

Title: Senior Pavement Management Analyst	Effective Date: October 18, 2010	Grade: XVII	Job Category: Professional
Prior Title: Initial Distribution	Prior Effective Date: June 18, 2009	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direct supervision of the Staff Pavement Engineer, this position is responsible for the development and/or maintenance of databases used within the Pavement Management Section. This position will also be responsible for maintaining the Department's Pavement Management analysis software, along with all current inputs and variables, and produce reports as necessary from the software output.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Establish, coordinate, and maintain links to Department databases required for the Pavement Management System (PMS).
- Ensure all data is correctly referenced to the Department's Location Referencing System.
- Ensure all databases conform to the data reporting guidelines established within the Planning and Research Division.
- Establish and maintain a data Quality Assurance/Quality Control program for all database elements to ensure data integrity with the Department's PMS analysis software.
- Maintain all aspects of the Department's PMS analysis software, including all inputs and variables.
- Perform queries or analysis on the State Highway system using the PMS analysis software as requested.
- Ensure annual PMS requirements for the Highway Performance Monitoring System (HPMS) are fulfilled.
- Design programs as necessary, including the writing of code, compiling, testing, and implementation to aid in the development and enhancement of the PMS.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field applicable to the work performed. Excellent report writing skills and working knowledge of Departmental microcomputer software programs including Microsoft Access, Excel and Word. Working knowledge of Visual Basic and Visual Basic for Applications with an emphasis in Access and Excel. Working knowledge of dTIMSCT, GeoMedia, and Microstation software. Familiarity with all aspects of the Pavement Management System. Experience with Federal Highway Administration's HPMS reporting procedures and software desired.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)