AʀDOT		Classification Specifications		
Title:		Effective Date:	Grade:	Job Category:
Motor Carrier Safety Data Specialist		September 11, 2024	X	Technician
Prior Title:		Prior Effective Date:	Grade:	Page:
Motor Carrier Safety Data Specialist		June 24, 2017	X	1 of 1

CHARACTERISTICS OF WORK

This position acts as coordinator for special programs made available to the state, conducts various studies, and prepares special projects and reports for supervisors.

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.

- Collect and analyze data from various sources for studies, reports and annual work plans
- Import, process and upload roadside safety inspection and crash data daily to the Federal Motor Carrier Safety Administration (FMCSA).
- Revise and resubmit roadside safety inspection data pursuant to FMCSA DataQs resolutions.
- Assist motor carriers with roadside safety inspection data and carrier profiles maintained by FMCSA.
- Provide administrative and technical support, staff training and updates to various federal and state software programs.
- Issue and delete electronic access identification cards for Division employees.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school Experience in data analysis.

Knowledge, skills and abilities: Knowledge of Microsoft Word and Outlook. Ability to learn and navigate computer software and adapt to new technology. Good communication skills. Attention to detail. Well-developed sense of urgency and follow-through.

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.)