

Title: System Information Analyst	Effective Date: June 19, 2021	Grade: XIV	Job Category: Professional
Prior Title: System Information Analyst	Prior Effective Date: June 24, 2017	Grade: XIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the development, management, and reporting of comprehensive highway system information, pavement condition data, roadway inventory data, and/or traffic data utilized in various state and federal programs. In addition, this position is responsible for maintaining tools utilized by Department staff for the application of this information in various activities.

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.

- Update and maintain various Federal and/or State DOT programs and ensure corresponding mandates and guidelines are implemented and followed.
- Ensure all required data complies with federal or state requirements and is submitted correctly by established due dates.
- Support and/or maintain required software and applications.
- Develop and/or assist with design specifications for new/upgraded applications.
- Respond to comments or questions from federal, state, and/or public entities regarding any topic within the realm of work responsibility.
- Write technical documents and/or reports.
- Document and maintain all procedures within the realm of work responsibility.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in a science or technology-related field and one year of related experience; OR the educational equivalent to an associate’s degree from an accredited college or university and three years of experience in a science or technology-related field; OR the educational equivalent to a diploma from an accredited high school and five years of experience in a science or technology-related field. Demonstrated experience with various databases and database querying tools.

Knowledge, skills and abilities:

Understanding of software troubleshooting techniques. Demonstrated proficiency in the use of computers and technology. Demonstrated proficiency using Microsoft Office applications and GIS applications. Ability to write reports and technical documents. Ability to read and understand highway maps and plans.

Working conditions:

Statewide travel as necessary.

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.)