

Title: Legislative Specialist	Effective Date: October 3, 2025	Grade: 16	Job Category: Professional
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CHARACTERISTICS OF WORK

This position is responsible for tracking the review and analysis of legislation affecting transportation including, but not limited to, Department operations and policies and financial impacts of funding and financing mechanisms at the federal, state, and local level and for coordinating responses made under the Arkansas Freedom of Information Act.

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 the monitoring, review, comprehension, and evaluation of federal and state legislation.
- Coordinate information sharing and compilation of information and policy analysis for state legislation.
- Assist in the review of Department rules for compliance with state rule making requirements.
- Coordinate thorough financial analyses of funding and financing mechanisms under different scenarios and make insightful recommendations to senior management.
- Maintain statistical information related to the use and funding of the state’s transportation system and provide comprehensive statistical study on related topics as needed.
- Assist in overseeing the preparation of authoritative analysis studies for the Chief Legal Counsel and senior management.
- Provide training and guidance to others in the office.
- Coordinate and serve as the primary contact for all Arkansas Freedom of Information Act requests, including monitoring ASK ARDOT and ensure appropriate and timely responses are delivered to the public.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor’s degree from an accredited college or university in a related field such as public administration, law, business, economics, transportation planning, or statistics. An advanced degree from an accredited college or university in related field such as public administration, business administration, law or transportation planning is desired. Experience with progressive responsibilities in the area of business management, public administration, transportation planning, or related field. Experience in legislative and policy review.

Knowledge, skills and abilities: Demonstrated project management skills. Demonstrated ability to work with minimal supervision on unstructured assignments. Excellent oral and written communication skills, including the ability to interface effectively with senior management. Proficient in computer skills including Microsoft Office suite. Strong interpersonal skills and demonstrated commitment to teamwork. Demonstrated ability to evaluate federal and state legislative processes and mechanisms. Knowledge of the state and federal legislative process. Ability to train and mentor others.

Working conditions: Office environment.

("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.)