

Title: Legislative Analyst	Effective Date: June 24, 2017	Grade: XIV	Job Category: Professional
Prior Title: Legislative Analyst I, Administrative Analyst	Prior Effective Date: September 26, 2016	Grade: XVI	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the review and analysis of legislation affecting transportation including, but not limited to, Department operations and policies and financial impacts of funding and financing mechanisms at the federal, state, and local level.

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.

- Monitor, review, understand, and evaluate federal and state legislation.
- Develop and analyze policy alternatives.
- Coordinate with others to conduct thorough financial analyses of funding and financing mechanisms under different scenarios and make insightful recommendations to senior management.
- Maintain statistical information related to the use and funding of the state's transportation system and provide comprehensive statistical study on related topics as needed.
- Prepare authoritative analysis studies for senior management.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in a related field such as public administration, law, business, economics, transportation planning, or statistics. An advanced degree from an accredited college or university in related field such as public administration, business administration, law or transportation planning is desired. A minimum of four years experience with progressive responsibilities in the area of business management, public administration, transportation planning, or related field, of which at least two years is in legislative and policy review. Demonstrated project management skills. Demonstrated ability to work with minimal supervision on unstructured assignments. Excellent oral and written communication skills, including the ability to interface effectively with senior management. Proficient in computer skills including Microsoft Office suite. Strong interpersonal skills and demonstrated commitment to teamwork. Demonstrated ability to evaluate federal and state legislative processes and mechanisms. Working knowledge of Federal Highway Administration statistical reporting procedures and software is desired. Advanced knowledge of financing methods and practices is preferred.

("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.)

