

Title:	Effective Date:	Grade:	Job Category:
<b>System Information Data Specialist</b>	August 18, 2020	XVI	Professional
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### ***CHARACTERISTICS OF WORK***

Under direct supervision, this position is responsible for developing and/or maintaining databases used within the System Information and Research (SIR) Division. This position will also be responsible for maintaining the Department’s Asset Management analysis software, along with all current inputs and variables, and producing reports as necessary from the software output.

### ***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.

- Establish, coordinate, and maintain links to Department databases required within various SIR Division databases.
- Ensure all data is correctly referenced to the Department’s Location Referencing System.
- Ensure all databases conform to the data reporting guidelines established within the SIR Division and the Department’s Data Governance Committee.
- Establish and maintain a data Quality Assurance/Quality Control program for all database elements to ensure data integrity.
- Perform queries or analysis on the State Highway system using various SIR Division databases.
- Ensure annual data requirements for the Highway Performance Monitoring System (HPMS) are fulfilled.
- Design programs as necessary, including the writing of code, compiling, testing, and implementation to aid in the development and enhancement of SIR Division databases.
- Train and provide direct assistance to SIR Division staff.

### ***MINIMUM REQUIREMENTS***

#### Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in computer science, information systems, or related field; OR the educational equivalent to a high school diploma PLUS four years of advanced database or programming experience. Experience writing reports with SQL Reporting Services and Microsoft Access. Experience in database design, development, maintenance, and administration preferred. Experience with standard web page markup languages, C#, .Net, and Python preferred. Experience with Federal Highway Administration’s HPMS reporting procedures and software desired.

#### Knowledge, skills and abilities:

Advanced analytical and problem solving skills. Advanced understanding of database structures, theories, principles, and practices. Effective communication skills, and ability to prioritize, execute, and complete tasks in a timely manner. Knowledge of various programming and database querying languages including Visual Basic, SQL and open source. Working knowledge of ArcGIS desired. Advanced knowledge of Microsoft Excel, Word, and Access.

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Working conditions:

Office environment

Licenses, Registrations and Certifications:

Valid driver's license

*("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.)*