

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

ADMINISTRATIVE MEMORANDUM NUMBER 11-22

Charisse Childers, Ph.D., Director

March 11, 2022

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 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>
HR Specialist Position Number: 22093318 MyARCareers Req# 17273	GS04	2	Payroll
Position Number: 22148159 MyARCareers Req# 17269			

Class Summary: The Human Resources Specialist is responsible for performing human resources related activities such as recruitment, interviewing, and orientation; monitoring and providing oversight, and correction to processes related to area of assignment. This position is governed by state and federal laws and agency/institution policy.

Minimum Qualifications: The educational equivalent of a high school diploma; plus four years of experience in human resources, insurance/benefits or retirement eligibility administration, administrative support 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.

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. March 18, 2022.

3. **Action Required:** Please circulate, and post for **a minimum of five (5) working days.**
4. **Inquiries:** Direct questions to Human Resources, 501-682-3008.
5. **Expiration Date:** March 18, 2022.
(Announcement Closing Date: 11:59 p.m. March 18, 2022).