



ADE
Human Resources – Room 204B
4 Capitol Mall
Little Rock, AR 72201
(501) 682-4210

Vacancy Announcement

June 12, 2008

Management Project Analyst II

2208-2893

Grade 20

Research & Technology

Closing Date: June 25, 2008

Position will be closed after ten working days from date of listing or until filled.
Application review will begin on June 26, 2008.

DUTIES:

The Management Project Analyst II works under administrative direction. Responsible for leading and conducting special research studies and monitoring and coordinating project/program activities. Plans, organizes, and schedules project/program implementation phases and procedures. Develops monitoring and reporting systems to measure project effectiveness; Coordinates activities within and outside assigned unit to maximize efficiency.

SPECIAL REQUIREMENTS:

The successful candidate will: Assists employees, co-workers and client in addressing problems day-to-day issues of small to medium scope. Analyzes information, determines feasible solutions and make recommendations for resolution. Converts business requirements into functional specification design on small to medium scope assignments. Develops project assessments and plans, estimate timeframes and effort. Team lead projects of small scope under the guidance of the Assistant Commissioner of Research and Technology. Adheres to all current standards and procedures and ensures all efforts are properly tested and documented. Provides consultation services to clients and employees on basic to intricate functions of the Division. Have a thorough understanding of the Division being supported and its functions, processes and operations. Participates in planning and implementing new policies and procedures that will improve the performance and effectiveness of the Division. Develops a professional level of communication and cooperation. The Management Project Analyst II possesses detailed functional knowledge of the supported documentations' processing to maintain system integrity on a day-to-day basis. Asserts ideas, encourages teamwork and acts as a role model. Able to handle multiple tasks in support of various assignments. Additionally, the successful candidate must have prior working experience with the Arkansas Administrative Statewide Information System on the following: purchasing, travel, time and leave; and the knowledge, experience and skill in working with legislative committees and reports.

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.

Office of Personnel Management Minimum Qualifications:

The formal education equivalent of a bachelor's degree in public administration, general business, or a related field; plus three years' experience in planning, research, or a related field. Other job related education and/or experience may be substituted for all or part of these basic 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, Room 204B, 4 Capitol Mall, Little Rock, Arkansas 72201, (501) 682-4211. **Visit our website at <http://www.arstatejobs.com> or ArkansasEd.org.** 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.