

DESCRIPTION: Under limited supervision, performs program and administrative work to provide inter-agency and intra-agency liaison, coordination, and procedural guidance. Participates in the Public Involvement Program to ensure Federal and State government mandates and goals are attained. Works with Highway Commission members and management of Nebraska Department of Roads (NDOR) relative to Commission meetings, project and other public hearings, and associated informational events and organizational services. Prepares assessments and information regarding program needs and actions, and schedules, facilitates, and records public hearings on proposed highway projects. Assists during planning and execution of official public information meetings, and serves as the point of contact for State Highway Commission members; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a single level entry and full performance classification where the primary and predominant responsibility is to provide research, planning, and communication services to facilitate non-technical program administration activities and informational hearings and activities that are not quasi-judicial or legislative in nature. The information and procedural services provided encompass diverse needs of the Department's projects and operations including public hearings, presentation and informational outreach activities and providing principal administrative assistance to the Highway Commission. This work requires independent judgment, and communication and interpersonal skills to deal with both on-going and long-term planning of information sharing and sensitive concerns and problems. A wide range of contacts will occur involving the public, elected officials, agency legal and public affairs staff, and representatives of public jurisdictions, business firms, and community and interest groups.

EXAMPLES OF WORK: (A position may not be assigned all of the duties listed, nor do the listed examples include all the duties that may be assigned).

Participates in research to analyze and identify each community's demographics and to determine national origin, race, and preferred language. Facilitates the implementation of an appropriate approach for disseminating materials and information to targeted audiences and provide services for outreach efforts at public meetings and via other forms of communication.

Contacts and consults closely with community leaders and key individuals such as city administrators, city clerks, mayors, clergy, and other public officials to resolve issues or barriers, to provide assistance to increase public awareness, and to address community concerns for local Federally funded highway projects. Explains, clarifies, and interprets Federal guidelines to community leaders, residents, public officials, and other concerned citizens which outline public involvement mandates and goals.

Determines what steps are necessary and documents all aspects (such as public accessibility and community involvement goals) of the hearings to meet reporting requirements and to ensure continuation of Federal funding for projects. Prepare reports and summaries detailing all efforts that were made and analyze actions to determine where improvements could be made.

Reviews and develops an action plan, after Federal audits, to address those recommendations, make improvements, and correct any deficiencies.

A09610 – HIGHWAY PUBLIC HEARINGS OFFICER (continued)

Schedules and coordinates public hearings and meetings on State and other Federally funded projects and initiates notifications for publication and distribution of hearings/meetings; maintains annual rosters, lists, and calendars to notify public local agencies, civic/interest groups, and individuals of meetings.

Prepares correspondence, maintains hearing document files, and tracks projects as needed. Arranges facilities and support to ensure all provisions are made and followed accordingly for limited English proficiency individuals, ADA, and Title VI requirements.

Determines the course and the format of public hearings and other meetings; coordinates meeting arrangements to include obtaining equipment such as public address systems, overhead projectors, and computers, and recording of all proceedings and preparing public hearing transcripts or records; operates and maintains equipment and computer applications and databases.

Attends all official Highway Commission meetings and NDOR public hearings; keeps minutes, reports, and transcripts of public meetings; records, certifies, and distributes transcripts of all official hearings; brings key matters to the attention of the Commission or NDOR management.

Explains parliamentary procedures governing meetings and other operations; monitors adherence and guides others to ensure all minutes, records, and voting sheets be maintained as required.

Conducts research as assigned, prepares and submits reports on transportation topics and issues. Analyzes requests and complaints and suggests responses and answers; drafts correspondence for routine, non-routine, and confidential inquiries as directed by the Highway Commission members, including Commission memos (weekly, monthly, and as assigned).

Initiates, prepares, and coordinates distribution of project information prior to or during public hearings.

Schedules and coordinates monthly Highway Commission and other meetings including preparing agendas, invitations, information releases, and registrations, and providing appropriate location, equipment, and media services. Coordinates monthly meeting presenters and associated informational packets and arranges for room accommodations.

Compiles cost figures and identifies projected financial needs to assist with the preparation of the annual Highway Commission budget; monitors expenditures as directed.

Obtains and maintains Governor's project approval correspondence and processes associated paperwork and records.

Performs general office/administrative support such as compiling and filing information and records pertinent to inquiries or complaints; preparing and distributing schedules, agendas, briefings, and summaries for various internal administrative meetings.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and practices of public administration/relations, and the communications industry; public interaction and writing propriety standards; organizational and technical writing methods;

promotional, educational, and presentation strategies; procedure and policy development techniques; Federal and State laws, rules, regulations and procedures pertaining to highway transportation programs and projects; agency program legislation and goals; state-wide and local media sources and operations including appropriate contact persons; factors used to establish possible costs and publication/broadcast deadlines; reference sources including agency reference material and external information sources; interrelationships of agency and local community functions and activities and State and local program activities; parliamentary procedures governing the rules of order, chairmanship, the statutes, and procedures pertinent to public meetings; ADA and Title VI requirements and limited English proficiency standards to ensure provisions are met when posting notices of all public hearings, meetings, and public events; the mission and functions of transportation related agencies and organizations; NDOR and State communication and recordkeeping policies; agency resources of information.

Skill in: using computer applications and databases (such as Microsoft Office Suite, Word, Excel, and Access) within a mainframe and personal computer environment.

Ability to: research information to determine demographics of communities and ascertain target audiences; hear and resolve complaints or problems and handle situations in a positive and productive manner; meet the needs and resolve issues of various representatives and the public; communicate in person, and via broadcast media, emails, and correspondence with diverse audiences in varied settings to present ideas and facts; compile/condense information, written material and other information; interact with managers, peers, members of diverse populations, and community leaders to exchange information; identify and prioritize problems and formulate possible solutions; coordinate and schedule public meetings and hearings and prepare reports to document information; interact with Commission members, NDOR managers, other State employees, and representatives of business firms and civic/interest groups; collect, confirm, and summarize all facts and information pertinent to proposals, events, and topics; analyze and solve problems involving several variables and requirements; operate electronic equipment and recording devices.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in communication, English, history, journalism, pre-law, adult education, or a related field and either one year of experience in preparing/summarizing technical, legal, environmental, or transportation information/documents, OR one year of experience in organizing public information/public affairs meetings or events. Additional years of education or experience in the fields listed above may substitute for the required experience or education on a year-for-year basis.

SPECIAL NOTE:

Extensive state-wide and overnight travel is expected. Possession of a valid driver's license is required.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).