

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

ADMINISTRATIVE MEMORANDUM NUMBER 53-21

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

**June 10, 2021**

**TO:** All DWS Employees

**SUBJECT:** Announcement of 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 vacancies 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>Administrative Analyst</b> Position Number:22141185 MyARCareers Req# 8344 <b>(Internal Announcement)</b>	GS06	1	WIOA Director's Office

**Class Summary:** The Administrative Analyst is responsible for conducting special research studies, analyzing data, preparing statistics, making recommendations based on research findings, and monitoring and coordinating project/program activities. 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 public administration, 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

<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>NUMBER OF POSITIONS</u>	<u>LOCATION</u>
<b>Administrative Specialist I</b> Position Number:2213775 MyARCareers Req# 8347	GS02	1	UI-Contributions Tech & Wage

**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>Fiscal Support Specialist</b> Position Number:22093307 MyARCareers Req# 8349	GS04	1	UI-Contributions Tech & Wage

**Class Summary:** The Fiscal Support Specialist is responsible for performing a variety of fiscal related fiscal tasks that are standard or regular support duties within an assigned department or program. 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 high school diploma; plus four years of bookkeeping, basic accounting, billing, 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>Administrative Specialist III</b> Position Number:22093270 MyARCareers Req# 8350	GS04	1	UI-Contributions

**Class Summary:** The Administrative Specialist III is responsible for coordinating office activities, researching and preparing special reports, and developing, revising, and recommending administrative policies and procedures as directed by supervisor. This position is governed by state and federal laws and agency/institution policy.

**Minimum Qualifications:** The formal education equivalent of a high school diploma; plus one year of specialized training in business management, business education, or a related field; plus four years of experience in a specialized or a related field applicable to work performed.

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.

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