

Title: Lead Environmental Impact Analyst	Effective Date: June 24, 2017	Grade: XVI	Job Category: Professional
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CHARACTERISTICS OF WORK

Under supervision of the Section Head, this position is responsible for performing supervisory work in the overall operations of the Assessments Section of the Environmental Division; serves as a lead coordinator during the National Environmental Policy Act (NEPA) process by managing and facilitating environmental project development through investigations, data collection, and collaborative efforts; and directs staff toward completeness of the documentation. This position also assists in the tracking of NEPA project status and serves as a quality assurance reviewer.

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 project impacts.
- Apply and interpret 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; 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.
- Manage, coordinate, and write NEPA documents for complex projects at the Environmental Impact Statement level.
- Direct project coordination meetings at Division, Department, State, and Federal levels.
- Assist with public meetings to present and interpret environmental impacts and related project information.
- Complete routine records and reports.
- Review environmental project development and NEPA documentation submitted by consultants.
- Review work of staff for competency and accuracy.
- Oversee and direct the work of Section staff, and provide technical assistance, support and training.
- Coordinate with other areas of the Department and federal, state, and local regulatory agencies during the assessment process.
- Manage the schedule of staff project studies, track the NEPA project status, and direct toward documentation completeness.
- Review and comment on documents prepared by staff or submitted by consultants to assure the technical accuracy and completeness.
- 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; coordinate on-site project monitoring as needed.
- Function as the Section Head in his/her absence.

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 six years of experience working with the NEPA process and knowledge of related regulations. Demonstrated ability to effectively manage, coordinate, and write NEPA documents for complex projects at the Environmental Assessment or Environmental Impact Statement level. Effective leadership and reasoning ability. 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. Ability to interpret and apply Department policies and procedures. 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.)

