

Title: Transportation Management Analyst I	Effective Date: May 11, 2012	Grade: VIII	Job Category: Admin. Support
Prior Title: Transportation Management Analyst I	Prior Effective Date: August 24, 2007	Grade: VIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for recording and analyzing traffic and other data, for identifying patterns or trends, and for assisting others in assessing the impact of these patterns or trends on the state transportation system. This position is also responsible for general clerical and bookkeeping functions for the section.

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.

- Record and analyze traffic or other planning statistical information.
- Provide statistical information to various Department offices and the general public.
- Assist in evaluation of trends and patterns.
- Perform general clerical functions for the section.
- Perform basic bookkeeping for the section.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Working knowledge of Microsoft Word and Excel. Working knowledge of Microsoft Access 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.)

