

Missouri Department of Transportation Job Description

Job Title: Organizational Performance Analyst

Title Code: R04063

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Transportation Planning

Effective Date: 12-16-2024

Replaces (Effective Date): 12-01-2024

General Summary

The intermediate organizational performance analyst analyzes, evaluates, and improves organizational performance by conducting varied and moderately complex research related to department operations and facilitating performance improvement processes. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Mathematics, Statistics, Business Administration, or related field, **AND** two years of experience in statistical analysis, research, or organizational performance positions, **OR**
- Six years of experience in statistical analysis, research, or organizational performance positions.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Applies statistical or mathematical techniques to analyze and reduce data to usable form.
2. Determines most effective type of presentation of data and prepares statistical reports; provides assistance to organizational performance staff with statistical analysis and presentation of data, including preparation of templates, tables, databases, and implementation of division/office software.
3. Recommends statistical methods, gathering techniques, and sample sizes for gathering data.

4. Applies assessment instruments and measurement systems, statistically analyzes and reports results, and makes recommendations for improving organizational and team performance.
5. Conducts routine systematic root cause analysis that includes job, task, and performance analysis to determine performance gaps.
6. Facilitates focus groups, quality and process improvement initiatives, problem solving teams, inter-group disputes and team-building initiatives.
7. Performs other responsibilities as required or assigned.