

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

ADMINISTRATIVE MEMORANDUM NUMBER 60-21

Charisse Childers, Ph.D., Director

July 1, 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>
DWS Workforce Specialist	GS06	4	Internal Security & Audit

Position Number:22178751
MyARCareers Req# 9082

Position Number:22178711
MyARCareers Req# 9083

Position Number:22178750
MyARCareers Req# 9085

Position Number:22178747
MyARCareers Req# 9086

Class Summary: The Department of Workforce Services (DWS) Workforce Specialist is responsible for career orientation and planning, assessment, and enrollment of clients seeking eligibility for DWS programs and related services. 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, social sciences, business administration, or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

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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., July 8, 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:** July 8, 2021.
(**Announcement Closing Date:** 11:59 p.m., July 8, 2021).