

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

ADMINISTRATIVE MEMORANDUM NUMBER 37-21

Charisse Childers, Ph.D., Director

May 3, 2021

**TO:** All DWS Employees

**SUBJECT:** Announcement of an 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 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>Fiscal Support Analyst</b><br>Position Number:22093793<br>MyARCareers Req# 1632<br><b>(Reannouncement)</b> | GS05             | 1                          | UI-Alter Base   |

**Class Summary:** The Fiscal Support Analyst is responsible for performing a wide variety of fiscal related tasks that are standard or regular support duties within an assigned department or program and for researching financial data and preparing reports. This position is governed by Generally Accepted Accounting Principles, state and federal laws, and agency/institution policy.

**Minimum Qualifications:** The formal education equivalent of a bachelor's degree in general business, finance, 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> |
|----------------------------------------------------------------------------------------------|------------------|----------------------------|-----------------|
| <b>TANF Administrative Specialist I</b><br>Position Number:22093274<br>MyARCareers Req# 6647 | GS02             | 1                          | El Dorado       |

**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.

| <u>CLASSIFICATION</u>                                                          | <u>PAY GRADE</u> | <u>NUMBER OF POSITIONS</u> | <u>LOCATION</u>                 |
|--------------------------------------------------------------------------------|------------------|----------------------------|---------------------------------|
| <b>DWS Field Tax Rep.</b><br>Position Number:22093737<br>MyARCareers Req# 6955 | GS06             | 1                          | Out-Stationed<br>(Harrison)     |
| <b>DWS Field Tax Rep.</b><br>Position Number:22093794<br>MyARCareers Req# 6957 | GS06             | 1                          | Out-Stationed<br>(Little Rock)  |
| <b>DWS Field Tax Rep.</b><br>Position Number:22093596<br>MyARCareers Req# 6958 | GS06             | 1                          | Out-Stationed<br>(Hot Springs)  |
| <b>DWS Field Tax Rep.</b><br>Position Number:22093744<br>MyARCareers Req# 6959 | GS06             | 1                          | Out-Stationed<br>(Batesville)   |
| <b>DWS Field Tax Rep.</b><br>Position Number:22093801<br>MyARCareers Req# 6960 | GS06             | 1                          | Out-Stationed<br>(Russellville) |
| <b>DWS Field Tax Rep.</b><br>Position Number:22093749<br>MyARCareers Req# 6962 | GS06             | 1                          | Out-Stationed<br>(Pine Bluff)   |

**Class Summary:** The Department of Workforce Service (DWS) Field Tax Representative is responsible for auditing employers' financial records to determine compliance with unemployment insurance laws. 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 accounting, management, 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.

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).