



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

## Vacancy Announcement

April 2, 2008

**AGENCY DIRECTOR RESEARCH & STATISTICS**

2208-2960

Grade 20

Research and Technology/Data Administration

Closing Date: April 15, 2008

Position will be closed after ten working days from date of listing or until filled.  
Application review will begin on April 16, 2008.

### **DUTIES:**

The position will require the ability to set up and maintain databases to support new and existing applications; solve data discrepancies, review results, develop project plans, and design systems; diagnose system problems and determine corrective action.

### **SPECIAL REQUIREMENTS:**

General knowledge of Informix and 4GL; proficient in Microsoft Access; knowledge in Excel and how to set up data base schemes and design systems; produce reports to federal and state entities, agency administrators and legislators; ability to produce documents to support system designs.

### **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 statistics, general business, or a related field; plus three years of experience in research and statistical analysis 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](http://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.