

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

ADMINISTRATIVE MEMORANDUM NUMBER 81-21

Charisse Childers, Ph.D., Director

October 4, 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.

<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>NUMBER OF POSITIONS</u>	<u>LOCATION</u>
Program Monitor Position Number: 22093848 MyARCareers Req# 12448	GS07	1	TAA Assistance

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.

<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>NUMBER OF POSITIONS</u>	<u>LOCATION</u>
Financial Analyst I Position Number: 22150516 MyARCareers Req# 12454	GS07	1	Admin Cash Accounting

Class Summary: The Financial Analyst I is responsible for the research and analysis of financial information and the development of recommendations concerning capital requirements, proposed rates for services, bond issues, proposed financing, or other issues. 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, finance, business administration, or a related field; plus two years of experience in financial analysis or management. 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.

THE INDIVIDUALS SELECTED TO FILL THESE VACANCIES 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. October 11, 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:** October 11, 2021.
(**Announcement Closing Date:** 11:59 p.m October 11, 2021).