

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

**ADMINISTRATIVE MEMORANDUM NUMBER 52-21**

**Charisse Childers, Ph.D., Director**

**June 10, 2021**

**TO:** All DWS Employees

**SUBJECT:** Announcement of Agency 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 is being announced in-house and/or simultaneously (intra-Agency and external) for interested applicants.

<b><u>CLASSIFICATION</u></b>	<b><u>PAY GRADE</u></b>	<b><u>NUMBER OF POSITIONS</u></b>	<b><u>LOCATION</u></b>
<b>Real Estate Manager</b> Position Number: 22093618 MyARCareers Req# 8342 <b>(Internal Announcement)</b>	GS07	1	FMAS/Procurement

**Class Summary:** The Real Estate Manager is responsible for resolving complaints pertaining to alleged violations of the Arkansas Real Estate License Law and the Time-Share law and regulations by licensed Arkansas real estate brokers and salespersons. This position is governed by state and federal laws and agency policy.

**Minimum Qualifications:** The formal education equivalent of a bachelor's degree in business administration, public administration, or real estate related field; plus three years of experience in a real estate related field, including one year in a supervisory capacity.

**Preferred Qualifications:** Must have an active Arkansas Real Estate License.

<b><u>CLASSIFICATION</u></b>	<b><u>PAY GRADE</u></b>	<b><u>NUMBER OF POSITIONS</u></b>	<b><u>LOCATION</u></b>
<b>DWS Program Supervisor</b> Position Number:22148194 MyARCareers Req# 8340	GS07	1	Fayetteville

**Class Summary:** The Department of Workforce Services (DWS) Program Supervisor is responsible for managing 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 business management, general business, or related field, plus two years of experience in the programs being supervised 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>Program Operations Manager</b> Position Number:2293820 MyARCareers Req# 8348	GS08	1	UI-Contributions

**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.

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. June 17, 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:** June 17, 2021.  
(**Announcement Closing Date:** 11:59 p.m. June 17, 2021).