

Title: <b>Programming Analyst</b>	Effective Date: October 3, 2013	Grade: IX	Job Category: Technician
Prior Title: Programming Analyst	Prior Effective Date: March 13, 2013	Grade: IX	Page: 1 of 1

### *CHARACTERISTICS OF WORK*

This position is responsible for maintaining construction status records for all federal and state highway projects, city and county road and street projects, and other special improvements.

### *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.

- Maintain construction status records.
- Prepare monthly update summaries of construction status for the Chief Engineer and the Assistant Chief Engineer - Planning.
- Prepare various summaries of construction status data for legislators, Department administrators, congressmen, and others upon request.
- Transfer project records to computer format.

### *ADDITIONAL EXAMPLES OF WORK APPLICABLE TO THE ASSET MANAGEMENT SECTION*

- Maintain all pavement distress data for inclusion in Asset Management databases.
- Ensure QC/QA procedures are followed for collecting and reporting pavement distress data.
- Maintain an inventory of the section assets.
- Handle all correspondence and purchasing paperwork for the section.

### *MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Advanced training or experience in computer format techniques and knowledge and ability to use Microsoft Word, Excel, Access, PowerPoint, CICS, ROSCOE (Easytrieve), Bentley MicroStation, and Intergraph Geomedia desired.

### *MINIMUM REQUIREMENTS APPLICABLE TO THE ASSET MANAGEMENT SECTION*

The educational equivalent to a diploma from an accredited high school. Knowledge of pavement distresses and collection techniques. Knowledge and ability to use Microsoft Word, Excel, Access, PowerPoint, and Outlook. Knowledge and ability to use GeoMedia desired. Knowledge of the Department's roadway inventory system. Knowledge and experience in office procedures. Valid Arkansas driver's license. 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.)*