

Title: <b>Staff Research Engineer</b>	Effective Date: May 20, 2011	Grade: XIX	Job Category: Professional
Prior Title: Staff Research Engineer	Prior Effective Date: September 17, 2008	Grade: XIX	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under the direction of the Division Head, this position is accountable for overseeing and directing the Department's research program.

*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.

- Organize and manage the Department's research program.
- Prepare annual budgets for continuing research activities, administrative functions, new projects and implementation activities.
- Interpret Federal Highway Administration (FHWA) rules and regulations and translate them into understandable, usable guidelines for the research contractors to follow and assure that desired objectives are obtained.
- Provide for an exchange of information between the Research Section and the Division and Districts.
- Prepare requests for proposals and work plans for research projects.
- Represent the Department at regional transportation seminars and prepare Department rating for proposed NCHRP projects administered under the National Academy of Science.

*MINIMUM REQUIREMENTS*

Possession of a current *Arkansas* license to practice professional engineering. Experience in highway administration and supervision of highway research. Working knowledge of research project management. Ability to interpret and apply Department policies and procedures.