

Title: Administrative Analyst	Effective Date: October 26, 2011	Grade: XVI	Job Category: Professional
Prior Title: Administrative Analyst	Prior Effective Date: October 18, 2010	Grade: XVI	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the review and analysis of legislation affecting highway use and development including, but not limited to, financial impacts of funding and financing mechanisms at the federal, state, and local level.

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.

- Monitor, review, understand, and evaluate federal and state legislation.
- Develop and analyze policy alternatives.
- Conduct thorough financial analyses of funding and financing mechanisms at the federal, state, and local levels; evaluate financial and broader business impacts under different scenarios; and make insightful recommendations to top management.
- Maintain statistical information related to the use and funding of the state's transportation system and provide comprehensive statistical study on related topics as needed.
- Prepare authoritative analysis papers for top management.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in a related field such as finance, business, economics, statistics, accounting, engineering or mathematics is required. An advanced degree from an accredited university in related field such as business administration, finance, statistics, or mathematics is desired. A minimum of four years experience with progressive responsibilities in the area of business management, finance, or related field is required. Excellent report writing and analytical skills. Advanced experience with Microsoft Word, Excel, and PowerPoint is required. Advanced experience with Microsoft Access or other applicable software programs is desired. Demonstrated ability to evaluate federal and state legislative processes and mechanisms. Working knowledge of Federal Highway Administration statistical reporting procedures and software is desired. Advanced knowledge of financing methods and practices is preferred.

("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.)

