

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.



Budget and Sourcing Business Analyst – Senior Information Technology Division – Business Services Section \$93,000 annually

Job Overview

The Budget and Sourcing Business Analyst – Senior serves as a technical subject matter expert responsible for supporting the fiscal operations of the TDOT Information Technology (IT) Division's Business Services Section. This position coordinates IT budgeting, sourcing, and vendor financial engagement strategies by analyzing expenditure data, forecasting financial needs, ensuring compliance with state procurement policies, and supporting project teams in aligning funding with IT initiatives.

The Budget and Sourcing Business Analyst – Senior supports the implementation of methodologies, tools, processes, and internal governance standards related to IT sourcing, budget planning, and financial reporting. The position collaborates closely with TDOT's Procurement, Finance, Legal, and the Tennessee Department of Strategic Technology Solutions (STS), as well as external vendors and project stakeholders, to ensure the timely, cost-effective delivery of IT resources and services. The Business Analyst – Senior supports planning for operational and capital expenditures, supports the development of Statements of Work (SOWs), reviews funding requests, and monitors fiscal performance against strategic goals.

The Budget and Sourcing Business Analyst – Senior provides insights based on data analysis and forecasting, contributing to the development of dashboards, budget documentation, and funding strategies and evaluates options to mitigate risk, and promote transparency, consistency, and accuracy in TDOT's IT-related financial management. The position reports to the Business Services IT Manager – Senior.

Essential Job Responsibilities

Support financial planning efforts and assist with budget tracking activities to support the effective delivery of IT budget and sourcing functions across the Division. Proactively anticipate and address fiscal challenges by aligning funding strategies with TDOT priorities through comprehensive forecasting, expenditure analysis, procurement coordination, and compliance with financial and sourcing policies.

Analyze budget data, vendor cost proposals, and funding requirements to support informed decision-making related to IT purchases, sourcing strategies, and long-term financial planning. Monitor budget execution and develop financial reports to ensure expenditures align with TDOT IT's funding strategies, procurement timelines, and cost-control objectives.

Support the development and implementation of financial standards, documentation procedures, and reporting frameworks to ensure a direct relationship between quality and fiscal outcomes. Promote consistency, accuracy, and repeatability across budgeting and sourcing activities.

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process.

Provide high-quality customer service to internal and external stakeholders by actively listening, responding promptly, maintaining accurate financial documentation, and communicating clearly about IT budget and sourcing activities. Foster collaboration and promote transparency in all interactions.

Assist in developing budgeting and sourcing procedures and support high-value or complex planning efforts by reviewing proposals, evaluating funding justifications, and identifying financial risks and mitigation strategies.

Research and incorporate national best practices in IT budgeting and sourcing. Evaluate emerging technologies and procurement trends to enhance fiscal efficiency and ensure integration of statutory and regulatory requirements into TDOT's financial policies and planning processes.

Support the implementation of budgeting and sourcing tools or technologies in collaboration with the TDOT Information Technology Division. Support implementation of tools that align with program needs and comply with applicable federal and state procurement and financial requirements.

Review and maintain budget-related documentation to ensure accuracy, consistency, and alignment with established processes. Promote fiscal accountability by contributing to reliable sourcing and budgeting practices that reduce risk and support compliance.

Qualifications

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and four years of professional level experience in any one of the following areas: Applications or systems programming; or systematic analysis of overall work processes for business or information systems. One of the four years must include defining or analyzing system and user requirements.

OR

Substitution of a Specific Associate's Degree for the Required Bachelor's Degree: Graduation from an accredited college or university with an associate's degree in computer accounting, computer information systems, computer networking technology, computer technology, web technology or other related field may substitute for the required bachelor's degree.

OR

Substitution of Experience for the Specific Associate's Degree: Professional-level experience in any one of the following areas may substitute for the required Associate's degree on a year-for-year basis to a maximum substitution of two years: Applications or systems programming; Systematic analysis of overall work processes for business or information systems.

Other Requirements

Necessary Special Qualifications: None.

Ideal Candidate

The Budget and Sourcing Business Analyst – Senior is a detail-oriented, analytical thinker who brings clarity and structure to complex financial data and sourcing activities. This individual is known for being dependable, collaborative, and organized, with a natural ability to spot inconsistencies and ask the right questions. They are a clear communicator who values accuracy, transparency, and fiscal accountability. Focused and proactive, the Business Analyst – Senior plays a key role in supporting TDOT’s technology initiatives by promoting consistency, reducing risk, and ensuring financial clarity in every step of the process.