

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

ADMINISTRATIVE MEMORANDUM NUMBER 20-21

Charisse Childers, Ph.D., Director

March 15, 2021

TO: All DWS Employees

SUBJECT: Announcement of an Agency 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 Invest Reg. Advisor Position Number:22095605 MyARCareers Req# 2052 (Reannouncement)	GS08	1	EA-Central Office

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/institution policy.

Minimum Qualifications: The formal education equivalent of a bachelor's degree in business administration, public administration, psychology, or a related field; plus five years of experience in personnel management, including two years 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 Position Number: 22093872 MyARCareers Req# 4041	GS08	1	FMAS/ UI Accounting

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/institution policy.

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

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