

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

ADMINISTRATIVE MEMORANDUM NUMBER 19-21

Charisse Childers, Ph.D., Director

March 15, 2021

TO: All DWS Employees

SUBJECT: Announcement of an Agency Non-Exempt Position Vacancies

1. **Purpose:** To announce an available position vacancy and the acceptance of State of Arkansas applications from Agency employees and other applicants.
2. **General Information:** The following position vacancy is 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-ES Position Number:22093409 MyARCareers Req# 3342 (Reannouncement)	GS06	1	Batesville

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 Position Number:22093375 MyARCareers Req# 5229 (Reannouncement)	GS06	1	UI-Pine Bluff

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>GRADE</u>	<u>POSITIONS</u>	<u>LOCATION</u>
Administrative Specialist I. Position Number:22136376 MyARCareers Req# 4567 (Reannouncement)	GS02	1	Hope

Class Summary: The Administrative Specialist I works under general supervision and is responsible for examining and verifying documents, preparing routine correspondence, and maintaining files. This position is governed by state and federal laws and agency/institution policy.

Minimum Qualifications: The formal education equivalent of a high school diploma. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

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., March 22, 2021.

- 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:** March 22, 2021.
(**Announcement Closing Date:** 11:59 p.m., March 22, 2021).