

MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

Date Posted: 10/13/2020
Application Deadline: 10/27/2020
Job Post ID: 13216
Job Title: Motor Carrier Services System and Training Analyst
Min Monthly Salary: \$3,486.00
Number Positions: 1
Location: 830 MoDOT Drive, Jefferson City, MO
District/Division: Central Office / Motor Carrier Services Division
Human Resources Contact Number: 573-751-7107

Notice: The deadline to apply for this position is October 27, 2020, at 11:55 p.m. Telephone interviews will be held on November 4, 2020.

Substitution of experience for the education requirement will be considered.

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Waiver of minimum requirements may be considered.

Remote work location and/or teleworking is not available for this position.

General Summary:

The motor carrier services system and training analyst evaluates, develops, updates, and coordinates the training and use of software applications and automation programs within a division. Responsibilities are performed under general supervision.

Minimum/Required Qualifications:

Two years of college or Associate's Degree: Computer Science, Computer Information Systems or related field with coursework or demonstrated ability in business applications, personal computer use, and database development

Two years of experience in computer operations or software applications.

Supervisory Responsibilities:

Lead Worker Only

Special Working Conditions/Job Characteristics:

Job requires statewide travel with occasional overnight stays.

Experience in motor carrier registration, permit related responsibilities, customer service, and testing computer applications during development and after implementation is strongly preferred.

Examples of Work:

- Instructs and assists employees in the use and function of motor carrier software applications.
- Instructs and assists users through individual contact with procedures to increase efficiency; may make recommendations to modify programs.
- Participates in the selection and coordination of software applications.

- Develops or assists in the development of automation instructional materials such as course evaluation forms, action plans, training objectives and other automation training needs.
- Analyzes and troubleshoots software and hardware problems for end users.
- Evaluates, configures, installs, tests, and maintains software applications, operating systems, new products, hardware, workstations, and hardware for local area networks.
- Acts as liaison with the Information Systems Division to ensure compatibility of the division's automation with the department's automation system and support.
- May prepare the division's budget for software and hardware needs.
- Prepares and delivers classroom style presentations.
- Acts as an expert for interpreting rules, regulations and plan requirements in the absence of the supervisor or as needed.
- Performs detailed user acceptance testing across all programs of Motor Carrier Services' web-based computer system and provides suggestions and solutions.
- Identifies employee skill set needs when processes and program changes occur.
- Performs other responsibilities as required or assigned.
- Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance development.

In order to be considered for this vacancy please go to the Missouri Department of Transportation [Employment Application System \(EAS\)](#) and submit an on-line application. Applications, and if applicable transcripts, must be received by no later than 11:55 pm of the closing date listed on the advertised vacancy.

MoDOT is primarily conducting telephone interviews due to social distancing requirements at this time. For applicants being interviewed who are hearing or speech impaired and need assistance, we will coordinate with the Missouri Relay System.

Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V

MoDOT does not hire individuals with F-1 OPT visas into full-time or permanent part-time positions and MoDOT does not sponsor applicants for work visas.