

Title: Programming Analyst	Effective Date: August 24, 2007	Grade: IX	Job Category: Technician
Prior Title: Programming Analyst	Prior Effective Date: October 15, 1992	Grade: IX	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for maintaining construction status records for all federal and state highway projects, city and county road and street projects, and other special improvements.

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.

- Maintain construction status records.
- Prepare monthly update summaries of construction status for the Chief Engineer and the Assistant Chief Engineer - Planning.
- Prepare various summaries of construction status data for legislators, Department administrators, congressmen, and others upon request.
- Transfer project records to computer format.

MINIMUM REQUIREMENTS

The educational equivalent to a high school diploma. Advanced training or experience in computer format techniques and knowledge and ability to use Microsoft Word, Excel, Access, PowerPoint, CICSP, ROSCOE (Easytrieve), Bentley MicroStation, and Intergraph Geomedia desired.