ArDOT — Classification Specifications

Title:	Effective Date:	Grade:	Job Category:
Safety Information Coordinator	March 15, 2023	XIV	Technicians
Prior Title:	Prior Effective Date:	Grade:	Page:
Safety Information Coordinator	September 27, 2013	XIV	1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position will assist in the identification of potential safety projects as part of the Highway Safety Improvement Program.

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.

- Perform data queries utilizing various databases.
- Assist in the identification of potential safety countermeasures to address target crash types and emphasis areas.
- Assist in the prioritization of potential safety projects for implementation.
- Assist in the preparation of safety reports and other documents.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor's degree from an accredited college or university in a specialized or related field applicable to the work performed. Experience in performing complex data queries and GIS preferred.

Knowledge, skills and abilities: Ability to write technical reports and perform data analyses. Knowledge of statistical methods necessary for the evaluation of crash risk and performance of crash analyses. Good written and verbal communication skills.

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.)

Arkansas Department of Transportation   EEO Approved: _____