

Title: Environmental Analyst I	Effective Date: October 18, 2010	Grade: X	Job Category: Paraprofessional
Prior Title: Archeologist Assistant/Biologist	Prior Effective Date: August 24, 2007	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, conducts environmental studies and prepares environmental documentation of proposed highway construction, maintenance, and operation.

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.

- Conduct investigations and collect data needed for environmental documentation.
- Prepare environmental documents.
- Assist in research projects relative to environmental impact evaluations.
- Assist in intra-departmental and public information meetings relative to interpreting environmental information.
- Assist in public hearing presentations.
- Complete routine records and reports.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in pure, applied or social science from an accredited college or university. Statewide travel. Valid driver's license. Ability to utilize basic computer skills, including a working knowledge of Microsoft Word, Excel, Access, and Outlook. Good oral and written communication skills.

("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.)