

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV97354</b>
<b>Job Class Code:</b>	<b>110</b>	<b>Salary Schedule:</b>	<b>ANONREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>S7</b>
<b>Workers Comp Code:</b>	<b>5506</b>		
<b>Job Code Established:</b>	<b>01/01/94</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/24/07</b>	<b>Effective Date:</b>	<b>01/24/07</b>

**JOB CODE SERIES:** Transportation Series

**JOB CODE TITLE:** TRANSPORTATION MAINTENANCE MANAGEMENT ANALYST II

**HRIS TITLE:** TR MAINT MGT ANALYST II

**WORK DESCRIPTION:** Acts as Central Headquarters liaison to the Districts for the Highways Maintenance Management program; schedules and assigns statewide equipment fleet to each District as needed.

**WORK ACTIVITIES:** gathers available data and fills in form sheets indicating progress of engineering projects for the project control sheet.

Maintains complete record system relating to material or equipment utilization, assignment, condition, value or location.

Attends supervisory or work system management staff meetings; gives and receives information, participates in problem-solving and decision-making.

Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or personal contact.

Confers with agency officials, staff members and representatives of other agencies to acquire information needed for immediate determinations or decisions.

Participates in the development of an annual plan of work activity, including statement of scope of activity, goals and objectives, studies materials, confers with others involved, constructs assigned aspects and participates in formulation of final product.

Confers with staff and representatives of other divisions, sections or work units of own agency in order to agree on decisions, clarify information and resolve common problems.

Codes data in preparation for data processing input.

Encodes data for computer use in order to produce statistical reports.

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 features.

Codes and submits budget information for and automated budget system.

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 decisions.

Performs related work as required.

### **WORK CONDITIONS:**

Occasional overnight stays away from home base.

**SUPERVISION:** Works under the direction of a program manager and exercises considerable independent judgment within established program parameters.

**WORK RESULTS/PRODUCTS:** Completed Maintenance Management training seminars; completed annual schedule of maintenance equipment fleet; completed work schedules for assigned equipment operator.

**RESPONSIBILITY:** Monitoring District compliance with Maintenance Management System procedures; scheduling and prioritizing work projects within established timeframes; supervises statewide equipment operator.

**AUTHORITY:** Reviews District methods and procedures to ensure compliance with Maintenance Management program guidelines; scheduling the use of an equipment fleet statewide.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** methods, procedures and techniques used in scheduling, prioritizing and monitoring program activities on a statewide basis; principles of cost analysis and zero-base budgeting; materials and equipment used in highway maintenance operations; agency standards, policies and procedures applicable to the Maintenance Management System.

**Skill/Ability to:** interpersonal relations, as applied to contacts with subordinate staff, highway maintenance staff and other agency staff members; oral and written communications; analyzing and evaluating a wide variety of highway maintenance data, such as equipment utilization reports, crew day cards and computer printouts; scheduling and assigning staff activities and equipment.