

**DWS
UI-WORKFORCE SYSTEMS-WIOA-LMI-TANF
Post Office Box 2981
Little Rock, Arkansas**

ADMINISTRATIVE MEMORANDUM NUMBER 63-20

Charisse Childers, Ph.D., Director

November 17, 2020

TO: All DWS Employees

SUBJECT: Announcement of Agency Non-Exempt Position Vacancies

1. **Purpose:** To announce available position vacancies and the acceptance of State of Arkansas applications from Agency employees and other applicants.
2. **General Information:** The following position vacancies are being announced in-house and/or simultaneously (intra-Agency and external) for interested applicants.

<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>NUMBER OF POSITIONS</u>	<u>LOCATION</u>
DWS Workforce Specialist (Reannouncement)	GS06	1	West Memphis

Class Summary: The Division of Workforce Services (DWS) Workforce Specialist is responsible for career orientation and planning, assessment, and enrollment of clients seeking eligibility for DWS programs and related services. This position is governed by state and federal laws and agency policy

Minimum Qualifications: The formal education equivalent of a bachelor's degree in social services, general business, social sciences, business administration, public administration or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>NUMBER OF POSITIONS</u>	<u>LOCATION</u>
DWS Unemployment Insurance Investigator	GS06	2	Little Rock

Class Summary: The Division of Workforce Services (DWS) Unemployment Insurance (UI) Investigator is responsible for conducting investigations to prevent and identify improper payments of unemployment insurance benefits and reviews claims as a control measure. This position is governed by state and federal laws and agency policy.

Minimum Qualifications: The formal education equivalent of a bachelor's degree in business administration, public administration or a related field; plus one year of experience in processing or adjudicating claims or conducting research and investigations.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Job Specifications may be accessed by linking to the Office of Personnel Management web site at http://www.arkansas.gov/dfa/personnel_mgmt/opm_classcodes.html.

THE INDIVIDUALS SELECTED TO FILL THIS VACANCY WILL BE SUBJECT TO A BACKGROUND CHECK.

Interested DWS employees and external applicants should **apply online at:**

<https://www.transform.ar.gov/personnel/arcareers/>.

Closing Date: Completed applications must be received by Human Resources by 11:59 p.m., November 24, 2020.

3. **Action Required:** Please circulate, have **all employees read and initial**, and post for a **minimum of five (5) working days**.

Additional questions have been added to the on-line application for some of the Agency position vacancies. Applicants are strongly encouraged to apply on-line, but if you do not have access to the on-line system and must apply via paper application, please contact Human Resources at 501-682-1462 to receive the additional questions. The questionnaire must be completed and submitted with your application to Human Resources by 11:59 p.m. on the closing date.

4. **Inquiries:** Direct questions to Human Resources, 501-682-1462.
5. **Expiration Date:** November 24, 2020.
(**Announcement Closing Date:** 11:59 p.m., November 24, 2020).