

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV97353
Job Class Code:	110	Salary Schedule:	ANONREG
EEO Category:	02	Grade:	S6
Workers Comp Code:	5506		
Job Code Established:	01/01/94	Effective Date:	
Job Code Revised:	01/24/07	Effective Date:	01/24/07

JOB CODE SERIES: Transportation Series

JOB CODE TITLE: TRANSPORTATION MAINTENANCE MANAGEMENT ANALYST I

HRIS TITLE: TR MAINT MGT ANALYST I

WORK DESCRIPTION: Prepares and maintains budget records and management reports pertaining to the Maintenance Management System.

WORK ACTIVITIES: searches budget, expenditure or other fiscal records for specific information to be used in preparation of budget documents or reports.

Consults manual, rule book, codes or regulations in order to find exact required course of action, determination or authorization.

Reads and interprets state, federal and local codes, laws and regulations in order to prepare reports or utilize in work activities.

Examines and analyzes data from management information systems, evaluates and makes recommendations based on this analysis.

Codes and submits budget information for an automated budget system.

Reviews, monitors and controls amounts expended from the budget(s) to assure that expenditures do not exceed funds available. Reports problems to administrator or department head.

Participates in planning for the next budget period by compiling past expenditure figures, estimating future costs and making determinations of new budget figures.

Periodically checks level of expenditures from project budget in accordance with established procedures.

Develops budgets for projects; analyzes costs, variables, timetables, personnel and material costs; makes determinations.

Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decision.

Attends work unit staff meetings; gives and receives information; participates in problem solving and decision making.

Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

SUPERVISION: Works under the general supervision of a first-line supervisor and exercises considerable independent judgment within established program parameters.

WORK RESULTS/PRODUCTS: Input of information for the State Highway Maintenance budget; ensures compliance with the budget and monitors expenditures.

RESPONSIBILITY:

Maintain the Maintenance Management System; monitors expenditures and work scheduling; develops cost estimates for maintenance activities.

AUTHORITY: Decisions affecting cost estimating for maintenance of highways.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: agency standards, policies and procedures applicable to the Maintenance Management System; highway maintenance, including materials, specifications, equipment management and costs; principles of cost analysis and zero-base budgeting; practices and procedures of highway maintenance work programs and the reporting of those programs.

Skill/Ability to: research, select and analyze data and reaching a conclusion concerning highway materials and labor costs; reading and interpreting a variety of computer generated reports; oral and written communication; interpersonal relations, as applied to contacts with subordinate staff, highway maintenance staff and other agency staff members.

SPECIAL SELECTION FACTORS: One year of experience equivalent to the Transportation Maintenance Management Technician II; OR two years of experience equivalent to the Transportation Management Technician I; a Bachelor of Science degree in civil engineering or a closely related field may substitute for the required experience.