used in highway and bridge construction and the design of such materials.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Ability to maintain records, and prepare reports and correspondence related to the work.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor of science degree in engineering.

Experience

Transportation Engineering Specialist 13

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

Transportation Engineering Specialist 14

Five years of professional experience equivalent to a Transportation Engineer, including three years equivalent to a Transportation Engineer P11, two years equivalent to a Transportation Engineer 12 or a Transportation Engineer Licensed 12, or one year

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equivalent to a Transportation Engineering Licensed Specialist 13 or Transportation Engineering Specialist 13.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

TRANENSPL

Job Code Description

Transportation Engineer Specialist

Position Title

Transportation Engineer Specialist-2D

Transportation Engineer Specialist-3D

Position Code

TRAESP2D

TRAESPD3

Pay Schedule

H21-016

H21-018

ECP Group 2
Revised 9/1/06
TeamLeaders