

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.



Appropriations Technical Specialist

Program Operations Division – Project Appropriations Section

\$61,812 – \$70,680 annually

Job Overview

The Appropriations Technical Specialist applies Department policies, statutory requirements, and technical financial guidance to support the development, monitoring, and adjustment of state and federal funds for TDOT. This position ensures accurate recording, tracking, and reporting of appropriations in alignment with state and federal requirements. The Appropriations Technical Specialist supports the development of the Work Program by validating and reconciling appropriate funds and expenditures and collaborating with program area staff to ensure that resources are available to deliver TDOT's Work Program.

This position is responsible for assembling and maintaining appropriation and obligation records, monitoring fiscal controls, and assisting with internal and external reporting. The Appropriations Technical Specialist evaluates financial data to identify risks and opportunities, incorporates lessons learned and communicates the status to leadership and stakeholders.

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

Assist with data entry and maintenance of funding and obligation authority levels in the Federal Highway Administration (FHWA) Fiscal Management Information System (FMIS), TDOT 360, and Edison.

Support tracking of federal and state fund balances by preparing draft spreadsheets and maintaining accurate records.

Assist with compiling and distributing financial documentation, assigning state project numbers, developing and submitting finance action forms (587's), and updating project spreadsheets.

Provide exceptional customer service to internal and external customers by using active listening skills, prompt responses, thorough documentation, and clear communication.

Integrate Quality Management into every funding deliverable, ensuring packages are complete, error-free, and compliant with state and federal requirements.

Assist with compiling monthly obligation and expenditure reports and/or dashboards for TDOT leadership and FHWA, using tracking tools to verify data accuracy before submission.

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

Independently track state and federal fund balances and accurately prepare standard reports such as obligation and expenditure updates. Provide technical guidance to internal stakeholders on routine appropriations matters.

Apply TDOT policies and procedures to review appropriations documents, ensuring consistency with FMIS and Edison balances and established guidelines.

Contribute to the development of revisions to policies, procedures, reports, agreements and training documents.

Coordinate with Regions and internal partners to ensure fund balances are reconciled, consistent, predictable and repeatable to provide a consistently high level of achievement, mitigate risk, and establish a track record of success in tracking state and federal obligations and expenditures.

Additional Job Duties for the Technical Specialist III include:

Facilitate the development, tracking, and analysis of federal and state funding obligations, ensuring compliance with FHWA and state requirements.

Perform financial analyses of work products and services, identify potential risks and recommend corrective actions for routine issues to ensure timely obligation and compliance.

Ensure quality assurance process by reviewing the accuracy of appropriations data and assisting with compliance reviews.

Provide training on the appropriations process, policies, and FMIS procedures.

Collaborate with the Appropriations Senior Technical Specialist to revise and update Division policies, standards, and manuals, ensuring alignment with current federal and state code, as well as TDOT's policies and priorities. Represent TDOT in coordination with FHWA and other agencies to ensure appropriation activities meet state and federal requirements.

Assist with the preparation of critical reports such as the Annual Financial Plan, DBE reports, and Bridge Credit Reports. Serve as a subject-matter resource within the Project Appropriations Section, contributing to policy development and emerging technology integration.

Remain current with national and regional applicable planning and programming trends and best practices. Assist in maintaining and updating TDOT's policies, methods, procedures, and guidelines to efficiently and effectively manage planning and programming activities in conformance with federal and state requirements and TDOT policies.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree

TDOT Technical Specialist II

- Bachelor's Degree

- 1 year of demonstrated competency in financial management, appropriations, State and Regional Transportation Planning, Public Administration, Business Administration, Accounting, Finance, Economics, or a related field.

TDOT Technical Specialist III

- Bachelor's Degree
- 2 years of demonstrated competency in financial management, appropriations, State and Regional Transportation Planning, Public Administration, Business Administration, Accounting, Finance, Economics, 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

The Appropriations Technical Specialist 1, 2, and 3 is a detail-oriented financial professional committed to accuracy and accountability. They thrive in a team environment, applying strong analytical skills to manage complex financial data and ensure compliance with state and federal requirements. They communicate effectively with both technical and non-technical stakeholders and adapt quickly to evolving fiscal priorities.