

Title: System Information Technician	Effective Date: November 13, 2018	Grade: X	Job Category: Technician
Prior Title: Hwy Performance & Needs Analyst I, II; Info. Systems Tech. II; Pavement Mgmt. Spec.; Transp. Mgmt. Analyst II; Prog. Analyst	Prior Effective Date: April 24, 2018	Grade: IX, X, XI, XII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for developing, analyzing, and maintaining comprehensive roadway inventory data, and/or traffic data utilized in various state and federal programs. In addition, this position is responsible for identifying patterns or trends in the data, and for assisting others in assessing the impact of those patterns or trends on the state highway system.

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.

- Compile and analyze traffic and other data on public roadway facilities.
- Perform routine traffic forecasts.
- Maintain the traffic monitoring database.
- Locate construction data from plans, survey notes, SiteManager, etc.
- Assist in the evaluation of trends and patterns in traffic data.
- Verify roadway characteristics from both job plans and field collected data.
- Update the Roadway Inventory database to reflect completed projects.
- Prepare and input traffic related data to provide accurate information for use in Federal Highway Administration and Department databases.
- Provide historical and current traffic, pavement, highway inventory, and system information to other Divisions and the public.

MINIMUM REQUIREMENTS

The educational equivalent to an associate's degree from an accredited college or university; OR the educational equivalent to a diploma from an accredited high school and two years of experience in a science or technology-related field. Valid driver's license. Statewide travel as necessary. Ability to read and understand highway maps and plans. Ability to use ESRI's Arc GIS. Attention to detail. Demonstrated proficiency in the use of computers and technology. Demonstrated proficiency in Microsoft Word, Excel and Access.

("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.)