

Title: Advanced Environmental Impact Analyst	Effective Date: June 22, 2019	Grade: XIV	Job Category: Professional
Prior Title: Advanced Environmental Impact Analyst	Prior Effective Date: June 24, 2017	Grade: XIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position coordinates the National Environmental Policy Act (NEPA) process through all phases of Department work by managing and facilitating environmental development of more complex projects at the environmental assessment level through site investigations, data collection and collaborative efforts.

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 Department of Transportation is an "at will" employer.

- Conduct site investigations, data collection, and plan reviews to determine potential project impacts.
- Apply procedures, laws, standards, and regulations pertaining to the NEPA process.
- Manage the NEPA process by coordinating with other Sections and Divisions, including setting up schedules, making adjustments where necessary, and monitoring progress.
- Coordinate with federal, state, and local regulatory agencies to secure any necessary concurrence/ permits; and develop and maintain records to document and track compliance with permits and regulations.
- Prepare project documents such as constraints statements, coordination letters, special provisions, etc.
- Prepare NEPA documentation.
- Direct project coordination meetings at Division, Department, State, and Federal levels, as applicable.
- Assist with public meetings to present and interpret environmental impacts and related project information.
- Complete routine records and reports.
- Monitor environmental compliance with federal, state, and local laws related to impacts and commitments through the life of the project and coordinate on-site project monitoring as needed.
- Review environmental project development and NEPA documentation by consultants.
- Assist in the training of other Section staff members.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in an environmental, physical, biological, or natural science; environmental engineering; planning; natural resources; or related field, plus experience with the NEPA process and knowledge of related regulations. Demonstrated ability to effectively manage, coordinate, and write NEPA documents for projects at the environmental assessment level. Strong organizational skills, ability to manage diverse project assignments, attention to detail, and demonstrated proficient oral and written communication skills. Ability to effectively communicate technical, educational, and instructive information to a diverse audience. Ability to read, analyze, and interpret technical procedures and governmental regulations. Ability to write reports and business correspondence. Proficiency in basic computer skills, including Microsoft Word and Outlook. Working knowledge of Microsoft Excel, Access, and PowerPoint desired. Valid driver's license. Ability to traverse rugged terrain including, but not limited to, steep hills, creeks and streams, swamps, brush and timber covered property, fences, etc. Statewide travel including overnight travel as necessary.

("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.)