

Title: Highway Performance and Needs Analyst I	Effective Date: May 11, 2012	Grade: XI	Job Category: Technician
Prior Title: Highway Performance and Needs Analyst I	Prior Effective Date: August 24, 2007	Grade: XI	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for compiling and maintaining the physical characteristics information obtained from field collections, construction plans, and other Department sources for the Department's highway inventory programs.

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.

- Compile and analyze roadway characteristics and other data on highway facilities.
- Compile, print, and distribute the annual road log.
- Prepare and review reports, statistical tabulations, charts, graphs and maps.
- Analyze field surveys for specific traffic and physical condition data.
- Train field personnel in collection methods for obtaining roadway data for the Department's inventory systems.
- Update the Roadway Inventory System to reflect completed construction jobs.
- Provide historical highway inventory and system data to other Divisions and the public.
- Aide in the preparation of the Highway Performance and Monitoring System database.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to use Microsoft Word, Excel and Access. Ability to read a map. Ability to write neatly and legibly. Working knowledge and experience of the Department's inventory systems for highways are desired. Familiarity with MicroStation and Geomedia is 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.)

