

Missouri Department of Transportation Job Description

Job Title: Senior Organizational Performance Analyst

Title Code: R04061

Salary Grade: 9

Exemption Status: Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Transportation Planning

Effective Date: 12-16-2024

Replaces (Effective Date): 12-01-2024

General Summary

The senior organizational performance analyst analyzes, evaluates, and improves organizational performance by conducting varied and 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** four years of experience in statistical analysis, research, or organizational performance positions, **OR**
- Eight 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. Develops and applies advanced 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, data collection techniques, and sample sizes for gathering data; determines significance of data and makes recommendations.
4. Develops assessment instruments and measurement systems and establishes their reliability and validity, deploys and manages assessment instruments/systems, statistically analyzes and reports results, and makes recommendations for improving organizational and team performance.
5. Conducts 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. Prepares and maintains the unit's operating budget and statewide planning and research work program, processes invoices, assists in the coordination of budget transfers, revisions, or adjustments, and tracks the unit's budget to actuals utilizing financial databases, spreadsheet analysis, presentation graphics, and statistical analysis software.
8. Performs other responsibilities as required or assigned.