

Missouri Department of Transportation

Code: R04481

Title: Senior Resource Management Analyst

Exemption Status: Exempt

Grade: 15

Job Description

Effective Date	04-01-2006
Replaces (Effective Date)	11-01-2004
General Summary	The senior resource management analyst performs varied and complex activities in regards to developing the budget and preparing statistical analysis used to forecast the department's income and disbursements. Responsibilities are performed under general supervision.
Minimum/Required Qualifications	Bachelor's Degree: Finance, Accounting, Economics, Statistics, or related field Four years of experience in finance, budgeting, or business activities involving compiling and adjusting statistical or accounting data.
Supervisory Responsibilities	None
Location	Central Office - Resource Management
Special Working Conditions/Job Characteristics	Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Provides research, preparation, and forecasting for the development of the legislative budget; coordinates, analyzes, and interprets proposed legislation for possible fiscal impact on the department; prepares fiscal notes regarding proposed financial legislation.
- (2) Prepares the department's operating budget; provides requested information and gives guidance on the development of division and district budgets.
- (3) Maintains the operating budget by utilizing the financial database, spreadsheet analysis, presentation graphics, and statistical analysis software.
- (4) Manages federal aid project data, prepares and distributes federal funding reports, processes federal fund transactions, reconciles federal fund balances with Federal Highway Administration (FHWA), and distributes programs to cities and counties.
- (5) Obligates funds for various programs and processes necessary federal aid documents; reviews changes and assists in the interpretation of federal aid rules and regulations.
- (6) Maximizes the federal funds utilized by the department, ensures no federal funds lapse, manages billable suspense and inactive projects, and ensures obligation limitation is utilized.

- (7) Reviews cost documentation for off-system bridge credit submittals, advises districts of changes and approval of credit, and maintains and prepares related files, documentation, and reports.
- (8) Conducts economic analysis on major issues that have a fiscal impact on the department, and conducts research for special projects as requested by management.
- (9) 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.