



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

**Vacancy Announcement - Internal Applicants Only**  
**May 12, 2008**

**MANAGEMENT PROJECT ANALYST I**  
**2208-2750**  
**Grade 18**  
**Research and Technology/Data Quality**

**Closing Date: May 23, 2008**

Position will be closed after ten working days from date of listing or until filled.  
Application review will begin on May 27, 2008.

**DUTIES:**

This position will analyze project/program data and prepare reports explaining findings and recommendations; evaluate existing programs by gathering information, reviewing files, and researching policy; evaluate project/program effectiveness after observation, interviews and reviewing data reports.

**SPECIAL REQUIREMENTS:**

Applicant must have experience with Arkansas education data collection and reporting.

**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, personnel management, or a related field; plus one year of 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.

**PENDING HIRING FREEZE APPROVAL**

**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.