

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

TRANSPORTATION ENGINEER LICENSED SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional, licensed, transportation engineering specialists with responsibility for a transportation engineering program or specialty area. 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. Typically, positions in this job do not supervise.

There are three classifications in this job.

Position Code Title - Transportation Eng Lic Spl 2

Transportation Engineering Licensed Specialist 13

The employee functions as a second-level specialist.

Position Code Title - Transportation Eng Lic Spl 3

Transportation Engineering Licensed Specialist 14

The employee functions as a third-level specialist.

Position Code Title - Transportation Eng Lic Spl 4

Transportation Engineering Licensed Specialist 15

The employee functions as a fourth-level specialist.

NOTE:

There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Examples of identified specialty areas for the Transportation Engineer Licensed Specialist classification include, but are not limited to:

- Operations Engineer
- Project & Contracts Administration Engineer
- Pavement Engineer
- Traffic/Safety Systems Engineer
- Soil Engineer
- Bridge Engineer
- Intelligent Transportation System (ITS) Engineer
- Assistant Region Design Engineer

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

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.

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.

Expert responsible for the coordination and development of professional transportation engineering training programs for staff.

Maintains 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.

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

Knowledge of the assigned program specialty.

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

Knowledge of reporting methods and techniques.

Knowledge of the principles and practices of transportation engineering.

Knowledge of the scientific principles relative to transportation control.

Knowledge of terminology and symbols used in engineering, drafting and design.

Knowledge of the equipment, testing, and investigative methods and laboratory procedures related to transportation engineering.

Knowledge of state, federal, and local laws related to the work.

Knowledge of legislative processes related to the work.

Knowledge of engineering office practices.

Knowledge of training techniques.

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 instruct others.

Ability to perform research work and to make comprehensive recommendations on transportation engineering issues.

Ability to make mathematical computations and to design engineering projects.

Ability to read, interpret and prepare engineering plans, specifications, and technical reports.

The legal ability to carry the embossed or printed seal of a Michigan licensed professional engineer.

Ability to organize, evaluate, and present information effectively.

Ability to promote and maintain favorable public relations.

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor of science degree in engineering.

Experience

Transportation Engineering Licensed 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 Transportation Engineer Licensed 12.

Transportation Engineering Licensed 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 Transportation Engineer Licensed 12, or one year equivalent to a Transportation Engineering Licensed Specialist 13 or Transportation Engineering Specialist 13.

Transportation Engineering Licensed Specialist 15

Six years of professional experience equivalent to a Transportation Engineer, including three years equivalent to a Transportation Engineer 12 or Transportation Engineer Licensed 12, two years equivalent to a Transportation Engineering Licensed Specialist 13 or Transportation Engineering Specialist 13, or one year equivalent to a Transportation Engineering Licensed Specialist 14 or Transportation Engineering Specialist 14.

Special Requirements, Licenses, and Certifications

Michigan licensure as a registered professional engineer.

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

TRANELSPL

Job Code Description

TRANSPORTATION ENGINEER LICENSED SPECIALIST

Position Title

Transportation Eng Lic Spl 2

Transportation Eng Lic Spl 3

Transportation Eng Lic Spl 4

Position Code

TRALSPL2

TRALSPL3

TRALSPL4

Pay Schedule

H21-029

H21-030

H21-031

SA

10/25/2015