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Job Description

Data Analyst III, IV or V - Materials & Tests Division - (2600022)

Position Information

TxDOT's Materials and Tests Division is looking for a qualified Data Analyst to join the Quality Assurance Section. This position will focus on data engineering for quality monitoring, including tasks such as data collection and analysis, data visualization and dashboard development, material test report template development and maintenance, and local support for materials system implementation. Experience with Tableau, database management, and writing queries would be beneficial in this role. The ideal candidate will have basic knowledge of construction materials testing and is a fast-learner with strong interpersonal communication skills.

Data Analyst III, B22, $57,614 - $93,138

Data Analyst IV, B24, $65,104 - $106,634

Data Analyst V, B26, $76,530 - $129,430

Minimum Salary: 57,614.00 **Maximum Salary:** 129,430.00

Pay Basis: Yearly **FLSA Status:** Exempt

Work Locations: Stassney Hq - Lab 6230 East Stassney Lane Austin 78744

Travel: Yes, 5 % of the Time

Shift: Day Job **Shift Details:** 40

Location Flexibility: Onsite

Benefits and Perks

At TxDOT, we value work-life balance and are committed to providing our employees with a comprehensive range of benefits and programs, including:

- Retirement Plans
- Alternative and/or Flexible Work Schedules
- Paid Leave and Holidays
- Health Premiums paid at 100% for Full-Time Employees
- On-the-Job Training
- Tuition Assistance Program
- Holistic Wellness Program with Leave Incentives
- Career Development and Advancement Opportunities
- Family-Friendly Policies and Programs

In 2024, TxDOT was recognized as a Best Place for Working Parents, and many of our offices statewide are also designated as Texas Mother-Friendly Worksites. These recognitions reflect our dedication to supporting families and promoting a healthy work-life balance.

For a complete list of our total compensation package please visit our website at: Total Compensation Package
To view benefits available to all State of Texas employees visit: Benefits at a Glance | ERS (texas.gov)

Position Description

Data Analyst III:

Performs moderately complex data analysis and data research work. Work involves conducting detailed analysis and extensive research on data and providing results in various formats. Monitors and implements measures to ensure data quality. Responsible for using standard statistical tools, methods and techniques to translate data into actionable insights using data visualization software. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

Data Analyst IV:

Performs complex data analysis and data research work. Work involves conducting detailed analysis and extensive research on data and providing results in various formats. Monitors and implements measures to ensure data quality. Responsible for using standard statistical tools, methods and techniques to translate data into actionable insights using data visualization software. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

Data Analyst V:

Performs highly complex data analysis and data research work. Work involves conducting detailed analysis and extensive research on data and providing results in various formats. Monitors and implements measures to ensure data quality. Responsible for using standard statistical tools, methods and techniques to translate data into actionable insights using data visualization software. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Duties:

Data Analyst III:

- Participates in preparing and conducting presentations of performance visualizations and reports.
- Participates in data visualization tool system administration monitoring and upgrades.
- Identifies and interprets data patterns and trends and assesses data quality.
- Prepares concise, comprehensive technical reports to present and interpret data, identify alternatives, and make and justify recommendations on data revisions.
- Compiles and queries data.
- Analyzes data using standard statistical tools, methods, and techniques
- Cleans and prunes data to discard irrelevant information.
- Performs other job responsibilities as assigned.

Data Analyst IV

all of the above and:

- Identifies data gaps, errors, anomalies, inconsistencies, and redundancies by analyzing the content, structure, and relationships within data.
- Performs quality assurance and serves as a subject matter expert on data integrity, extraction, and compilation
- Modifies existing reports and/or develops new reports by analyzing databases, data sources, and structures for the benefit of users

Data Analyst V:

all of the above and

- Drives the selection of data management tools, and the development of standards, usage guidelines, and procedures for those tools.
- Defines, develops and implements data standards
- Develops software applications or programming to use for statistical modeling and graphic analysis.
- Develops and implements databases, data collection systems, data analytics, and other strategies that optimize statistical efficiency and quality.
- Serve as a lead worker and the related tasks.

Minimum Qualifications:

Education: Bachelor's Degree in Mgmt Info Systems, Comp Science, Statistics, Mathematics, or related discipline. *Relevant work experience may be substituted for degree on a year per year basis*. [Substitutions for Minimum Qualifications](#)

Experience:

Data Analyst III - 2 years data analysis, research, compilation, and/or report writing and design work experience.

Data Analyst IV - 3 years data analysis, research, compilation, and/or report writing and design work experience.

Data Analyst V - 4 years data analysis, research, compilation, and/or report writing and design work experience.

Experience can be satisfied by full-time or prorated part-time equivalent.

Related graduate level education may be substituted for experience on a year per year basis.

Licenses and Certifications: Valid driver's license. This position requires driving a state vehicle.

Competencies:

Data Analyst III:

- Data analysis and interpretation

- Designing complex graphic materials using graphic software, applications and/or traditional methods

- Business processes and methodologies, data import and export protocols

- Technical requirement analysis, business process modeling/mapping, methodology development and data modeling

- The use of technical tools such as Excel, Access, SQL and other heavy data analysis

- Report writing and design

- Protects sensitive and confidential information

Data Analyst IV:

all of the above and

- Developing and presenting reports in multiple formats

- Analyze data and derive informative conclusions.

Data Analyst V:

all of the above and:

- Use of applicable data visualization/ configuration tools such as Tableau Microsoft Power BI

- Effectively organize and prioritize work demands in a fast-paced environment

- Implement and use new technology and work processes to enhance decision-making

- Exercises logic and reasoning to define problems, establish facts and draw valid conclusions; makes decisions that support business objectives and goals

Physical Requirements and Working Conditions:

- Sedentary work: Lift up to 10 lbs at a time and occasionally carry files/small tools

- Sitting - prolonged periods of time

- Fingering-picking, pinching, typing; working primarily with fingers rather than whole hand

- Close Visual Acuity-work includes data/figures; view a computer screen; extensive reading

Conditions of Employment:
Please read the [Standard Conditions of Employment (TxDOT)](#) for all positions.
Job: Plan/Aviation/Pub Trans/Legis

Schedule: Full-time

Employee Status: Regular

Job Type: Standard

Job Level: Non-Management

Job Posting: Jan 6, 2026, 11:20:28 AM **Unposting Date:** Jan 20, 2026, 11:59:00 PM

State Job Title/s: Data Analyst III/IV/V **State Job Code/s:** 0652/0653/0654

Military Occupational Specialty (MOS)

TxDOT is committed to hiring veterans. To assist in determining whether your military experience may pertain to the minimum requirements for this position, Military Occupational Specialty (MOS) codes from each branch of the U.S. Armed Forces have been assigned to each state classification code/title where applicable. The MOS codes are grouped by occupational category.

To view the MOS codes please click on link below and click on the appropriate occupational category.

https://hr.sao.texas.gov/CompensationSystem/JobDescriptions

Applicant Information

The Texas Department of Transportation is an Equal Opportunity Employer.

If requested, reasonable accommodations will be made for persons with disabilities for any part of the employment process in accordance with the

Americans with Disabilities Action of 1990.

Please click this link to read the information for applicants: <u>Additional Applicant Information</u>

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