

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

ADMINISTRATIVE MEMORANDUM NUMBER 68-20

Charisse Childers, Ph.D., Director

December 15, 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	GS06	1	Jonesboro
DWS Workforce Specialist	GS06	1	Newport
DWS Workforce Specialist	GS06	1	Little Rock

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 Workforce Specialist (DVOP)	GS06	1	Paragould

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.

Job Specific Information: You must be a Veteran and/or meet one of the conditions listed under Application Information.

The DWS Workforce Specialist (DVOP) Position will be assigned as a Disabled Veteran Outreach Program Specialist. It must be filled with qualified veterans and eligible persons which means you must meet at least one of the definitions below to be considered:

"Special Disabled Veteran"

(A) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary for a disability (i) rated at 30 percent or more, or (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under section 3106 of this title to have a serious employment handicap; or

(B) A person who was discharged or released from active duty because of service-connected disability.

"Veteran of the Vietnam era"

An eligible veteran any part of whose active military, naval, or air service was during the Vietnam era.

"Disabled Veteran"

Veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary, or a person who was discharged or released from active duty because of a service-connected disability.

"Eligible Veteran"

A person who-

(A) Served on active duty for a period of more than 180 days and was discharged or released there from with other than a dishonorable discharge; or

(B) Was discharged or released from active duty because of a service-connected disability; or

(C) As a member of a reserve component under an order to active duty pursuant to section 12301(a), (d), or (g), 12302, or 12304 of title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.

Eligible Person

A person who is:

(A) The spouse of any person who died of a service-connected disability, or

(B) The spouse of any member of the Armed Forces serving on active duty who, at the time of application for assistance under this chapter [38 USCS 4101 et seq.], is listed, pursuant to section 556 of title 37 and regulations issued thereunder, by the Secretary concerned in one or more of the following categories and has been so listed for a total of more than ninety days: (i) missing in action, (ii) captured in line of duty by a hostile force, or (iii) forcibly detained or interned in line of duty by a foreign government or power, or

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(C) The spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

Additionally, in considering applicants for this position, Preference shall be accorded in the following order:

- (1) To qualified service-connected disabled veterans.
- (2) If no veteran described in (1) is available, to qualified eligible veterans.
- (3) If no veteran described in (1) or (2) is available, then to qualified eligible persons

Additionally, if selected for an interview you must bring a copy of your DD Form 214, Civil Service Preference Letter issued by the U.S. Department of Veterans Affairs (dated within the last six months) or other appropriate documentation that confirms your status.

<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>NUMBER OF POSITIONS</u>	<u>LOCATION</u>
Training Instructor	GS06	1	Jonesboro

Class Summary: The Training Instructor is responsible for developing, coordinating, and conducting training. This position is governed by state and federal laws and agency policy.

Minimum Qualifications: The formal education equivalent of a bachelor's degree in education, public administration, management, business administration or a related field; plus one year of experience in training development and delivery, teaching 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>
Administrative Analyst	GS06	1	OCI/ LMI

Class Summary: The Administrative Analyst is responsible for conducting special research studies, analyzing data, preparing statistics, making recommendations based on research findings, 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. 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>
HR Specialist	GS04	1	Payroll
HR Specialist	GS04	1	Human Resources

Class Summary: The Human Resources Specialist is responsible for performing human resources related activities such as recruitment, interviewing, and orientation; monitoring and providing oversight and correction to processes related to area of assignment. This position is governed by state and federal laws and agency policy

Minimum Qualifications: The educational equivalent of a high school diploma; plus four years of experience in human resources, insurance/benefits or retirement eligibility administration, administrative support 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 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., 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.

5. **Expiration Date:** December 22, 2020.
(**Announcement Closing Date:** 11:59 p.m., December 22, 2020).