

Title: Administrative Analyst	Effective Date: August 24, 2007	Grade: XVI	Job Category: Professional
Prior Title: Administrative Analyst	Prior Effective Date: August 1, 1991	Grade: XVI	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the review and analysis of legislation affecting highway use and development.

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.

- Review legislation.
- Prepare authoritative analysis papers for top management.
- Monitor, review, and evaluate federal legislation.
- Develop policy alternatives.
- Appear before legislative committees to present proposed legislation and background data.
- Monitor the status of all pertinent legislation.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field applicable to the work performed. Excellent report writing skills, ability to use advanced Departmental microcomputer software programs including Microsoft Word and Excel. A working knowledge of Microsoft Access and PowerPoint is desired. Familiarity with federal and state legislative processes and mechanisms. Familiarity with all aspects of highway and transportation issues as to the effect they have upon Department policy. Experience with Federal Highway Administration statistical reporting procedures and software desired.