



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF PERSONNEL MANAGEMENT
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September 21, 2016

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Human Services, Office of the Director (DHS) for your review.

DHS is requesting seven (7) positions from the OPM Central Growth Pool, as established by Ark. Code Ann. §21-5-225(b) which states:

Central growth pool positions are to be used by the state agencies if the personnel services needs exceed the number of positions in a classification authorized by the General Assembly and were not anticipated at the time of the passage of the agency's operating appropriation act.

Of these positions, DHS is requesting the establishment of six (6) new positions which are listed below:

CLASSIFICATIONS REQUESTED

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
(1) DHS Chief Communications & Community Engagement Officer	New	N906
(1) DHS General Counsel	New	N902
(1) State Database Administrator	D001C	C130
(1) Director of Finance – Shared Services	New	C130
(1) DHS/DCFS Client Advocate	New	C129
(1) DHS Fairness Officer	New	C124
(1) Senior Technical Writer	New	C124

In addition, the agency is also requesting the establishment of the following five (5) classification titles, which will be utilized to properly classify employees who have been assigned new and additional job duties as a result of a major internal reorganization:

NEW CLASSIFICATION TITLES

GRADE

DHS Deputy Chief Information Officer	N911
DHS Chief Human Resource Officer	N911
DHS Director of Security Operations	N905
DHS Chief Financial Officer – Long Term Planning	N904
DHS Procurement Services Manager	C125

During the August Personnel Committee (PC) meeting, DHS surrendered thirty-five (35) positions totaling \$769,260 that will be permanently delimited from its appropriation during the next General Assembly (**Attachment II**). Although not required by statute, the surrender of these positions by the agency was permitted to help with implementation cost.

JUSTIFICATON

DHS requests the seven (7) positions listed above from the OPM Central Growth Pool and the establishment of eleven (11) new classification titles to address new agency organizational changes. In March 2016, under the direction of a new administration, an extensive internal review of the agency was conducted. This review identified several components of the agency that needed immediate modifications. The most critical of these findings recommended centralizing the administrative operations of the agency into the following units: Finance, Human Resources, Information Technology, and Procurement. DHS states that, in order to be effective, the agency needs the above positions and titles and the ability to hire at prevailing labor market rates.

The agency estimates the total cost of implementing these positions at \$416,970 (**Attachment I**). The agency has created job descriptions that will ensure job duties and functions of these requested positions are operating within the guidelines of both federal and state regulations as well as meeting the goals and objectives of the agency. DHS attests that the creation of these classifications will not result in a reduction-in-force with current staff.

The Office of Personnel Management (OPM) has reviewed this request and **recommends** approval of seven (7) positions from the OPM Central Growth Pool and the creation of eleven (11) new classifications titles. Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

SEP 09 2016

Date



PO Box 1437, Slot WG1

Office of Finance and Administration
HUMAN RESOURCES

Little Rock, AR 72203-1437 Tel: 501-682-6455 Fax: 501-683-4351



September 2, 2016

Ms. Kay Barnhill
State Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, Arkansas 72203

RE: Supplemental Pool Position Request
Department of Human Services

Ms. Barnhill:

The department is requesting five (5) positions from the Office of Personnel Management's position pool established by Arkansas Code 21-5-225 (a) (1). Four (4) of these would also require the establishment and implementation of new classification titles. Also, two (2) positions are being requested from the Central Growth Pool established by Arkansas Code 21-5-225 (b) (1). Both of these growth positions require establishment and implementation of new classification titles as well. The need for these positions is to complete organizational restructuring and address the inconsistent visibility into the core business functions of the department as well as lack of clarity on accountability and responsibility.

Additionally, the department is requesting the establishment and implementation of five (5) new classification titles without the need of position numbers.

To off-set the cost of this request, the department is surrendering a total of thirty-five (35) positions. I have attached a spreadsheet outlining the requested positions, titles, and grade. You will also find attached a detail listing of the surrender positions and the divisions under which appropriated.

If you have any questions or need for additional information, please give me a call at (501) 683-5928.

Sincerely,

A handwritten signature in black ink, appearing to read "George Bryant".

George Bryant
Human Resource Administrator

Cc: Keesa Smith, DHS Deputy Director

Attachments (1)

New Titles Positions 2016 Updated
Positions Requested sept2016

<u># Positions</u>	<u>New Title</u>	<u>Grade</u>	<u>Current Authorized Title</u>	<u>Cost</u>	<u>Division</u>	<u>Pool Source</u>
1	DHS Chief Communications & Community Engagement Officer	N906	(non exist)	\$ 79,082	DCSNS	Growth
1	(current authorized title)	C130	STATE DATABASE ADMINISTRATOR	\$ 60,810	DAS	Surrender
1	Director of Finance - Shared Services	C130	(non exist)	\$ 60,810	DAS	Surrender
1	DHS Senior Technical Writer	C124	(non exist)	\$ 45,377	DAS	Surrender
1	DHS General Counsel	N902	(non exist)	\$ 67,600	OCC	Growth
1	DHS Fairness Officer	C124	(non exist)	\$ 45,377	DAS	Surrender
1	DHS/DCFS Client Advocate	C129	(non exist)	\$ 57,914	DCFS	Surrender
7	Total Positions Requested			\$ 416,970		
<u>Additional Job Titles without position numbers</u>						
	DHS Deputy Chief Information Officer	N911				
	DHS Chief Human Resources Officer	N911				
	DHS Director of Security Operations	N905				
	DHS Chief Financial Officer -- Long Term Planning	N904				
	DHS Procurement Services Manager	C125				

CLASS TITLE: DHS CHIEF COMMUNICATIONS & COMMUNITY ENGAGEMENT OFFICER

GRADE: N906

CLASS SUMMARY

The DHS Chief Communications & Community Services Officer reports to the DHS Director. This position is responsible for agency-wide internal and external communications as well as supporting DHS programs through partnerships with nonprofits and faith based organizations. This position is governed by state and federal laws and agency/institution policy.

TYPICAL FUNCTIONS

- Serves as the primary emissary for the department by responding to inquiries from media personnel and trains existing subordinate departmental personnel.
- Develops or modifies state plan for the involvement of volunteers in state government.
- Develops communications strategies for the department including monitoring all outreach contracts, functioning as the outreach consultant for all departmental divisions, and documenting departmental information for both internal and external distribution.
- Interprets federal and state regulations related to Volunteerism and National Service.
- Develops procedures for maintenance of the departmental image by evaluating advertising and promotional programs for full compatibility with all public relations efforts, as well as managing external operational activities supported by the department in an attempt to guarantee public attention through the media without direct advertisement.
- Provides input into the development of legislation affecting volunteers and volunteer programs.
- Establishes relationships with relevant state government officials, and utilizes affiliations to formulate regulations pertaining to public relations programs.
- Performs other duties as assigned.

SPECIAL JOB DIMENSIONS

Occasional in-state travel may be required.

KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of agency/institution service programs and service-delivery systems.
- Knowledge of state and federal laws and regulations.
- Knowledge of operational methods utilized by the media.
- Knowledge of processes utilized for publishing documented material.
- Ability to access and optimize the use of media advertising services.
- Ability to design advertising layouts for the purpose of displaying new applications.
- Ability to develop and maintain constructive working relationships.
- Ability to evaluate the effectiveness of programs, service delivery, and compliance.
- Ability to plan and organize work activities.
- Ability to interpret and apply laws, rules, regulations, policies and procedures, and develop legislation or recommend revisions.
- Demonstrate superior creativity, leadership and communicative skills.

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in business administration, public administration, communications, or related field; plus five years' of experience in related area, including three years' supervisory experience. 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.

CLASS TITLE: DHS GENERAL COUNSEL

GRADE: N902

CLASS SUMMARY

The DHS General Counsel reports to the DHS Chief of Counsel. This position is responsible for managing, directing, and coordinating the operations and functions of the department's legal services. This position is governed by state and federal laws and agency/institution policies.

TYPICAL FUNCTIONS

- Supervises a small staff by providing advice and guidance on legal matters and administrative policies and procedures affecting operational activities within the department.
- Ensures the department and its interests are represented at all applicable forums; directs the activities of staff attorneys, including the development, preparation, and presentation of cases under litigation or dispute and the representation of the department and its employees.
- Evaluates, drafts, and recommends legislation governing significant operational activities.
- Ensures the department's programs are in compliance with applicable state and federal laws, rules, and guidelines and appropriate department procedures are promulgated.
- Represents DHS at Claims Commission hearings and employee grievance appeals.
- Organizes budget, staff, and resources of the assigned area.
- May serve as DHS representative at official meetings involving legal issues related to departmental operations.
- Performs other duties as assigned.

SPECIAL JOB DIMENSIONS

Occasional in-state travel may be required.

KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of agency/institution service programs and service-delivery systems.
- Knowledge of supervisory practices and principles.
- Knowledge of legal principles and their application in a human service environment.
- Knowledge of state and federal laws and regulations.
- Knowledge of trial and hearing procedures.
- Ability to conduct litigation.
- Ability to prepare, present, and review oral and written information and reports.
- Ability to research, interpret, and apply legislation and cause related information.
- Ability to plan, organize, and direct the work of others.

MINIMUM QUALIFICATIONS

Licensed to practice law and admitted to the Arkansas State Bar per ACA 16-22-201; plus six years of legal experience, including one year in a supervisory capacity. 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.

CLASS TITLE: DHS DIRECTOR OF FINANCE – SHARED SERVICES
GRADE: C130

CLASS SUMMARY

The Department of Human Services Director of Finance-Shared Services is responsible for directing the Administrative Services for DHS. This position is governed by state and federal laws and agency/institution policy.

TYPICAL FUNCTIONS

- Directs the activities of a medium-sized administrative support staff by interviewing applicants, hiring and terminating incumbents, assigning and reviewing work, training, and evaluating the performance of incumbents.
- Demonstrates knowledge of agency missions, programs, goals, and objectives and effectively communicates program-specific information to subordinate staff.
- Develops, administers, and maintains agency division budgets, programs, policies, and procedures and prepares financial and administrative revenue impact statements when assigned.
- Researches, identifies, and resolves issues and potential problems, delegates' authority to staff to maximize organizational effectiveness, and develops and implements new approaches, solutions, and processes to better serve the citizens of the state of Arkansas.
- Works with senior management and divisional staff during legislative sessions when assigned and consistently provides superiors with professional, complete, and correct reports, proposals, and organizational plans.
- Performs other duties as assigned.

KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of state and federal laws, rules, regulations, and executive orders related to administrative areas, including budget, human resources, purchasing, and accounting.
- Knowledge of state budgeting, accounting, and human resources policies and procedures.
- Knowledge of DHS policies and procedures.
- Knowledge of organizational and financial management.
- Ability to plan, organize, and direct the work of lower-level supervisors and/or subordinates.
- Ability to interpret and apply laws, executive orders, rules, guidelines, and policies related to administrative areas.
- Ability to provide technical assistance to other staff inside and outside the office regarding administrative functions.
- Ability to evaluate the effectiveness of programs and services.
- Ability to direct personnel and budgeting activities.
- Ability to develop and revise operational objectives, methods, and procedures.
- Ability to communicate effectively.

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in accounting, public administration, business administration, or a related area; plus six years of experience in finance, accounting, or a related field, including three years in a supervisory or leadership capacity. 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.

CLASS TITLE: DHS DCFS Client Advocate

GRADE: C129

CLASS SUMMARY

The DHS DCFS Client Advocate reports to the DCFS Director assisting as a connection between the agency and clients and external stakeholders. It is governed by state and federal laws and agency/institution policies.

TYPICAL FUNCTIONS

- Position is the designated consumer services officer.
- Coordinates responses to formal complaints, and personally responds to allegations.
- Responsible for ensuring appropriate and timely resolution of Division complaints based on requirements, which includes documentation and retention.
- Develops and monitors procedures to implement effective agency complaint response process.
- Analyze complaint trends and identify opportunities to improve business process. Works with the business to proactively communicate and implement.
- OTHER DUTIES AS DEEMED NECESSARY.

SPECIAL JOB DIMENSIONS

Occasional in-state travel may be required.

KNOWLEDGES, ABILITIES, AND SKILLS

- Strong communication skills both orally and written.
- Ability to be tactful, concise, and goal and results oriented.
- Knowledge of the State Legislative process.
- Ability to establish and maintain cooperative working relationships with various state agencies, commissions, and boards.
- Ability to work independently and as a team and to build and maintain internal and external partnerships.
- Knowledge of agency operations in order to effectively guide and facilitate the changes necessitated by legislative initiatives.

MINIMUM QUALIFICATIONS

The formal education equivalent of a master's degree in social work, sociology, psychology, or a related field, plus five years of experience in human services or a related field including four years in a supervisory role. OR The formal education equivalent of a bachelor's degree in social work, sociology, psychology, or a related field; plus seven years of experience in human services or a related field, including four years in a supervisory role. 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.

SENIOR TECHNICAL WRITER – C124

CLASS SUMMARY

The Senior Technical Writer is responsible for conducting research, writing and overseeing the development of solicitations. This includes managing the written solicitation process from receipt of Divisions/Offices' inquiry through the approval of the final negotiated contract. The position will support the procurement and contracting process. This position is governed by state and federal laws and agency/institution policy.

TYPICAL FUNCTIONS

Develops high-quality solicitation documentation that meets applicable standards and deadlines by establishing priorities and target dates for information gathering, writing, review, editing, formatting and approving; entering and monitoring tracking data; coordinating requirements with Divisions/Offices; presenting solicitation status information to review meetings/committees. Gathers and analyzes critical information from Divisions/Offices to formulate a solicitation that meets the requirements, in addition to managing the production and distribution of all working documents. Researches project information using existing internal documentation, self-directed external investigation and interviews with subject matter experts and system users. Maintains quality results by using templates, and following solicitation writing standards; including readability, consistency, and tone. Builds and manages a solicitation intellectual repository to improve response efficiency and maintains solicitation support databases. Writes and explains technical ideas in simple language and ensures technical verbiage is easy to understand by the layperson and the targeted vendor community.

Special Job Dimensions:

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of Arkansas procurement law. Knowledge of the solicitation development process in Arkansas and a complete understanding of solicitation development as a part of business development & capture. Ability to plan, research, and analyze effectively. Ability to process complex issues and perform sound, objective, data-based analysis to draw logical conclusions; consistent application of logical reasoning to identify opportunities and manage risk. Ability to successfully manage workload in a deadline intensive environment. Strong organizational, time management and coordination skills. Ability to communicate project goals, and problem solutions to supervisors, co-workers, and subordinates in written or verbal form. Ability to present oral and written information to top management, subordinates, agencies and institutions. Ability to plan and direct the work of others.

Preferred Skills: Appropriate professional certification is desired. Self-motivated, and detail-oriented. Well-organized, and can work on multiple proposals and tasks simultaneously. Excellent proposal writing skills. Must be able to edit and develop proposal elements from existing materials, and interviews with Division staff. Strong computer experience including Microsoft Office.

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in business administration, finance or a related field; plus three years of related technical writing experience; plus two years of supervisory experience. **OR** the formal education equivalent of bachelor's degree in communication, rhetoric & writing, or a related field; plus three years of relevant experience in business, finance, or related fields, plus two years of supervisory experience. 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.

CLASS TITLE: DHS DEPUTY CHIEF INFORMATION OFFICER

GRADE: N911

CLASS SUMMARY

The Department of Human Services (DHS) Deputy Chief Information Officer assists the Chief Information Officer in overseeing all activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. This position is governed by state and federal laws and agency/institution policy.

TYPICAL FUNCTIONS

- Directs the activities of a professional, technical, and administrative support staff through subordinate supervisors including interviewing, hiring, terminating, reviewing performance evaluations conducted by subordinates, evaluating the performance of subordinates, and reviewing and approving/disapproving a variety of actions, policies, and procedures recommended by subordinates, preparing short and long range plans, preparing, implementing, and monitoring operational and biennial budgets.
- Analyzes relevant new or revised laws and executive policies and coordinates with system users to evaluate current automated systems and determines what changes may be necessary to meet user needs and ensures compliance with statutory requirements.
- Directs the development of new or revised applications with appropriate entities by providing information on desired results, data base components, informational flow, interfaces with other systems, and screen and report formats.
- Evaluates the capacity and capabilities of the automated administrative system, investigates technological advances and the compatibility, availability, and costs of products;
- Develops short and long-range plans for the acquisition of computer hardware and software to support current and future departmental operations.
- Plans the implementation of diverse, new, and/or modified software to ensure compatibility with existing system and testing requirements; and recommend and enforce standards and procedures.
- Performs other duties as assigned.

SPECIAL JOB DIMENSIONS

Occasional in-state travel may be required.

KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of data processing and systems analysis and development.
- Knowledge of the personal computers, software, functions and computer systems interactions, intricacies, capabilities, and limitations.
- Ability to manage disk space for personal computer systems to ensure effective utilization of data, space, and equipment.
- Ability to install, modify, and maintain systems hardware and software.
- Ability to conduct training sessions and communicate information of a specialized nature.
- Ability to write moderately complex applications to fulfill requirements or select appropriate off-the-shelf software and modify to suit.
- Ability to plan, organize, and oversee the work of subordinates..

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in computer science, business administration, or a related field; plus eight years work experience in data processing, systems analysis, and development including 5 years in a supervisory role. 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.

CLASS TITLE: DHS CHIEF HUMAN RESOURCES OFFICER

GRADE: N911

CLASS SUMMARY

The DHS Chief Human Resources Officer reports to the DHS Director. This position is responsible for overseeing and directing all human resource functions and leadership development training programs for the Department of Human Services. This position is governed by state and federal laws and agency/institution policies.

TYPICAL FUNCTIONS

- Directs all DHS Human Resources planning/strategies and administration including staff recruitment, employment processing, job classification and compensation, personnel records, HR policies, and compliance with state, federal, and Office of Personnel Management requirements.
- Direct and implement training and development programs for executive leadership, managers, and staff.
- Assist senior management with defining strategic mission, goals, values, and recommend methodologies for aligning and integrating departmental and division goals.
- Recommend and assist senior management with organization-wide culture change initiatives to support department missions and values.
- Provide advice and counsel to executives and managers on personnel matters, sensitive issues, policies, disciplinary decisions, and employee grievances.
- Performs other duties as assigned.

SPECIAL JOB DIMENSIONS

Occasional in-state travel may be required.

KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of state human resource policies, procedures, and administration.
- Knowledge of agency/institution service programs and service-delivery systems.
- Knowledge of state and federal laws and regulations.
- Ability to develop and maintain constructive working relationships.
- Ability to evaluate the effectiveness of programs, service delivery, and compliance.
- Ability to plan and organize work activities.
- Ability to interpret and apply laws, rules, regulations, policies and procedures, and develop legislation or recommend revisions.
- Demonstrate superior creativity, leadership and communicative skills.

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's (master's preferred) degree in Human Resources, business administration, public administration, organizational development, or related field; plus five years' of work experience in managing all aspects of human resources, including five years' supervisory experience. 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.

CLASS TITLE: DHS DIRECTOR OF SECURITY OPERATIONS

GRADE: N905

CLASS SUMMARY

The Department of Human Services (DHS) Director of Security Operations reports to _____. This position is responsible for planning, developing, and administering a security program for DHS facilities and personnel. It is governed by state and federal laws and agency/institution policies.

TYPICAL FUNCTIONS

- Develops policies and procedures for operation of the security division.
- Develops and monitors adherence to procedures for building security at central complex as well as DHS satellite offices and buildings.
- Coordinates security needs and issues with appropriate agencies and/or persons.
- Conducts internal investigations of alleged employee misconduct and loss of assets.
- Provides necessary security training for field case workers.
- Conducts security audits/inspections of all security-related aspects of DHS operations and ensures corrective action.
- Performs other duties as assigned.

SPECIAL JOB DIMENSIONS

Occasional in-state travel may be required.

KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of various security and law enforcement areas such as internal security systems, physical plan security, criminal investigation, and security audits.
- Knowledge of supervisory practices and principles.
- Knowledge of state and federal laws and regulations.
- Knowledge of trial and hearing procedures.
- Ability to establish and maintain effective working relationships with law enforcement entities.
- Ability to prepare, present, and review oral and written information and reports.
- Ability to research, interpret, and apply legislation and cause related information.
- Ability to plan, organize, and direct the work of others.

MINIMUM QUALIFICATIONS

Bachelor's degree and a minimum of ten years of extensive experience in progressively responsible security or law enforcement positions. 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.

DHS Procurement Services Manager – C125

SUMMARY

The Department of Human Services (DHS) Procurement Services Manager is responsible for managing and providing guidance to a procurement team specializing in the procurement of commodities and professional/technical services. This position is governed by state and federal laws and agency/institution policy.

TYPICAL FUNCTIONS

Supervises a team of professional buyers and administrative staff by interviewing and recommending for hire/termination, training, assigning and reviewing work, counseling, and evaluating the performance of incumbents.

Manages complex state level procurement programs and projects in a variety of commodity and service groups through review of specifications, contracts and proposals to determine appropriate market/service analyses and compliance with state, federal and agency laws, rules, regulations and processes.

Provides guidance to staff and agency procurement personnel on proper methods of procurement, in accordance with the state procurement laws, regulations, policies, and best practices.

Reviews and recommends resolution of vendor protests, contract, and breach of contract controversies.

Special Job Dimensions:

KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of state and federal laws and regulations governing state procurement.
- Knowledge of supervisory practices and procedures.
- Knowledge of the Arkansas Administrative Statewide Information System (AASIS).
- Ability to plan, organize, and manage the work of subordinates.
- Ability to review and analyze vendor and agency issues as they pertain to the procurement process and recommend proper course of action to meet their goals and objectives.
- Strong organizational, time management and coordination skills.
- Ability to communicate orally and in writing.
- Ability to utilize the Arkansas Administrative Statewide Information System (AASIS) financial and procurement modules.
- Ability to develop and present a variety of procurement training to internal and agency/institution staffs.

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in business administration, public administration, procurement, materials management or a related field; plus four years of experience in a governmental or private sector procurement field; including two years in a leadership or supervisory capacity. 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.

PREFERRED QUALIFICATIONS

1. 5 years' experience in the Arkansas Administrative Statewide Information System (AASIS).
2. 10 years supervisory experience.
3. 10 years procurement experience.