

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

ADMINISTRATIVE MEMORANDUM NUMBER 36-21

Charisse Childers, Ph.D., Director

May 3, 2021

**TO:** All DWS Employees

**SUBJECT:** Announcement of an Agency Exempt Position Vacancy

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>
<b>Research Project Analyst</b> Position Number:22120304 MyARCareers Req# 6937	GS06	1	EA

**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/institution policy.

**Minimum Qualifications:** The formal education equivalent of a bachelor's degree in mathematics, business administration, public administration, or a related field; plus two years 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.

**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 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. May 10, 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:** May 10, 2021.  
(**Announcement Closing Date:** 11:59 p. m. May 10, 2021).