

Title: Environmental Analyst I	Effective Date: January 10, 2012	Grade: X	Job Category: Paraprofessional
Prior Title: Archeologist Assistant/Biologist	Prior Effective Date: October 18, 2010	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, researches, interprets and assists in the implementation of environmental laws, regulations and permits for highway construction, maintenance, and operation.

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.

- Assist in the preparation and delivery of training on environmental regulations and practices to Department personnel.
- Research and interpret environmental regulations and permits for the Department and assist District personnel in application of new or existing requirements to their daily duties.
- With minimum supervision, visit construction projects or maintenance facilities to review compliance with environmental regulations and permits. Assist in the preparation of reports on findings and when requested, consult during the correction of any deficiencies.
- Assist in the preparation of complex plans and reports needed to comply with Environmental Protection Agency and Arkansas Department of Environmental Quality permits and regulations.
- Under general guidance, plan and conduct field testing of water samples for various parameters.
- Assist in the review of plans for construction projects and maintenance facilities to maintain compliance with environmental regulations and permits.
- Assist in the collection and interpretation of data using Global Positioning System equipment.
- Develop and maintain computerized records used to track and document compliance with permits and regulations.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in pure, applied or social science; master's degree preferred. Statewide travel. Valid driver's license. Proficiency in basic computer skills, including a working knowledge of Microsoft Word, Excel, Access, PowerPoint and Outlook. Strong oral and written communication skills. Working knowledge of the National Pollutant Discharge Elimination System (NPDES) regulations and program 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.)

