

# Missouri Department of Transportation Job Description

**Job Title:** Transportation Data Analyst

**Title Code:** R04639

**Salary Grade:** 8

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central Office - Design

**Effective Date:** 03-01-2025

**Replaces (Effective Date):** 07-01-2022

## **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 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, **AND** three years of experience performing statistical analysis and computer programming, with knowledge of the construction industry and department construction procedures, **OR**
- Seven years of experience performing statistical analysis and computer programming, with knowledge of the construction industry and department construction procedures.

## **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 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.