

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

CHARACTERISTICS OF WORK

Under direct supervision, this position coordinates the National Environmental Policy Act (NEPA) process by managing and facilitating environmental project development 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.
- Assist with 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 through the life of the project and coordinate on-site project monitoring as needed.

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. Experience in an environmental science related field. Project management abilities, experience with the NEPA process, and knowledge of related regulations desired. Strong organizational skills, ability to manage diverse project assignments, attention to detail, and demonstrated proficient oral and written communication skills. 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.)

