

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

**ADMINISTRATIVE MEMORANDUM NUMBER 71-21**

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

**August 10, 2021**

**TO:** All DWS Employees

**SUBJECT:** Announcement of an 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 are 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>Program Monitor</b> Position Number: 22093774 MyARCareers Req# 10580	GS07	1	TANF WORC

**Class Summary:** The Department of Workforce Services (DWS) Program Monitor is responsible for leading and conducting special research studies 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; plus two years of experience in planning, research, or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

<b><u>CLASSIFICATION</u></b>	<b><u>PAY GRADE</u></b>	<b><u>NUMBER OF POSITIONS</u></b>	<b><u>LOCATION</u></b>
<b>Program Operations Manager</b> Position Number: 22078276 MyARCareers Req# 10576	GS08	1	TANF Qual. Assurance

**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. 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: 22136345 MyARCareers Req# 10578	GS08	1	TANF Training

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