

Title:	Effective Date:	Grade:	Job Category:
<b>Highway Performance and Needs Analyst II</b>	October 18, 2010	XII	Professional
Prior Title:	Prior Effective Date:	Grade:	Page:
Data Base Coordinator	August 24, 2007	XII	1 of 1

### CHARACTERISTICS OF WORK

This position is responsible for developing and maintaining files and related statistical information used in the Federal Highway Administration's (FHWA) Highway Performance Monitoring System (HPMS).

### 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.

- Develop procedures and data related to highway condition and performance to provide accurate information used in FHWA and Department databases.
- Complete and submit the Highway Performance Monitoring System data file, related reports, and documentation annually to the FHWA.
- Maintain data and graphical files.
- Develop and maintain GIS databases related to Arkansas' Highway Performance Monitoring System data.

### MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university or a minimum of four years experience in HPMS and/or the Department's road inventory system. Working knowledge of Geomedia. Knowledge of the Department's road inventory system and traffic monitoring guide procedures. Ability to use Microsoft Word, Excel and Access. Ability to update databases on the Department's mainframe computer using the road inventory system and process requests using ROSCOE is preferred. Statewide travel as necessary.

*("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.)*