

Missouri Department of Transportation Job Description

Job Title: Organizational Performance Specialist

Title Code: R06006

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Lead Worker

District/Division: Central Office – Transportation Planning

Effective Date: 03-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The organizational performance specialist performs advanced and complex responsibilities in one or more of the following areas: designing, conducting, or leading advanced research that addresses social, economic, environmental, or other factors influencing organizational performance; developing and applying statistical and mathematical techniques in analyzing research data; and overseeing the preparation and submission of contract proposals, execution of contracts, and the analysis and administration of contract procedures and project funds. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Public Administration, Economics, Sociology, or related field, **AND** six years of progressive experience in transportation planning, research, organizational performance, or other related positions, including demonstrated ability to manage teams and multiple projects, and focus on several functional areas of department operations, **OR**
- Ten years of progressive experience in transportation planning, research, organizational performance, or other related positions, including demonstrated ability to manage teams and multiple projects, and focus on several functional areas of department operations.

Special Working Conditions/Job Characteristics

Job requires regular, statewide, overnight travel.

Examples of Work

1. Organizes and leads organizational performance research projects involving social, economic, environmental, transportation, and business-related issues.

2. Develops and coordinates the implementation of organizational performance improvement initiatives or programs designed to increase efficiency and cost effectiveness of department operations.
3. Investigates and analyzes unusual or complex issues and problems; develops recommendations for solutions to problems and prepares reports of investigations.
4. Develops and implements contract administration programs and processes; works with department staff to develop and review contract proposals to ensure conformance with necessary guidelines and procedures; develops and implements a program to monitor contract compliance.
5. Reviews and coordinates submission of documents to complete execution of contracts; oversees the establishment of contract files, record retention, and invoice payments; coordinates post-award meetings to review and interpret contract provisions, deliverables, and other contract administration responsibilities.
6. Maintains liaison with internal and external experts in functional areas; reviews standards and best practice methods proposed by national organizations.
7. Designs and conducts special investigations of business or economic related issues related to organizational performance.
8. Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
9. Performs other responsibilities as required or assigned.