

Title: Public Involvement Specialist	Effective Date: August 5, 2026	Grade: 12	Job Category: Professional
Prior Title: Public Involvement Specialist	Prior Effective Date: June 22, 2019	Grade: 12	Page: 1 of 2

CHARACTERISTICS OF WORK

Under direct supervision, this position coordinates public involvement activities for transportation projects and evaluates potential impacts of proposed highway construction projects on the human environment in compliance with the National Environmental Policy Act (NEPA) and applicable public involvement requirements.

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 and meetings for transportation projects.
- Prepare and present informational materials, displays, maps, exhibits, presentations, and project information related to transportation projects and environmental studies.
- Conduct site investigations to identify community characteristics and assist in evaluating potential community impacts associated with transportation projects, including economic, cultural, social, mobility, access, and quality-of-life considerations.
- Assist in collecting, analyzing, and summarizing demographic, land use, socioeconomic, and community data to support NEPA and project development activities.
- Identify stakeholders, community organizations, public facilities, media outlets, and outreach opportunities.
- Coordinate with Department staff, government agencies, community organizations, consultants, and the public regarding project development activities.
- Maintain project records, databases, mailing lists, public comments, outreach documentation, and related reports.
- Assist in the development of environmental documents and supporting technical documentation related to the NEPA process.
- Monitor environmental compliance through the life of the project.

ADDITIONAL EXAMPLES OF WORK APPLICABLE TO BILINGUAL PUBLIC INVOLVEMENT SPECIALIST:

- Perform Spanish/English translation and interpretation services for public involvement activities, project materials, correspondence, presentations, websites, comment forms, and related documents.
- Prepare, review, and assist with Spanish-language public involvement materials to support meaningful access to project information.
- Provide Spanish/English interpretation during public meetings, stakeholder meetings, community outreach events, and other public involvement activities.
- Identify and coordinate with English and Spanish-language media outlets, churches, community organizations, local officials, and other outreach partners based on the demographic and language needs of affected communities.
- Conduct targeted outreach to Spanish-speaking communities, including community events, door-to-door outreach, one-on-one stakeholder coordination, and other outreach activities as needed.

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ADDITIONAL EXAMPLES OF WORK APPLICABLE TO BILINGUAL PUBLIC INVOLVEMENT SPECIALIST (continued):

- Assist with documenting language assistance efforts, translated materials, interpretation services, outreach methods, and public comments received from Spanish-speaking participants.
- Assist Department staff, consultants, and project teams in communicating project information to Spanish-speaking members of the public.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor's degree from an accredited college or university in a field related to environmental sciences, environmental studies, sociology, political science, public administration, communications, or a field related to the work performed, plus experience working with the public.

Knowledge, skills and abilities: Knowledge of NEPA and related regulations desired. Demonstrated ability to build a 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. Working knowledge of Microsoft Word, Excel, Outlook, and PowerPoint. Ability to communicate in sign language is beneficial.

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.

ADDITIONAL REQUIREMENTS APPLICABLE TO BILINGUAL PUBLIC INVOLVEMENT SPECIALIST:

Fluency in Spanish and English, both written and oral.

("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.