

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.



Transportation Data Management Technical Specialist Project Management Division – Transportation Data Management Section \$61,200 - \$70,680 annually

Job Overview

The Transportation Data Management Technical Specialist will support Project Management through data management strategies that link investment priorities to the achievement of performance goals. This position is responsible for collaborating with internal stakeholders, including Project Management, Asset Management, and TDOT Divisions as part of a matrix organization to facilitate the transformation of critical project control activities into data-driven direction.

This position will transform unstructured data into actionable insight that can be used to assist the TDOT Project Management Division in meeting expected performance goals. The Transportation Data Management Technical Specialist has a working knowledge of project data and the application of this information as it relates to the successful delivery of the Department's Work Program.

The Transportation Data Management Technical Specialist assists in implementing the Quality Management Program as part of the Project Management Division's activities. This position must effectively articulate data and technical concepts through training, mentoring, and collaborating as part of a matrix organization.

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

Implement TDOT's data management policies and procedures, including data quality standards, data retention, data security, and data definitions.

Maintain data that is accurate, reliable, and relevant to provide for effective decision-making and strategic planning using Project Management Division databases and applications. Monitor applications to ensure data consistency across the Regions.

Remain current on TDOT performance objectives, applicable project management principles, analytical techniques, TDOT performance measures, State of Tennessee laws, Records Disposition Authorization (RDA) requirements, and Federal regulations that govern the data being obtained.

Provide exceptional customer service to project stakeholders by facilitating the sharing of data and ensuring data is organized, easily accessible, and supportive of TDOT decision-making using Project Management Division databases and applications. Exercise effective listening skills, provide prompt responses, and

communicate effectively. Enable greater capabilities to link data together from internal stakeholders. Remove barriers that prevent the efficient sharing of information. Leverage the value of data that is generated by internal stakeholders through data integration and maintenance. Summarize budgets, track data trends, and generate standardized reports through Project Management databases and applications for use by Project Managers and TDOT Executive Leadership as a tool in determining each Region's progress in accomplishing the commitments established by the Department's Work Program. Implement records retention policies for use and compliance with Records Disposition Authorization (RDA) requirements.

Collaborate with TDOT IT to build on existing information technology resources by projecting data acquisition into mapping applications.

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

Collaborate with Project Teams and internal project stakeholders to proactively obtain meaningful project workflow data, including identification of critical project control activities that impact the critical path. Update Project Teams regarding acquired knowledge and the status of project management coordination efforts. Create, develop, and maximize the value of relevant data to optimize its effectiveness as a tool in determining each Region's progress in accomplishing the commitments established in the Department's Work Program. Collaborate with Project Team representatives from the Right-of-Way Division and Utilities to incorporate IRIS information into a consolidated report that provides actionable data to Project Teams.

Coordinate potential areas of risk with the Project Manager by independently evaluating data to determine underlying causes and recommended solutions to prevent recurrence. Evaluate and bring any proposed project control issues related to workflow processes, scheduling, quality, production commitments, and financial commitments to the attention of the Project Manager.

Additional Job Duties for the TDOT Technical Specialist III include:

Coordinate with the TDOT Technical Training Director and assist in the development and presentation of training that addresses data management, acquired knowledge, risk management, TDOT performance metrics, governing rules and processes, reporting procedures, and emerging technologies related to transportation for the purpose of improving team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills.

Perform quality assurance reviews of reports and trends. Ensure all data-related activities and critical documents are saved and follow a consistent set of rules and procedures statewide and are in alignment with TDOT performance objectives.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree in a related field (e.g., Engineering, Data Science, Information Technology, Computer Science, Data Analytics, Statistics, or Geographic Information Science)

TDOT Technical Specialist II

- Bachelor's Degree in a related field (e.g., Engineering, Data Science, Information Technology, Computer Science, Data Analytics, Statistics, or Geographic Information Science)
- 1 year of demonstrated competency in transportation systems and data management practices

TDOT Technical Specialist III

- Bachelor's Degree in a related field (e.g., Engineering, Data Science, Information Technology, Computer Science, Data Analytics, Statistics, or Geographic Information Science)
- 2 years of demonstrated competency in transportation systems and data management practices

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 Transportation Data Management Technical Specialist I, II, or III possesses a diverse range of abilities that supports project management. Their attention to detail is crucial, they ensure accuracy and precision in every aspect of data management processes. Their exceptional analytical skills enable them to analyze complex data and make informed decisions, ensuring successful completion of projects. The Transportation Data Management Technical Specialist II and III excels in collaboration which allows them to work seamlessly with internal stakeholders.