



Arkansas Game and Fish Commission Employment Job Posting

ADMINISTRATIVE SPECIALIST - ADMINISTRATIVE SPECIALIST

POSITION NO: 22096108

POSTING INFORMATION:

Advertisement Opens: June 27, 2019

Advertisement Closes: July 11, 2019

Full Time: Yes

Salary: \$35,648.00 - \$35,648.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a high school diploma; plus one year of specialized training in business management, business education, or a related field; plus three years of experience in specialized or a related field applicable to work performed.

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 HUMAN RESOURCES CHIEF.

Preferred Education and/or Experience:

NONE

Knowledge, 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.

Preferred Knowledge, Abilities, and Skills:

Knowledge of Human Resource roles in AASIS preferred.

POSTING DETAILS:

Position Location:

City: Little Rock, Arkansas

Office: Little Rock Central Office

Division: Human Resources

Job 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 policy.

Typical Functions:

Conducts special studies such as systems and cost analysis, feasibility and effectiveness of agency/institution programs, and the identification of and solution to problem areas. Assists in the development of project goals and objectives.

Plans, organizes, and schedules project/program implementation phases and procedures and develops monitoring and reporting systems to measure project effectiveness.

Researches and analyzes data pertinent to work programs and goals and objectives and prepares reports explaining findings and recommendations.

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.

Evaluates existing programs by gathering information, reviewing files, researching policy, directives, and regulations, conducting surveys and interviews, and contacting agencies/institutions in other states concerning their programs.

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

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

Performs other duties as assigned.

Specific Duties and Responsibilities:

Bi-weekly leave form auditing in TSDAR program and AASIS for the following divisions: Administration, Communications, Human Resources, Fiscal, Operations, IT, Legal, GIS, Fed Reg, RECo then contact the employee/supervisor to reconcile audit discrepancies; Complete bi-weekly TSDAR time entry and make corrections of errors during payroll processing; Prep and scan terminated employee files for processing in PaperVisions; Maintain record retention schedule for personnel files; Maintain the supply of new employee hire packets for full and extra help; mail out of hire packets, brochures, and any other request that comes through; Maintain the personnel files and ensure that documents are placed in the correct section of the file; Mail distribution for the division; Monitor and maintain MIPS spreadsheet, and notify supervisors of upcoming/late MIPS dates; Communications with employees and public via phone or in person; Weekly shredding of discarded Human Resources documents; Back up to the other Administrative Analyst; Would be trained on payroll processing; Process reverted TSDARs- Analyze changes, make calculated percentages - make corrections in AASIS.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

N/A

Other Specific Information:

All applicants are subject to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.