

Missouri Department of Transportation

Code: R04639

Title: Transportation Data Analyst

Exemption Status: Non-Exempt

Grade: 14

Job Description

Effective Date 04-01-2006

Replaces (Effective Date) 08-01-2004

General Summary The transportation data analyst performs advanced activities related to implementing, updating and maintaining the accuracy and integrity of the American Association of State Highway and Transportation Officials (AASHTO) Transportation Software Management Solution (Trns.Port) system software to support the letting process. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications Bachelor's Degree: Business Administration, Computer Science, Management, Engineering, or related field
Three years of experience performing statistical analysis and computer programming, with knowledge of the construction industry and department construction procedures.

Supervisory Responsibilities None

Location Central Office - Design

Special Working Conditions/Job Characteristics Job requires occasional, statewide or out-of-state, overnight travel.

Examples of Work

- (1) Process monthly bid letting data using the Trns.Port software system.
- (2) Summarizes and/or analyzes letting data through the use of a variety of software tools.
- (3) Develops and revises software programs for retrieval of historical data, requests for information, summary reports, and ad hoc analysis.
- (4) Maintains bid information page on department website; uses software to create reports and files for posting on website; provides customer service related to bid information questions.
- (5) Analyzes and interprets user problems with Trns.Port software and provides instructions and solutions to users; makes recommendations regarding the development of policies and procedures pertaining to the use of Trns.Port data and software.
- (6) Evaluates new Trns.Port software updates, supervises and/or performs related tests, and troubleshoots problems related to updates.
- (7) Serves as the Trns.Port user group representative for Missouri and the liaison between the department and

vendor.

- (8) Coordinates with other Trns.Port users to ensure accuracy of database; and creates files to export data and troubleshoot problems related to missing or inaccurate data.
- (9) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.