

Title: <b>Staff Planning Engineer</b>	Effective Date: May 20, 2011	Grade: XIX	Job Category: Professional
Prior Title: Staff Planning Administrator	Prior Effective Date: September 17, 2008	Grade: XIX	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under direction of the Division Head, this position is responsible for directing the acquisition, analysis, and reporting of technical information within the Planning and Research Division.

*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.

- Organize and provide technical supervision of complex transportation planning activities.
- Provide technical supervision to engineers and planners working on transportation studies.
- Provide technical editing for all published reports and documents pertaining to transportation planning produced within the Division.
- Oversee production of reliable and accurate inventory and traffic data.

*MINIMUM REQUIREMENTS*

Possession of a current *Arkansas* license to practice professional engineering. Ability to represent the Department in public, conduct meetings, and chair committee sessions. Experience and/or training in conducting transportation planning studies with a state or local planning organization. Experience in highway administration or supervisory work. Ability to interpret and apply Department policies and procedures.