



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

December 6, 2016

Closing Date: December 12, 2016

(Position will close after five working days from date of listing or until filled.
Application review will begin on December 13, 2016).

Title: ADMINISTRATIVE ANALYST

Position Number: 2212-9089

Grade: C115

Educator Effectiveness

DUTIES:

This position will be responsible for establishing work schedules, assigning specific duties, providing detailed instructions and monitoring and reviewing work on a regular basis to ensure adherence to instructions, deadlines, proper procedures and the delivery of services. Supplies documentation for performance evaluations in a timely manner and establishes employee goals and development plans in coordination with the Unit Director. Researches and analyzes data pertinent to work programs and agency goals and objectives and prepares reports explaining findings. Assists in developing or revising policies, procedures and directives based on research findings. Participates in leadership activities and attends required meetings. Ensures proper and timely processing of time sheets, payroll documents, purchase orders or any other procedural forms required; performs other duties as assigned.

SPECIAL REQUIREMENTS:

Department operations, policies and procedures; knowledge of applicable laws and regulations; knowledge of computers and software applications; knowledge of basic accounting principles; ability to conduct research and perform basic quantitative quality assurance reviews; ability to resolve operational problems; ability to research, prepare and present comprehensive written and oral reports to the supervisor.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

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. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at www.arkansased.gov or www.arstatejobs.com. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.