

Title: Highway Performance and Needs Analyst II	Effective Date: October 18, 2012	Grade: XII	Job Category: Professional
Prior Title: Data Base Coordinator	Prior Effective Date: October 18, 2010	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for developing and maintaining files and related statistical information used in the Federal Highway Administration's (FHWA) Highway Performance Monitoring System (HPMS).

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.

- Develop procedures and data related to highway condition and performance to provide accurate information used in FHWA and Department databases.
- Complete and submit the Highway Performance Monitoring System data file, related reports, and documentation annually to the FHWA.
- Maintain data and graphical files.
- Develop and maintain GIS databases related to Arkansas' Highway Performance Monitoring System data.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university and four years experience in GIS; OR a minimum of four years experience in HPMS and/or the Department's road inventory system and four years experience in GIS. Demonstrated knowledge and ability in GeoMedia, Microsoft Access and the Department's road inventory database is required. Ability to use Microsoft Word, Excel and the Department's ADT and/or Pavement Management Databases is preferred. Statewide 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.)

