

Title: Transportation Management Analyst II	Effective Date: May 11, 2012	Grade: X	Job Category: Technician
Prior Title: Planning Analyst	Prior Effective Date: October 18, 2010	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for developing, analyzing, and maintaining comprehensive planning data utilized in various state and federal programs.

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 and analyze traffic and other data on public highway facilities.
- Prepare narrative reports, statistical tabulations, charts, and graphs.
- Review and prepare reports to comply with federal and state program guidelines and directives.
- Analyze field surveys to collect specific traffic and physical condition data.
- Perform routine traffic forecasts.
- Answer inquiries from Departmental and public sources.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field, OR the educational equivalent to a diploma from an accredited high school and four years experience in related field. Knowledge of data processing and proficiency in Microsoft Word and Excel. Knowledge of Microsoft Access 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.)

