

Missouri Department of Transportation

Code: R04435

Title: Intermediate Resource Management Analyst

Exemption Status: Non-Exempt

Grade: 13

Job Description

Effective Date	04-01-2006
Replaces (Effective Date)	11-01-2004
General Summary	The intermediate resource management analyst performs varied and moderately complex activities in regards to the development of the budget and prepares statistical analysis used to forecast the department's income and disbursement. Responsibilities are performed under moderate supervision.
Minimum/Required Qualifications	Bachelor's Degree: Finance, Accounting, Economics, Statistics, or related field Two 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) Assists in the development of the legislative budget; coordinates and analyzes proposed legislation for possible fiscal impact on the department; prepares fiscal notes regarding proposed financial legislation.
- (2) Provides support in the development of 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) May assist in the administration of a non-profit lending corporation and revolving loan programs; assists in monitoring ongoing compliance with innovative finance agreements.
- (5) Prepares Federal Highway Administration reports regarding highway finance, motor vehicle registrations, drivers' license, and motor vehicle fees.
- (6) Develops models to forecast department revenue derived from taxes, economic analysis and studies, and analysis of state/federal legislation; prepares financial recommendations.
- (7) Obligates funds for various programs and processes necessary federal aid documents; reviews changes and assists in the interpretation of federal aid rules and regulations.

- (8) 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.