

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

ADMINISTRATIVE MEMORANDUM NUMBER 67-20

Charisse Childers, Ph.D., Director

December 15, 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>
Attorney Specialist (Reannouncement)	GS11	1	Legal

Class Summary: The Attorney Specialist is responsible for conducting legal research and writing legal documents for use in litigation and for providing legal assistance to the agency. This position is governed by state and federal laws and agency policy.

Minimum Qualifications: The formal education equivalent of a law degree from an accredited law school; plus three years of experience as a practicing attorney in the public or private sector. **CERTIFICATIONS, LICENSES, REGISTRATIONS:** Must be licensed to practice law and admitted to the Arkansas State Bar in accordance with ACA 16-22-201. Must possess a valid Arkansas driver's license. 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>
Program Fiscal Manager	GS08	1	Cash Accounting

Class Summary: The Program Fiscal Manager is responsible for managing the fiscal activities of an agency program. This position is governed by state and federal laws and agency policy.

Minimum Qualifications: The formal education equivalent of a bachelor's degree in public administration, business administration, or a related area; plus three years of experience in program organization and administration, 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>
DWS Program Operations Manager (Reannouncement)	GS08	1	UI/Technical Unit

Class Summary: The Department of Workforce Services (DWS) Program Operations Manager is responsible for managing the operations of specific DWS programs. This position is governed by state and federal laws and agency policy.

Minimum Qualifications: The formal education equivalent of a bachelor's degree in general business, public administration, or a related field; plus four years of experience in personnel management, program administration, human services, public administration, or a related field, including two years in a supervisory or leadership capacity.

<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>NUMBER OF POSITIONS</u>	<u>LOCATION</u>
DWS Workforce Investment Regulatory Advisor	GS08	1	Employment Assistance

Class Summary: The Department of Workforce Services (DWS) Workforce Investment Regulatory Advisor is responsible for directing human resources management functions for the department. This position is governed by state and federal laws and agency policy.

Minimum Qualifications: The formal education equivalent of a bachelor's degree in personnel management, organizational management, business administration, public administration, psychology, or a related field; plus four years of experience in personnel management, organizational management, or a related field, including two years in a supervisory or leadership capacity.

<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>NUMBER OF POSITIONS</u>	<u>LOCATION</u>
DWS Program Monitor	GS07	1	TANF Contracts & Grants Management

Class Summary: The Department of Workforce Services (DWS) Program Monitor is responsible for leading and conducting special research studies and monitoring and coordinating project/program activities. This position is governed by state and federal laws and agency policy.

Minimum Qualifications: The formal education equivalent of a bachelor's degree in public administration, general business, or a related field; plus three years of experience in program planning, research, or a related field, including one year in a supervisory or leadership capacity.

<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>NUMBER OF POSITIONS</u>	<u>LOCATION</u>
Budget Specialist (Reannouncement)	GS06	1	Budget

Class Summary: The Budget Specialist is responsible for preparing, monitoring, and maintaining program operating budgets and/or biennial budgets. This position is governed by state and federal laws and agency policy

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

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 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., December 22, 2020.

- 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.

- Inquiries:** Direct questions to Human Resources, 501-682-1462.
- Expiration Date:** December 22, 2020.
(**Announcement Closing Date:** 11:59 p.m., December 22, 2020).