

Title:	Effective Date:	Grade:	Job Category:
Lead Public Involvement Specialist	August 5, 2026	16	Professional
Prior Title:	Prior Effective Date:	Grade:	Page:
Lead Public Involvement Specialist	June 19, 2021	16	1 of 2

CHARACTERISTICS OF WORK

Under the supervision of the Section Head, this position is responsible for performing lead and coordination functions in the overall operations of the Public Involvement Section of the Environmental Division. This position coordinates complex public involvement activities, evaluates potential impacts of proposed highway construction projects on the human environment in compliance with the National Environmental Policy Act (NEPA), reviews public involvement materials and documentation, and monitors compliance with applicable federal regulations during the NEPA phase of the project 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 Department of Transportation is an "at will" employer.

- Coordinate, schedule, arrange, publicize and participate in public involvement activities, public meetings, and public hearings for transportation projects.
- Prepare, review and present informational materials, displays, maps, exhibits, presentations, and project information related to transportation projects and environmental studies.
- Conduct site investigations and evaluate potential community impacts associated with transportation projects, including economic, cultural, social, mobility, access, and quality-of-life considerations.
- Collect, analyze, and summarize demographic, land use, socioeconomic, and community data to support environmental review and project development activities.
- Identify stakeholders, community organizations, public facilities, media outlets, and outreach opportunities based on the demographic and cultural characteristics of affected communities.
- Maintain and review project records, databases, mailing lists, public comments, outreach documentation, and related reports.
- Prepare, compile, and review environmental documents and supporting technical documentation related to the NEPA process.
- Prepare and review public hearing documentation, comment summaries, disposition of comments, and related materials for inclusion in the NEPA documentation and project record.
- Implement public outreach activities related to Title VI and Limited English Proficiency considerations.
- Review consultants and local public agencies public involvement documentation for accuracy, consistency, readability, and compliance with applicable federal laws and procedures.
- Monitor, interpret, and apply regulation changes to assure compliance with federal and state regulations and guidelines as they pertain to the NEPA public involvement process.
- Coordinate with other Divisions, Districts, State DOTs, Federal Agencies, local officials, and general public to support project development activities and resolve public concerns.
- Serve as a technical resource for complex, high-profile, or controversial public involvement activities.
- Assist in developing, updating, and implementing Public Involvement Section procedures, templates, and guidance documents.
- Advise staff in the Section Head's absence; oversee and coordinate work of the section and provide technical assistance, support and training.

Title:	Effective Date:	Grade:	Job Category:
Lead Public Involvement Specialist	August 5, 2026	16	Professional
Prior Title:	Prior Effective Date:	Grade:	Page:
Lead Public Involvement Specialist	June 19, 2021	16	2 of 2

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor's degree from an accredited college or university in environmental sciences, environmental studies, sociology, political science, public administration, communications, or a field related to the work performed. Experience in public involvement, community outreach, environmental review, community impact assessment, or related project development activities. Experience in reading and interpreting highway design plans.

Knowledge, skills and abilities: Demonstrated ability to effectively manage, coordinate, and write NEPA documents for complex projects at the Environmental Assessment or Environmental Impact Statement level. Demonstrated knowledge of state and federal laws, rules, and regulations pertaining to the public involvement in the NEPA decision-making process. Demonstrated ability to build rapport and interact effectively with individuals of various social, ethnic, and cultural backgrounds. Ability to communicate comfortably and professionally with elected officials, civic leaders, government agencies, stakeholders, and the public. Strong organizational skills, ability to manage diverse project assignments, attention to detail, and demonstrated proficient oral and written communications skills. Effective leadership and reasoning ability. Demonstrated ability to read, analyze and interpret technical procedures and governmental regulations. Demonstrated ability to interpret and apply Department policies and procedures. Advanced knowledge of the Americans with Disabilities Act (ADA) and Title VI of the Civil Rights Act of 1964. Working knowledge of Microsoft Word, Outlook, Excel, Access, and PowerPoint.

Working conditions: Office environment with frequent statewide travel, including occasional overnight travel. Occasional outdoor field work and attendance at public meetings outside normal business hours.

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.