

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

**ADMINISTRATIVE MEMORANDUM NUMBER 64-20**

**Charisse Childers, Ph.D., Director**

**November 17, 2020**

**TO:** All DWS Employees

**SUBJECT:** Announcement of Agency 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>
Executive Assistant to the Director	GS07	1	Board of Review

**Class Summary:** The Executive Assistant to the Director is responsible for office management of a professional services operation. This position is governed by state and federal laws and agency policy.

**Minimum Qualifications:** The formal education equivalent of an bachelor's degree in business administration, office administration, communications, public relations or a related field; plus two years of experience in office or program administration, public relations or a related field, including one year in a supervisory or leadership capacity. 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>
Research Project Analyst (Reannouncement)	GS06	1	BLS Programs

**Class Summary:** The Research Project Analyst is responsible for researching and providing statistical reports for ongoing and special projects. This position is governed by state and federal laws and agency policy.

**Minimum Qualifications:** The formal education equivalent of a bachelor's degree in mathematics, business administration, public administration, or a related field; plus one year of experience in research, statistics, planning, or a related area. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

**Preferred Qualifications:** Strong mathematical and research skills. This position requires the ability to research UI tax filings and extensively use the internet to determine employment and wage data issues that are reported by businesses to the Division of Workforce Services.

**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](http://www.arkansas.gov/dfa/personnel_mgmt/opm_classcodes.html).

**THE INDIVIDUALS SELECTED TO FILL THESE VACANCIES 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).