

Missouri Department of Transportation

Code: R03097

Title: Automation Liaison Analyst

Exemption Status: Non-Exempt

Grade: 12

Job Description

Effective Date 01-01-2005

**Replaces
(Effective Date)** 10-01-1996

General Summary The automation liaison 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** None

Location Central Office - As assigned

**Special Working
Conditions/Job
Characteristics** Job requires statewide travel with occasional overnight stays.

Examples of Work

- (1) Instructs and assists employees in the use and function of software applications relative to their division.
- (2) Instructs and assists users through individual contact with procedures to increase efficiency; may make recommendations to modify programs.
- (3) Participates in the selection and coordination of software applications for a division.
- (4) Develops or assists in the development of automation instructional materials such as course evaluation forms, action plans, training objectives and other automation training needs relative to the division.
- (5) Installs and updates new and existing machines and printers.
- (6) Analyzes and troubleshoots software and hardware problems for end users.
- (7) Evaluates, configures, installs, tests, and maintains software applications, operating systems, new products, hardware, workstations, and hardware for local area networks.
- (8) Acts as liaison with the Information Systems Division to ensure compatibility of the division's/office's automation with the department's automation system and support.
- (9) May prepare the division's budget for software and hardware needs.

(10) 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.