

Title: Environmental Analyst III	Effective Date: October 18, 2010	Grade: XII	Job Category: Professional
Prior Title: Environmental Analyst III	Prior Effective Date: August 24, 2007	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, conducts environmental studies and prepares 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 and two years experience in environmental analysis, or the educational equivalent to a master's degree 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.

("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.)