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| Title: Transportation Information Analyst | Effective Date: May 11, 2012 | Grade: XII | Job Category: Professional |
| Prior Title: Highway Financial Analyst | Prior Effective Date: May 20, 2011 | Grade: XII | Page: 1 of 1 |

CHARACTERISTICS OF WORK

Under direction of the Section Head, this position coordinates the compilation and/or development of Department reports and/or publications to assure quality presentation of statistical and administrative documents.

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 various statistical and historical reports.
- May assist in the development of travel demand models used for transportation planning.
- Update other Department publications and/or reports as assigned.
- Compile and analyze various computer databases and/or statistical data.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in field applicable to work performed OR the educational equivalent to a diploma from an accredited high school plus four years experience. Knowledge of statistical methods and report writing desired. General knowledge of the legislative process preferred. Knowledge of Department organization and ability to interpret and apply Department policies, operations and procedures. Working knowledge of Microsoft Word, Excel, and Access. Experience working with MicroStation and Geomedia 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.)

