

Missouri Department of Transportation

Code: R04480

Title: Resource Management Analyst

Exemption Status: Non-Exempt

Grade: 11

Job Description

Effective Date	04-01-2006
Replaces (Effective Date)	11-01-2004
General Summary	The resource management analyst performs routine entry-level activities in regards to the development of the budget and statistical analysis used to forecast the department's income and disbursements. Responsibilities are performed under direct supervision.
Minimum/Required Qualifications	Bachelor's Degree: Finance, Accounting, Economics, Statistics, or related field
Supervisory Responsibilities	None
Location	Central Office - Resource Management
Special Working Conditions/Job Characteristics	Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Maintains financial models to support cash flow analysis and monitors daily cash flow of state road and state highway funds.
- (2) Conducts research and prepares reports for special requests of financial and statistical information.
- (3) Analyzes proposed state/federal legislation for possible fiscal impact on the department.
- (4) Compiles information and coordinates the printing of various financial and statistical reports.
- (5) Provides support in the maintenance of the operating budget by utilizing the financial database, spreadsheet analysis, presentation graphics, and statistical analysis software.
- (6) Provides verification of fuel tax distribution to the Department of Revenue, allowing for final transaction.
- (7) Prepares Federal Highway Administration reports regarding highway finance, motor vehicle registrations, drivers' license, and motor vehicle fees.
- (8) Analyzes and prepares fiscal notes regarding proposed financial legislation.
- (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.