

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services. CHECK ONE: <input checked="" type="checkbox"/> NEW POSITION <input type="checkbox"/> EXISTING POSITION			Agency Number  276
<b>Part 1 - Items 1 through 12 to be completed by department head or personnel office.</b>			
1. Agency Name <b>KDOT</b> <b>Kansas Department of Transportation</b>	9. Position No. <b>K0247560 /</b> <b>00-12-12-816</b>	10. Budget Program Number 0120	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Management Analyst III (UNCL/NE) HPMS and Non-State Road System Manager	
3. Division Planning & Development		12. Proposed Class Title	
4. Section Bureau of Transportation Planning	For  Use  By  Personnel  Office	13. Allocation	
5. Unit Geographic Information Systems (GIS)		14. Effective Date	
6. Location (address where employee works) City: Topeka      County: Shawnee		15. By	Approved
7. (circle appropriate time) Full time <input checked="" type="checkbox"/> Perm. <input checked="" type="checkbox"/> Inter. Part time      Temp.      %		16. Audit Date:                      By: Date:                      By:	
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM    To: 5:00 PM	17. Audit Date:                      By: Date:                      By:		Position Number
<b>PART II - To be completed by department head, personnel office, or supervisor of the position.</b>			

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

The Highway Performance Monitoring System (HPMS) and Non-State Road System (NSRS) Manager’s primary responsibilities are maintaining an accurate record of public roadways in Kansas that are not part of the State Highway System (SHS)\* and coordinating efforts to successfully create and submit annual reports to the Federal Highway Administration (FHWA) HPMS and to state-level stakeholders as part of the annual Mileage and Travel update. They are responsible for monitoring changes to HPMS and other federal and state data and reporting requirements. They conduct or coordinate preparation and extraction of K-Hub\*\* data for annual reports, managing and directing the efforts of assigned GIS analysts and working closely with other KDOT staff. They lead efforts to update FHWA Functional Classification and Urbanized Area designations for public roadways in K-Hub, collaborating with local agencies and metropolitan planning organizations (MPOs).

The HPMS and NSRS Manager supervises and directs and reviews the work of GIS Analysts, who are responsible for making updates and corrections to K-Hub NSRS data. They report to and take directions from the State Road System Engineer to ensure seamless LRS data management within K-Hub.

\* State Highway System – those routes under the state’s jurisdiction (routes with an “I”, “US” or “K” prefix). Highway sections that fall within city limits are designated as City Connecting Links and function as both city streets and state highways. They are a shared responsibility of both KDOT and the appropriate city.

\*\* K-Hub refers to KDOT’s enterprise GIS database, which is an LRS built and maintained using Esri Roads & Highways as well as select software tools provided by other vendors. K-Hub data includes road geometry as well as roadway characteristics and features found on or along public roads in Kansas.

19. Who is the supervisor of this position? (Person who assigns work, gives directions, answers questions and is directly in charge)?  
Who evaluates the work of an incumbent in this position?

Name	Title	Position #
Elsit Mandal	Professional Civil Engineer II	K0224961 / 00-12-12-802

20. a) How much latitude is allowed for the employee in completing the work? b) What kinds of instructions, methods, and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.  
This position performs all job functions under the direction of the State Road System Engineer. Considerable latitude is given to accomplish assigned tasks. Employee is expected to work independently much of the time, with little direct supervision by the supervisor. Assignments are made by the supervisor. The strategy and methods for completing assignments are only generally outlined by the supervisor. Employee is expected to take advantage of existing and new technologies to improve performance and is expected to operate sensitive to his or her surroundings as opposed to awaiting instructions or assignments.

21. Describe the work of this position using the page or one additional page only.

No. %	E or M	
	E or M	It is expected that the person in this position will provide effective leadership to their assigned work unit. This includes such things as leading by example, providing performance objectives, midyear performance feedback discussions, timely performance reviews, coaching and counseling, discipline, and providing employee development opportunities for employees under their supervision.
1. 40%	E	<b>Non-State Linear Referencing System (LRS) Data Maintenance</b> – Maintains and analyzes KDOT LRS data using Esri Roads and Highways for ArcPro and supplemental extensions and applications as part of the K-Hub** system, primarily for roads not on the State Highway System*. Responsibilities may include, but are not limited to, the following: data collection; data compilation; data extraction; data validation; quality control/quality assurance; spatial, database, statistical and/or mathematical analysis; metadata updates; process documentation creation or updates. Trains, manages and reviews the work of Non-State Road System Analysts. Demonstrates required expertise with GIS software, specifically Esri products. Collaborates with Data Access and Support Center (DASC) staff to ensure we receive regular updates from local Next Generation 9-1-1 data sources (Public Service Answering Points) to inform us of changes to non-State Highway System roads. Takes direction from and coordinates closely with the State Road System Engineer to ensure seamless data maintenance between SHS and non-SHS road data in K-Hub.
2. 40%	E	<b>Highway Performance Monitoring System (HPMS) and Mileage &amp; Travel Coordination</b> – Coordinates all KDOT activities required to successfully complete annual HPMS and Mileage and Travel reports. Personally performs or directs Non-State Road System Analysts to conduct data preparation tasks. Reviews and validates all input data and output data and reports. Requires a comprehensive knowledge of K-Hub data (both on and off the SHS) and the ability to interpret new federal and state data requirements. The State Road System Engineer will provide engineering expertise as needed with regards to changing requirements and how they may affect data maintenance practices. As required, coordinates field data verification activities for HPMS Sample Review.
3. 05%	E	<b>Urban Area Boundary (UAB) and Functional Classification Updates</b> – Leads efforts to maintain and update K-Hub to reflect the official functional classification and UAB values as directed by the Traffic and Field Operations (TFO) group, who coordinates changes with external agencies. Follows up with TFO and external agencies as needed to seek clarity on directed changes and attends related meetings remotely or in person as needed: <ul style="list-style-type: none"> <li>• Conducts or directs highway functional classification updates in K-Hub. FunClass maintenance is tied to FHWA funding and requires approval by local authorities, FHWA division offices, and the central FHWA office in Washington, DC.</li> <li>• Conducts or directs updates to UAB data in K-Hub, which occurs after the release of each decennial census. Reviews Corporate Boundaries and Urbanized Areas, rectifying the population-based boundaries with K-Hub to update federal highway funding for urban-classified mileage.</li> </ul>
4. 05%	E	<b>Personnel Management and Development</b> – Informs, trains, assigns, and evaluates personnel to facilitate the efficient accomplishment of all activities assigned within their area. Ensures technical competency and increases understanding and skillsets of subordinates.
5. 05%	E	<b>Support for Routine and Ad Hoc Reports and Data Requests</b> – Prepares and provides K-Hub and other data extracts to fulfill Kansas Open Records Act (KORA) and other internal or external data requests. Prepares and extracts K-Hub data for ad hoc and routine reports.
6. 05%	E	Performs other duties as assigned.
	E	<b>Must be capable of performing the essential physical functions detailed in Section 28.</b>

\* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation for qualified people with disabilities.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - Plans, staffs, evaluates, and directs work of employees of a work unit.
  - Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position #
Santos Sanchez	Non-State Road Analyst / Research Analyst IV	K0245465 / 00-12-12-813
Kyle Eilts	Non-State Road Analyst / Research Analyst IV	K0247015 / 00-12-12-815

23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage or adverse impact on the health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

An error by the person in this position could have adverse effects on the quality and integrity of K-Hub data and data submittals produced by the GIS Section. An error in action or decision by the person in this position could result in failure to meet one or more of the numerous Federal requirements handled by the GIS Section. That failure could result in the loss of Federal Aid highway construction funds for Kansas.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees, or officials?

This position has frequent contacts with representatives from various entities both within and outside KDOT. The purpose of interaction with those inside or outside of KDOT varies but may include the following and beyond: participation in project and group meetings, clarifying data requests, requesting information or data, and providing assistance or training. Example contacts include FHWA, KDOT Data Warehouse, Kansas Data Access and Support Center (DASC), neighboring states' GIS staff, Office of Information Technology, contractors, software vendors and many others. Frequent contact is also made with other staff within the Bureau and Division to coordinate efforts and/or to assist them in the effective use of GIS technology. Coordinate with other GIS and IT Planning Support staff as well as other Sections, Bureaus and Divisions in KDOT (including but not limited to Traffic and Field Operations and the Engineering Data Team).

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal office environment

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

This position uses a desktop and/or laptop computer daily.

### **PART III - To be completed by the department head or personnel office**

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General

Education or Training - special or professional

Licenses, certificates, and registrations

**Minimum Requirement:** Valid Driver's License

**Preferred Requirements:**

- Geographic Information Systems Professional (GISP) certification [GIS Certification Institute]
- Professional Civil Engineer (PE) License or Engineer-in-Training (EIT) Certificate [Kansas State Board of Technical Professionals or similar state licensing agency]
- Project Management Professional (PMP) certification [Project Management Institute]
- State of Kansas Project Manager certification [OITS]
- Kansas Mapper (KM), Professional Kansas Mapper (PKM) or Kansas GIS Designation (KGISD) [Kansas Association of Mappers]

