**Job Description**

# Data Analyst I - V - Bridge Division - (2503640)

**Position Information**

TxDOT's Bridge Division is looking for a data analyst to join our team in Austin, TX. This position involves conducting detailed analyses and extensive research on data and providing results in a variety of formats to then be used for asset management. As a member or our Bridge Management Section, this individual will work with a team in support of TxDOT's bridge information systems and bridge management processes. Texas's inventory of over 57,000 bridges is over 27,000 more than any other state and more than the combined inventories of 17 states.  At TxDOT, we value employee work-life-balance. In keeping with our commitment to this value our employees benefit from a wide array of programs and activities that include, flexed and compressed work schedules, wellness leave incentive, career development programs, tuition assistance, and various other benefits. For a complete list of our total compensation package please visit our website. This position is based at our state-of-the-art headquarters in South Austin.

o   N395 Data Analyst I: $45,521-$67,100
o   N396 Data Analyst II: $51,158-$76,200
o   N397 Data Analyst III: $57,614-$$83,000
o   N398 Data Analyst IV: $65,104-$94,500
o   N399 Data Analyst V: $76,530 - $113,300.

**Minimum Salary**: 45,521.00  **Maximum Salary**: 113,300.00

**Pay Basis** Yearly  **FLSA Status:** Nonexempt

**Work Locations**:
6230 East Stassney Lane
 Austin 78744

**Other Locations**:

**Travel** Yes, 10 % of the Time

**Shift:** Day Job  **Shift Details:** 40 hours per week M - F

**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 I

Performs entry-level data analysis and data research work. Work involves conducting detailed analysis and extensive research on data and providing results in various formats. Responsible for using standard statistical tools, methods and techniques to translate data into actionable insights using data visualization software. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

Data Analyst II

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

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 I

- Reviews and edits materials and recommends revisions in scope, format, and content.
- Consults with internal and external customers to identify user needs.
- Compiles and queries data.
- Analyzes data using standard statistical tools, methods, and techniques
- Interprets results to identify significant differences in data.
- Cleans and prunes data to discard irrelevant information.
- Assists in Identifying and interpreting data patterns and trends and assessing data quality.
- Responds to incoming requests from business areas to design, build, maintain or repair reports and applications.
- Writes programs and/or queries for spreadsheet or database software to create reports and import/export data.
- Performs other job responsibilities as assigned.

Data Analyst II

- Creates new standard reports; collaborating with end users to gather report requirements and ensure proper testing and validation.

- Assists in preparing concise, comprehensive technical reports to present and interpret data, identify alternatives, and make and justify recommendations on data revisions.

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.
- Develops reports, dashboards and interactive visualizations using different components of Tableau software including Tableau desktop, Tableau Prep, and Tableau server.
- Modifies existing reports and/or develops new reports by analyzing databases, data sources, and structures for the benefit of users

Data Analyst IV

- Drives the selection of data visualization tools, the development of standards, usage guidelines, and procedures for those tools.
- 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.
- Manages and maintains the Tableau Server and Desktop Developer environment.

Data Analyst V

- Defines, develops and implements data standards
- Develops and implements databases, data collection systems, data analytics, and other strategies that optimize statistical efficiency and quality.
- Oversees the creation of new standard reports; collaborating with end users to gather report requirements and ensure proper testing and validation

**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 I

NONE

Data Analyst II

1 YEAR data analysis, research, compilation, and/or report writing and design work experience. (Experience can be satisfied by fulltime or prorated parttime equivalent)

Data Analyst III

2 YEAR data analysis, research, compilation, and/or report writing and design work experience. (Experience can be satisfied by fulltime or prorated parttime equivalent)

Data Analyst IV

3 YEAR data analysis, research, compilation, and/or report writing and design work experience. (Experience can be satisfied by fulltime or prorated parttime equivalent)

Data Analyst V

4 YEAR data analysis, research, compilation, and/or report writing and design work experience. (Experience can be satisfied by fulltime or prorated parttime equivalent).

**Competencies:**

Data Analyst I

Some knowledge of

- Data analysis and interpretation
- Business processes and methodologies, data import and export protocols

Proficient skill in

- Using computers, applicable programs, applications, and systems

Some skill in

- Communicating technical information effectively
- Using Tableau, Microsoft Power BI, or Qlik

Ability to

- Analyze data and derive informative conclusions.
- Evaluate and make recommendations regarding data integrity
- Build, establish, and maintain effective working relationships and coalitions
- Effectively organize and prioritize work demands in a fast-paced environment

Other Attributes

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

Data Analyst II

Some knowledge of

- Data analysis and interpretation
- Business processes and methodologies, data import and export protocols
- Technical requirement analysis, business process modeling/mapping, methodology development and data modeling

Proficient skill in

- Communicating technical information effectively
- The use of technical tools such as Excel, Access, SQL and other heavy data analysis
- Using Tableau, Microsoft Power BI, or Qlik
- Using computers, applicable programs, applications, and systems

Some skill in

- Analyze data and derive informative conclusions.
- Effectively organize and prioritize work demands in a fast-paced environment

- Evaluate and make recommendations regarding data integrity

- Build, establish, and maintain effective working relationships and coalitions

Other Attributes

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

Data Analyst III

Considerable knowledge of

- Data analysis and interpretation

- Business processes and methodologies, data import and export protocols

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

Proficient skill in

- Communicating technical information effectively

- Using Tableau, Microsoft Power BI, or Qlik

- Using computers, applicable programs, applications, and systems

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

Some skill in

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

- Evaluate and make recommendations regarding data integrity

- Build, establish, and maintain effective working relationships and coalitions

Other Attributes

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

Data Analyst IV

Extensive knowledge of

- Data analysis and interpretation

- Business processes and methodologies, data import and export protocols

Considerable knowledge of

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

Expert skill in

- Communicating technical information effectively

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

- Using Tableau, Microsoft Power BI, or Qlik

- Evaluate and make recommendations regarding data integrity

- Translate complex data into user-friendly information

- Build, establish, and maintain effective working relationships and coalitions

Other Attributes

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

Data Analyst V

Extensive knowledge of

- Data analysis and interpretation

- Business processes and methodologies, data import and export protocols

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

- Business technology support and consulting services

Expert skill in

- Communicating technical information effectively

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

- Using Tableau, Microsoft Power BI, or Qlik

- Evaluate and make recommendations regarding data integrity

- Build, establish, and maintain effective working relationships and coalitions

Other Attributes

- 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 tool

- 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 click this link to read the standard conditions of employment for all positions: Standard Conditions of Employment (TxDOT)
**Job** Plan/Aviation/Pub Trans/Legis

**Schedule** Full-time

**Employee Status** Regular

**Job Type** Standard

**Job Level** Non-Management

**Posting Date** Dec 31, 2025  **Unposting Date**: Ongoing

**State Job Title/s:** Data Analyst I, II, III, IV, V  **State Job Code/s:** 0650,0651,0652, 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/Affirmative Action Employer, and does not tolerate discrimination in the workplace. We are committed to a diverse and inclusive workplace. All employment is decided on the basis of qualifications, merit and business need.**

*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: Additional Applicant Information