

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: 22112056 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** is responsible for conducting special research studies, analyzing data, preparing statistics, making recommendations based on research findings, and monitoring and coordinating project/program activities. 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

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Functional Job Description: Job Title – Administrative Analyst

Position Number: 2212056 Class Code: C073C Grade: GS06

Funding Source: 78.7% Federal 21.3% State

Position Summary

The Administrative Analyst is responsible for conducting special research studies, analyzing data, preparing statistics, making recommendations based on research findings, and monitoring and coordinating project/program activities. This position is governed by state and federal laws and agency/institution policy.

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 quality 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

Conduct statistical analysis of data:

Using statistical software such as Excel, Access, Tableau, Crystal Reports, AWARE and other methods, the statistician gathers, develops, and interprets statistical information.

Creates and maintains complex databases.

These databases will be used to run queries and gather and compile data for reporting purposes.

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Acquires and maintains a good understanding of Rehabilitation Services Administration (RSA) coding and reporting policies.

Formats data to develop and prepare agency, departmental, state, and federal reports according to policy and procedures.

Analyzes data and writes narrative summaries for a variety of comprehensive reports explaining findings and interpreting results.

Designs the final layout of some reports and ensures their accessibility.

Coordinates with the Database Administrator any data errors.

Stays abreast of changing federal and state policies concerning mandatory reports with emphasis on coding changes, reports expiration dates and deadlines that must be met.

Recommends changes to AWARE to the Database Administrator as necessary.

Oversees the mailing, receiving, compiling and reporting of the Client Satisfaction Survey.

Prepares and presents an annual report of the Client Satisfaction Survey results to the DSB Board.

Archives, protects and oversees timely destruction of confidential and other records in compliance with departmental and federal policy.

Completes related tasks as assigned.

Oversees Social Security cost reimbursement:

Gathers information and keeps a comprehensive database on Supplemental Security Income/ Social Security Disability Income (SSI/SSDI) recipients/beneficiaries who were served and successfully rehabilitated by DSB and who meet the necessary qualifications for reimbursement entitlement as set forth by the Social Security Administration (SSA).

Works directly with Vocational Rehabilitation (VR) Counselors and SSA and submits appropriate documentation that will allow DSB to recuperate funds expended on these consumers.

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Training activities:

Monitors the end result of reports, concentrates on weaknesses found with documentation, and provides instruction to staff to ensure proper documentation for compliance with federal, state, and agency guidelines.

The Statistician has a clear understanding of reporting procedures and has the ability to convey these procedures to staff.

Provides training to DSB staff on the SSA Cost Reimbursement Program and works directly with VR Counselors to ensure proper practices are put in place.

Conducts various training sessions as needed and cross-trains with other DSB Quality Assurance staff.

Liaison activities:

The Statistician interacts regularly with agency, departmental, and federal personnel obtaining and providing pertinent information and other services, attending meetings, and facilitating the progress of section and agency goals.

Networks with peers in other states to stay abreast of "best practices" in management of data required for federal and other reporting.

Perform other duties as assigned.