

# **Arkansas Division of Workforce Services**

## **Services for the Blind**

### **Administrative Analyst**

#### **Job Vacancy Announcement**

#### **Recruitment Period:**

**Friday, October 8, 2021 to Thursday, October 21, 2021**

**Position Number: 22103275 Class Code: C073C Grade: GS06**

**Entry Level Salary: \$36,155**

The **Arkansas Division of Workforce Services – Services for the Blind** is recruiting for an **Administrative Analyst** position. The **Administrative Analyst** (Human Resources) works under general supervision of the Division of Services for the Blind (DSB) Assistant Director. This position is located in the **Central Office, 1 Commerce Way, #4, Little Rock, AR 72202**.

Thoroughly read the attached **Administrative Analyst** functional job description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the ARCareers website.

#### Employment Application Procedure

Apply online through the ARCareers website at <https://arcareers.arkansas.gov/>. Upload your current resume with your employment application.

Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the Arkansas Relay Service at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the ARCareers website by **11:59 p.m., Thursday, October 21, 2021**.

Arkansas Division of Workforce Services is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodations needed to participate in our application process.

## **Arkansas Division of Workforce Services**

### **Services for the Blind**

**Functional Job Description: Job Title – Administrative Analyst**

**Position Number: 22103275 Class Code: C073C Grade: GS06**

**Funding Source: 78.7% Federal 21.3% State**

#### **Position Summary**

The Administrative Analyst (Human Resources) works under general supervision of the Division of Services for the Blind (DSB) Assistant Director. The position is responsible for human resources matters including gathering and maintaining documents and records for agency personnel. The HR Administrative Analyst is also responsible for developing and implementing agency objectives, policies, and procedures. This position is subject to state and federal law and division and departmental policies and directives.

#### **Education and Professional Work Experience**

##### **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

##### **PREFERRED QUALIFICATIONS**

Proficiency in Word, Outlook and Excel. Occasional overnight travel in-state and/or out of state is required for training or other assignments. May be required to work nights and weekends in support of board meetings and other agency initiatives.

##### **KNOWLEDGES, ABILITIES, AND SKILLS**

Knowledge of planning, research, and analysis techniques and procedures.

Knowledge of department operations, policies, and procedures.

Knowledge of applicable laws and regulations.

Knowledge of basic accounting principles.

Ability to plan and execute systems and organizational analysis and feasibility studies.

Ability to conduct research and perform quantitative assurance reviews.

Ability to research, prepare and present comprehensive written and oral reports.

Ability to organize and conduct meetings and workshops.

#### **Job Responsibilities and Expected Results**

Provides information, advice and interpretation of law, policy, procedures, and directives to personnel in subjects such as Fair Labor Standards Act Equal Employment Opportunity, disciplinary actions, use of performance evaluation system, budget process and a variety of other personnel issues.

Evaluates existing programs by reviewing files; researching policy, directives, regulations, and legislation; conducting salary surveys, interviews, and contacting agencies in other states

**Arkansas Division of Workforce Services**

**Services for the Blind**

**Functional Job Description: Job Title – Administrative Analyst**

**Position Number: 22103275 Class Code: C073C Grade: GS06**

**Funding Source: 78.7% Federal 21.3% State**

concerning their programs and policies.

Conducts pre-employment background checks, including but not limited to reference checks, criminal history background checks and drug testing.

Provides information to or counsels employees on various personnel issues such as benefits, grievance procedures, leave accrual and usage, wage garnishments, workers' compensation, and labor standards.

Prepares spreadsheets and databases to track employee related information.

Prepares and submits various bi-weekly, monthly, quarterly, and annual personnel reports on employee status including new hires, terminations, transfers, promotions, workers' compensation claims, salary and leave accrual/usage.

Responds to inquiries and provides information on state and federal policy to management and staff. Provides basic training to educate personnel on new systems, policies, and procedures.

Develops or revises agency/institution policies, procedures, programs, and directives based on research findings.

Develops handbooks and manuals for participant use and conducts workshops to educate personnel on new systems, policies, and procedures.

Composes correspondence and responses to written inquiries and interprets agency administrative directives, policies, and procedures to ensure consistent application.

Acts as a liaison to other programs, departments, or agencies/institutions and provides guidance in areas of expertise.

Performs other duties as assigned.