

## Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



### **Budget and Forecasting Technical Specialist** Finance Division – Financial Management Section \$60,600 - \$70,680 annually

#### **Job Overview**

The Budget and Forecasting Technical Specialist plays a key role in supporting the Tennessee Department of Transportation's financial planning efforts by contributing to the development, execution, and monitoring of the Department's annual budget and long-range financial forecasts. This position helps ensure fiscal integrity and alignment with TDOT's multi-year work programs and strategic objectives.

Working under the Finance Division, the Technical Specialist assists with financial system operations, promotes process consistency, and collaborates across Divisions and Regions to support effective budget management. The role advances data-driven decision-making through financial analysis, system utilization, and process improvements that uphold state and federal compliance standards.

#### **Essential Job duties of TDOT Technical Specialist I, II, and III include:**

Conduct basic reconciliations of budgeted and actual expenditures to ensure accurate financial reporting, support fiscal discipline, and enable timely budget adjustments.

Enter and update financial data in Edison following standardized procedures to ensure correct coding and documentation, supporting the integrity of budget execution and compliance with state and federal financial controls.

Provide technical and administrative assistance in assembling budget documents, tables, and charts, ensuring TDOT leadership and program managers have clear, accessible information for internal and external budget communications.

Respond to common internal financial inquiries by locating relevant data and applying standard procedures.

Maintain accurate, up-to-date records of budget allocations, funding approvals, in compliance with documentation standards to ensure audit readiness and promote transparency in TDOT's use of public funds.

#### **Additional Job duties for the TDOT Technical Specialist II and III include:**

Prepare initial financial forecasts and scenario models based on historical trends and projection methods to inform early-stage planning decisions and support proactive resource alignment with TDOT's strategic goals.

Assist in drafting budget justifications, tracking amendment submissions, and processing allocation adjustments, supporting the Department's ability to adapt to changing program needs while remaining compliant with funding requirements.

Coordinate with Region and Division staff to clarify financial data and resolve routine issues, improving the accuracy and efficiency of TDOT's financial workflows across the state.

Troubleshoot and resolve common system issues related to budget coding, transaction tracking, or reporting to reduce day-to-day operational disruptions and improve the reliability of financial data.

Contribute to project and team meetings by providing accurate budget information and technical support, promoting financial awareness among multidisciplinary teams and supporting coordinated project delivery.

**Additional Job Duties for the TDOT Technical Specialist III include:**

Develop and maintain advanced financial forecasting tools and models that incorporate multi-year trends, funding constraints, and strategic priorities to align TDOT's 3-year and 10-year Work Programs with available resources, enabling leadership to make timely, informed investment decisions that optimize public benefit and infrastructure outcomes.

Analyze budget performance and expenditure trends to proactively identify financial risks and cost-saving opportunities, and present actionable insights to leadership that strengthen fiscal responsibility, safeguard project delivery, and ensure public funds are deployed efficiently and transparently.

Guide the development of training content and fiscal guidance that foster cross-divisional consistency in budgeting and forecasting, and deliver mentoring that builds financial literacy, strengthens decision-making at all organizational levels, and promotes a culture of accountable resource stewardship.

Draft and coordinate complex budget amendments and allocation strategies involving diverse funding sources to enable TDOT to respond dynamically to evolving program needs while maintaining compliance and preserving funding eligibility across state and federal programs.

Collaborate with IT and Finance teams to lead enhancements to financial systems and workflows by leveraging automation and system improvements that reduce errors, enhance data integrity, and ensure timely, accurate reporting, thereby increasing operational efficiency and supporting TDOT's goal of a high-performing finance infrastructure.

Participate in peer reviews and benchmarking efforts to identify and adopt best practices in public sector budgeting and forecasting, strengthening TDOT's national reputation for sound financial management and future-proofing budgeting processes against changing regulatory and economic environments.

**Qualifications**

**TDOT Technical Specialist I**

- Bachelor's Degree in finance, accounting, public administration, business administration, economics, or a related field.

**TDOT Technical Specialist II**

- Bachelor's Degree in finance, accounting, public administration, business administration, economics, or a related field.
- 1 year of demonstrated competency in budgeting, financial analysis, or a related field

#### **TDOT Technical Specialist III**

- Bachelor's Degree in finance, accounting, public administration, business administration, economics, or a related field.
- 2 years of demonstrated competency in budgeting, forecasting, financial modeling, or a related field

**The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.**

#### **Ideal Candidate**

This position is a career path series within TDOT. The Budget and Forecasting Technical Specialist I, II, or III plays an essential role in supporting TDOT's financial planning and resource management. Their accuracy and attention to detail ensure precision in budget development, financial reconciliation, and forecasting processes. They bring a commitment to responsible stewardship of public funds by supporting transparent, data-driven decision-making. They are reliable, detail-focused, and committed to improving financial processes. Their strong communication and analytical skills allow them to support statewide program delivery through accurate, timely, and transparent financial support.