

Title: Environmental Impact Analyst	Effective Date: July 8, 2026	Grade: 12	Job Category: Professional
Prior Title: Environmental Impact Analyst	Prior Effective Date: June 22, 2019	Grade: 12	Page: 1 of 2

CHARACTERISTICS OF WORK

Under direct supervision, this position coordinates the National Environmental Policy Act (NEPA) process by managing and facilitating environmental project development, evaluating impacts to environmental resources in and near Department project sites, and monitoring compliance with local, state, and federal regulations during all phases of Department work.

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.

- Conduct site investigations, data collection, and plan reviews to determine potential project impacts.
- Apply procedures, laws, standards, and regulations pertaining to the NEPA process.
- Manage the NEPA process by coordinating with other Sections and Divisions, including establishing project schedules, discussing environmental impacts, relaying project changes and monitoring project schedules and deliverables.
- Coordinate with regulatory agencies to secure any necessary concurrence/ permits.
- Assist in collecting, analyzing, and summarizing air quality, hazardous waste, important farmland, land use, noise, parks and recreational areas, etc. to support NEPA and project development activities.
- Develop and maintain project records to document and track compliance with permits and regulations.
- Prepare project documents such as constraints statements, coordination letters, special provisions, etc.
- Prepare NEPA and supporting technical documentation.
- Assist with project coordination meetings at Division, Department, State, and Federal levels, as applicable. Assist with public meetings to present and interpret environmental impacts and related project information.
- Monitor environmental compliance through the life of the project and coordinate on-site project monitoring as needed.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor's degree from an accredited college or university in an environmental, physical, biological, or natural science, environmental engineering, planning, natural resources, or related field. Experience in an environmental science related field.

Knowledge, skills and abilities: Knowledge of NEPA and other environmental laws desired. Project management abilities desired. Strong organizational skills, ability to manage diverse project assignments, attention to detail, and demonstrated proficient oral and written communication skills. Ability to effectively communicate technical, education, and instructive information to a diverse audience. Ability to read, analyze, and interpret technical procedures and governmental regulations. Ability to write reports and business correspondence. Proficiency in basic computer skills, including Microsoft Word and Outlook. Working knowledge of Microsoft Excel, Access, and PowerPoint desired.

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Physical requirements: Ability to traverse rugged terrain including, but not limited to, steep hills, creeks and streams, swamps, brush and timber covered property, fences, etc.

Working conditions: Office and field environment with statewide travel including overnight 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.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.