



Arkansas Division of Higher Education

423 Main Street, Suite 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Johnny Key
Secretary

Maria Markham, Ph.D.
Director

September 27, 2021

The Honorable David Wallace, Chair
The Honorable David Hillman, Chair
Arkansas Legislative Council – Personnel Subcommittee
State Capitol Building
Little Rock, AR 72201

Dear Senator Wallace and Representative Hillman:

Black River Technical College (BRTC) requests the establishment of one (1) non-classified position from the Higher Education Central Pool authorized by Act 763 of 2019, ACA §21-5-1415. In accordance with the provisions of the act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

Requested

Title: Controller
LIM – FY22: \$95,496
Salary – FY22: \$60,000 - \$65,000
Institution Match Rate % – FY22: 31%
Institution Match \$ - FY22: \$18,600 - \$20,150
Total Compensation FY22: \$78,600 - \$85,150
Number of Positions: 1

Recommendation

Title: Controller
LIM – FY22: \$97,328
Salary – FY22: \$60,000 - \$65,000
Institution Match Rate % – FY22: 31%
Institution Match \$ - FY22: \$18,600 - \$20,150
Total Compensation FY22: \$78,600 - \$85,150
Number of Positions: 1

This position is requested to separate the duties from those currently performed by the Vice President for Finance. This title is used at other institutions.

The Controller will be responsible for the preparation of financial reports for the college, DFA and ADHE. He/She will be responsible for overseeing compliance. In addition, the Controller will review and reconcile general ledger accounts.

Sincerely,

Maria Markham (handwritten signature)

Maria Markham, Ph. D.
Director



September 27, 2021

Dr. Maria Markham, Director  
Arkansas Division of Higher Education  
423 Main Street, Suite 400  
Little Rock, AR 72201

RE: Request for Non-Classified Position from Central Pool

Dear Dr. Markham,

In accordance with Act 599 of 2017, ACA §21-5-1415, Black River Technical College is respectfully requesting one (1) non-classified position from the Division of Higher Education Central Pool. The position is controller.

Currently, the structure of the Office of Finance & Administration does not include a controller position and those responsibilities have been performed by the Vice President of Finance & Administration. Over the past few years, the college administration has made a concerted effort to pursue grant funding for growth of programs as well as creating a funding structure to support deferred maintenance and other long overdue campus repairs and renovations. As these funds have become available to the college, the demand on the VPFA's time has increased substantially. The controller would be responsible for the preparation of financial reports for the college, DFA, and ADHE. An immediate justification for this position is the increased reporting and accounting requirements for the college due to the Higher Education Emergency Relief Funds that have been awarded. The increased burden for compliance, procurement, and reporting is significant. By moving these responsibilities to a controller, the VPFA will also have more time to perform higher level functions of the position such as program cost analysis, feasibility studies, revenue and expenditure projections, and responsibility centered budgeting.

I appreciate your consideration of this request for approval for this central pool position. Please contact me with any questions you may have.

Sincerely,



Martin Eggensperger, PhD  
President



## Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	<b>Black River Technical College</b>	<b>Date:</b>	<b>9/27/21</b>
<b>Requested Authorized Title:</b>	Controller	<b>LIM:</b>	\$95,496
<b>Working Title:</b>	Controller	<b>Estimated Salary Range:</b>	\$60,000-\$65,000
<b>Institution Match Rate %:</b>	31%	<b>Institution Match \$:</b>	\$18,600-\$20,150
<b>Total Compensation:</b>	\$78,600-\$85,150	<b>Number of Positions:</b>	1

<b>Board Approval Date:</b>	
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**Justification:**

Currently, the structure of the Office of Finance & Administration does not include a controller position and those responsibilities have been performed by the Vice President of Finance & Administration. Over the past few years, the college administration has made a concerted effort to pursue grant funding for growth of programs as well as creating a funding structure to support deferred maintenance and other long overdue campus repairs and renovations. As these funds have become available to the college, the demand on the VPFA's time has increased substantially. The controller would be responsible for the preparation of financial reports for the college, DFA, and ADHE. An immediate justification for this position is the increased reporting and accounting requirements for the college due to the Higher Education Emergency Relief Funds that have been awarded. The increased burden for compliance, procurement, and reporting is significant. By moving these responsibilities to a controller, the VPFA will also have more time to perform higher level functions of the position such as program cost analysis, feasibility studies, revenue and expenditure projections, and responsibility centered budgeting.

**Educational Requirements:**

What are the educational requirements to perform this job? Bachelor's degree in accounting or Finance with a master's degree preferred.

What are the unique skills needed to perform this job? Understanding of GAAP and GASB with strong technology, organizational, and planning skills.

Is certification required? While not required, a CPA license is preferred.



# Division of Higher Education Non-Classified Central Pool Justification Form

## Duties:

The controller would perform the following duties for review by the VPFA:

Prepare annual financial statements for state reporting and audit purposes.  
 Prepare reports for ADHE.  
 Prepare monthly budget reports for management and quarterly for the board of trustees.  
 Responsible for overseeing compliance with GLBA, Single Audit, GASB, and other laws and regulations  
 Assist in preparation of annual budget and maintain budget posting.  
 Review and reconcile general ledger accounts.  
 Assist with grants and projects accounting.  
 Backup business office operational positions.

## Additional Information:

Will this be a new hire? This is a new position, but not an upstaff.  
 Is this job currently being done? Currently, these responsibilities have been performed by the VPFA.  
 Who will this position report to? The Vice President of Finance & Administration.

## Decision (for official use only)

<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred

**Justifications:**

## Signatures (for official use only)

Institutional Finance:		Date:	
ADHE Director:		Date:	



October 12, 2021

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Department of Corrections for your review.

The Arkansas Department of Corrections (DOC), Division of Correction (ADC) is having difficulty recruiting applicants for ADC Work Release Center Supervisors (GS08). The DOC Captain (GS08) is the same grade and may receive up to 10% Hazardous Duty Differential. The ADC Work Release Center Supervisor position does not have a Hazardous Duty Differential. In a recent advertisement for the ADC Work Release Center Supervisor, only four applicants were received. ADC Work Release Center Supervisors function as Wardens, supervising multiple level staff in their perspective facilities. These centers facilitate inmate rehabilitation by assisting with external employment while incarcerated in ADC.

POSITIONS SURRENDERED

Table with 5 columns: POSITION NUMBER, TITLE, CLASS CODE, GRADE, SALARY RANGE. Rows include DOC Correctional Officer I and Work Release Center Supervisor.

CLASSIFICATION REQUESTED

Table with 4 columns: CLASS CODE, TITLE, GRADE, SALARY RANGE. Row includes T015C (3) DOC Deputy Warden.

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
October 12, 2021  
Page 2.

**JUSTIFICATION**

The Arkansas Department of Corrections (DOC), Division of Correction (ADC) is requesting the above positions to meet the needs of the department. The DOC Deputy Warden positions would assist ADC to recruit and retain qualified staff to manage key facilities. DOC indicates gainful employment is a significant factor in reducing their inflated employee turnover rate.

The GS10 positions are requested to enable the department to recruit and retain individuals with the specific skills and knowledge required. The department is requesting to surrender three Correctional Officer I (GS04) and two Work Release Supervisor (GS08) positions in exchange for the higher graded position described above.

The Office of Personnel Management has reviewed this request from the Department of Corrections and recommends approval to three GS04 and 3 GS08 positions to receive three GS10 positions. DOC guarantees our office that it possesses sufficient funding to support this surrender pool position request and anticipates an approximate cost of \$11,151.

Your approval of this request is greatly appreciated.

Sincerely,

Kay Barnhill, Director  
Office of Personnel Management



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**SECRETARY OF TRANSFORMATION & SHARED  
SERVICES**

**DATE**

KB/ps:1-2



**OFFICE OF THE SECRETARY**

947

1302 Pike Avenue, Suite C  
North Little Rock, Arkansas 72114  
Phone: (501) 683-3309 | Fax: (501) 537-3958  
DOC.ARKANSAS.GOV

September 1, 2021



Ms. Kay Barnhill  
Director, Office of Personnel Management, TSS  
501 Woodlane, Suite 205  
Little Rock, AR 72201

Dear Ms. Barnhill,

The Arkansas Department of Corrections (DOC), Division of Correction (ADC) is experiencing difficulty recruiting applicants for ADC Work Release Center Supervisors T034C GS08. The DOC Captain T048C GS08 is the same grade and has up to 10% Hazardous Duty Differential. The ADC Work Release Center Supervisor position does not have a Hazardous Duty Differential attached. In a recent advertisement for ADC Work Release Center Supervisor, only four applicants were received. ADC Work Release Center Supervisors function as Wardens supervising multiple level staff in their own facilities. Work Release Centers facilitate inmate rehabilitation by assisting with external employment while incarcerated in ADC. Gainful employment is a significant factor in reducing recidivism.

The Department proposes to surrender three DOC Correctional Officer I GS 04 T083C (position numbers 22177349, 22177350, and 22177351) and three ADC Work Release Center Supervisors (position numbers 22077503, 22087015, 22158549) and request three DOC Deputy Warden GS10 T015C positions. The DOC Deputy Warden positions would enable ADC to recruit and retain qualified staff to manage key correctional facilities.

Your consideration of this request is appreciated.

Thank you in advance for your consideration.

Solomon Graves  
Secretary  
Arkansas Department of Corrections



Department of Transformation and Shared Services  
 Office of Personnel Management  
 Request for Pool Position

Business Area	Department Name / Agency Name	Date
0480	Department of Corrections/Division of Correction	9.1.2021

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22177349	DOC CORRECTIONAL OFFICER I	GS04	T083C
22177350	DOC CORRECTIONAL OFFICER I	GS04	T083C
22177351	DOC CORRECTIONAL OFFICER I	GS04	T083C

See Attached Spreadsheet for Additional Positions

**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
DOC Deputy Warden	GS10	T015C
DOC Deputy Warden	GS10	T015C
DOC Deputy Warden	GS10	T015C

I hereby certify that:

- A. The position requested is critical to the operation of this Agency and a detailed justification for this request is attached. (Justification should be detailed and not less than one typed page in length.)
- B. Sufficient funds are available to fund this position at the requested grade.
- C. This is a full-time position that will not be used for any other purpose than that which is outlined in the attached narrative.
- D. The position to be surrendered is the highest grade position available and the loss of this position will not adversely affect the operation of this Agency.
- E. No current employee will be displaced by this action.

HR Administrator's Signature

Date

*Solomon James*  
 Department Secretary's Signature

9/2/21  
 Date





October 28, 2021

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
MAC, Room A
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Department of Transformation and Shared Services – Division of Building Authority for your review.

The Department of Transformation and Shared Services – Division of Building Authority is requesting three (3) positions from the OPM Surrender Pool established by Ark. Code Ann. §21-5-225(a)(1). The classifications requested, along with the positions being surrendered, are listed below:

POSITIONS SURRENDERED

Table with 5 columns: POSITION NUMBER, TITLE, CLASS CODE, GRADE, SALARY RANGE. Rows include TSS Building/Program Supervisor positions with class code S013C and grade GS06.

CLASSIFICATION REQUESTED

Table with 4 columns: CLASS CODE, TITLE, GRADE, SALARY RANGE. Row includes Maintenance Manager with class code S004C (3) and grade GS08.

JUSTIFICATION

The Department of Transformation and Shared Services – Division of Building Authority is requesting the above positions in order to resolve an organizational structure issue within the division. The current incumbents within the surrendered positions are responsible for providing supervision to employees in higher graded positions. If approved, this request allows the incumbents within the surrendered positions to promote to the requested Maintenance Manager, grade GS08, positions which would resolve the organizational structure issue. The estimated cost for this surrender request is \$18,473.

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
October 28, 2021  
Page 2.

The Office of Personnel Management has reviewed this request and **recommends** the approval of three (3) surrender pool positions listed above.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



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SECRETARY OF TRANSFORMATION & SHARED  
SERVICES

10/19/21  
DATE

KB/ca:1-2

978



September 21, 2021

Kay Barnhill, State Personnel Director  
Department of Transformation & Shared Services  
Office of Personnel Management  
501 Woodlane  
Little Rock, AR 72201

RE: Request for Pool Position

Ms. Barnhill,

The Department of Transformation & Shared Services Division of Building Authority is requesting to surrender two (2) GS06 TSS Building/Program Supervisor positions for two (2) GS08 Maintenance Manager positions. TSS Building/Program Supervisors are responsible for overseeing the operational staffs assigned to each of DBA's total building portfolio. After the last grade adjustment, the Building/Program Supervisors are now supervising GS07 Maintenance Coordinators. This request will better align the job description and level with the current duties and responsibilities of those employees.

Your kind attention to this request is appreciated.

Sincerely,

Amy Fecher  
Secretary



Department of Transformation and Shared Services  
 Office of Personnel Management  
 Request for Pool Position

Business Area	Department Name / Agency Name	Date
0615	Transformation & Shared Services/Division of Building Authority	09/20/2021

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22094889	TSS Building/Program/Supervisor	GS06	
22094880	TSS Building/Program/Supervisor	GS06	

**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
Maintenance Manager	GS08	S004C
Maintenance Manager	GS08	S004C

I hereby certify that:

- A. The position requested is critical to the operation of this Agency and a detailed justification for this request is attached. (Justification should be detailed and not less than one typed page in length.)
- B. Sufficient funds are available to fund this position at the requested grade.
- C. This is a full-time position that will not be used for any other purpose than that which is outlined in the attached narrative.
- D. The position to be surrendered is the highest grade position available and the loss of this position will not adversely affect the operation of this Agency.
- E. No current employee will be displaced by this action.

HR Administrator's Signature

Date

Department Secretary's Signature

Date

**AMERICAN RESCUE PLAN ACT OF 2021 PROGRAM APPROPRIATION  
AND PERSONNEL AUTHORIZATION REQUEST  
SECTION 38 OF ACT 997 OF 2021**

Agency: Department of Health Business Area Code: 0645

Program Title: Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases

Granting Organization: Centers for Disease Control CFDA #: 93.323

Effective Date of Authorization: Beginning: 7/1/2021 Ending: 6/30/2022

Purpose of Grant / Reason for addition or change (include attachments as necessary to provide thorough information):  
The ELC (Epidemiology & Laboratory Capacity) grant has issued supplemental funding for Advanced Molecular Detection (AMD) to build infrastructure by establishing sequencing and analytic capacity building in microbial genomics and bioinformatics as well as to further the development of AMD capacity in health departments. In order for pathogen genomic sequence data to most effectively impact public health, the data will need to be integrated with their corresponding epidemiologic or clinical data, analyzed together, and interpreted. While the AMD program has always supported activities that further this objective, with the funding described here, the program intends to accelerate progress by modernizing infectious disease laboratories, adding 2 additional staff, training, and expanding the applications of these new technologies to ensure the strongest protection against infectious disease threats.

**American Rescue Plan Act Program Funding**

Func. Area: HHS Fund Code: \_\_\_\_\_ Direct Funding: X  
Funds Center: \_\_\_\_\_ Internal Order/WBS Element: \_\_\_\_\_ Steering Comm. Approved: \_\_\_\_\_

	Program Funding Amount
Regular Salaries	
Extra Help	
Personal Services Matching	
Operating Expenses	
Conference & Travel Expenses	
Professional Fees	
Capital Outlay	
Data Processing	
Grants and Aid (CI: 04)	
Other:	
Other:	2,700,394
<b>Total</b>	<b>\$ 2,700,394</b>

Anticipated Duration of Federal Funds: 07/31/2024

**DFA IGS State Technology Planning** **Date**  
Items requested for information technology must be in compliance with Technology Plans as submitted to DFA IGS State Technology Planning.

**Positions to be established: (list each position separately)**

Org Unit	Pers Area	Pers SubArea	Cost Center	Position Number	Cmnt Item	Position Title	Class Code	Grade	Line Item Maximum *
	HL34		610485		501:00:00	ADH Laboratory Manager	B047C	GS09	
	HL34		610485		501:00:00	Senior Microbiologist	B127C	GS08	

**State funds will not be used to replace federal funds when such funds expire, unless appropriated by the General Assembly and authorized by the Governor.**

Approved by:

Jose R. Romo 8/19/21  
Cabinet Secretary/Agency Director Date

Office of Budget Date

Kay Baerhill  
Office of Personnel Mgmt Date

ca 9/2/2021

## Arkansas Department of Health

### American Rescue Plan Act Appropriation Request – Overview \$2,700,394.00 Award from the CDC-ELC AMD SEQUENCING & Analytics of SARS-CoV-2 “To establish AMD Sequencing in State Laboratories” Populations and Rural Communities

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#### **Background:**

The rapid emergence and global spread of SARS-CoV-2, the pathogen that causes COVID-19, highlights the threat posed by novel pathogens. One of the most versatile tools in understanding and guiding the response to these emergences is genomic sequencing. While the ability to decode microbial genomes has existed since the 1970s, the advent of high throughput DNA sequencing, also called next-generation sequencing, has greatly expanded the use of these technologies in public health. The Centers for Disease Control and Prevention (CDC) awarded the Arkansas department of health, \$2,700,394.00 thru the ELC Enhancing Detection award using funds from the American Rescue Plan Act of 2021.

#### **Purpose:**

The Advanced Molecular Detection (AMD) program is currently being funded to build the infrastructure to protect America’s health and building capacity in national, state and local public health laboratories. Modernizing infectious disease laboratories, training staff, and expanding the application of these new technologies will ensure that Americans have the strongest protection against infectious disease threats. The purpose of the current supplemental funding is to establish sequencing and analytic capacity building in microbial genomics and bioinformatics as well as to further the development of AMD capacity in health departments. In order for pathogen genomic sequence data to most effectively impact public health, the data will need to be integrated with their corresponding epidemiologic or clinical data, analyzed together, and interpreted. While the AMD program has always supported activities that further this objective, with the funding described here, the program intends to accelerate progress by enabling state and local health departments to make the long-term investments in workforce and/or infrastructure that are necessary to achieve it.

#### **Goals:**

The following activities will be accomplished within the ADH-Public Health Laboratory. Hiring two additional staff to establish a new Advanced Molecular Detection (AMD) Laboratory Section for sequencing to effectively increase sequencing capabilities for SARS-CoV-2 and other emerging infections and conditions of public health significance. Additionally, Next Generation Sequencing equipment will be purchased along with reagents to sequence SARS-CoV-2 and other emerging infection diseases.

Establishing a dedicated AMD Laboratory Section will enhance and expand laboratory informatics to improve visibility of laboratory Bioinformatics to enable faster data exchange and reporting thru electronic Laboratory reporting (ELR). This will allow for established Laboratory Information Management Systems (LIMS) to increase data flow thru the LIMS maintenance and configure new modules and enhancements.

#### **Sustainability:**

The end goal of establishing a dedicated AMD Laboratory Unit will build up an already close collaborative effort with the ADH-Department of Epidemiology. This in-house laboratory generated ADM sequencing data will integrate genomic and epidemiologic data so it can more quickly contribute to responses to the pandemic. The ELC and Laboratory Capacity network will continue to build the Sequencing and Informatics activities to identify and report on other emerging infectious disease threats to ensure the strongest protection for the future of Arkansas.

**AMERICAN RESCUE PLAN ACT OF 2021 PROGRAM APPROPRIATION  
AND PERSONNEL AUTHORIZATION REQUEST  
SECTION 38 OF ACT 997 OF 2021**

Agency: DHS Division of Child Care and Early Childhood Education Business Area Code: 0710

Program Title: Child Care Development Fund (CCDF)

Granting Organization: Administration for Children and Families CFDA #: 93.575

Effective Date of Authorization: Beginning: 7/1/2021 Ending: 6/30/2022

Purpose of Grant / Reason for addition or change (include attachments as necessary to provide thorough information):  
The purpose of the ARPA Child Care Supplemental funds is to provide child care for essential worker families without regard to income, expand access to high quality child care/early childhood education by providing opportunities for building a high quality workforce. The division previously requested \$174 million which was allocated to pay for child care for essential worker families. We are requesting the remaining funds to hire additional staff, data systems to support access to child care portal for families to search for child care in real time, and the administrative costs associated with implementing these funds.

**American Rescue Plan Act Program Funding**

Func. Area: HHS Fund Code: FRP7132 Direct Funding: X  
Funds Center: \_\_\_\_\_ Internal Order/WBS Element: \_\_\_\_\_ Steering Comm. Approved: \_\_\_\_\_

	Program Funding Amount
Regular Salaries	910,056
Extra Help	100,000
Personal Services Matching	384,150
Operating Expenses	3,115,420
Conference & Travel Expenses	
Professional Fees	
Capital Outlay	
Data Processing	
Grants and Aid (CI: 04)	
Other:	
Other:	
<b>Total</b>	\$ <b>4,509,626</b>

Anticipated Duration of Federal Funds: 09/30/2024

**DFA IGS State Technology Planning** Date  
Items requested for information technology must be in compliance with Technology Plans as submitted to DFA IGS State Technology Planning.

**Positions to be established: (list each position separately)**

Org Unit	Pers Area	Pers SubArea	Cost Center	Position Number	Cmnt Item	Position Title	Class Code	Grade	Line Item Maximum *
0710	HS52	A0L1			501:00:00	DHS Program Administrator	G099C	GS09	72,821
0710	HS52	A0L1			501:00:00	DHS Program Manager	G152C	GS08	65,264
0710	HS52	A0L1			501:00:00	DHS Program Manager	G152C	GS08	65,264

State funds will not be used to replace federal funds when such funds expire, unless appropriated by the General Assembly and authorized by the Governor.

Approved by:  
[Signature] 9/2/21 Date  
 Cabinet Secretary/Agency Director  
[Signature] 9-2-21 Date  
[Signature] 9-30-21 Date  
 Office of Budget  
[Signature] 9/14/21 Date  
 Office of Personnel Mgmt



October 12, 2021

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Legislative Council  
MAC, Room A  
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Department of Finance and Administration (DFA) is requesting the establishment of a labor market special entry rate of \$33,280, midpoint plus of GS03, for all classifications listed below:

<u>Grade</u>	<u>Class Code</u>	<u>Title</u>	<u>Salary Range</u>	<u>Requested Rate</u>
GS03	A111C	Racing Commission Collector	\$26,034-\$37,749	\$33,280
GS03	X199C	Racing Commission Judge	\$26,034-\$37,749	\$33,280
GS03	C099C	Racing Commission Licensing Clerk	\$26,034-\$37,749	\$33,280
GS03	T087C	Security Officer	\$26,034-\$37,749	\$33,280
GS03	B110C	Veterinarian Assistant	\$26,034-\$37,749	\$33,280

**JUSTIFICATION:**

The Department of Finance and Administration has requested the establishment of the above listed labor market rate of \$33,280, or \$16 an hour, for the above listed classifications. This is intended to assist with retention in DFA Division of Racing following the announcement that Oaklawn Racing Casino Resort will raise its minimum wage to \$16 an hour beginning October 20, 2021. Of the 11 employees in these classifications, implementation of the labor market rate will affect approximately 3 employees at DFA with an estimated combined cost of \$5,736.02. The department has requested that this labor market rate be eligible for new and existing employees so as not to create an inequity.

The Office of Personnel Management has reviewed this request from the Department of Finance and Administration and **recommends** approval of the labor market rate.



The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
October 12, 2021  
Page 2.

Your approval of this request is greatly appreciated.

Sincerely,

Kay Barnhill, Director  
Office of Personnel Management

*Amy Fisher*

*10/04/2021*

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SECRETARY OF TRANSFORMATION & SHARED  
SERVICES

DATE

KB/vp:1-2



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

**OFFICE OF THE SECRETARY**  
1509 West Seventh Street, Suite 401  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278  
Phone: (501) 682-2242  
Fax: (501) 682-1029  
www.arkansas.gov/dfa

September 21, 2021



Amy Fecher, Secretary  
Department of Transformation and Shared Services  
501 Woodlane  
Little Rock, AR 72201

Dear Ms. Fecher:

The Department of Finance and Administration respectfully submits a Labor Market Request for approximately 5 classifications (see below) across the DFA Division of Racing. This request is for approval of a Labor Market Rate and movement of current incumbents to the labor market rate of \$16/hour for the following classifications:

Job	Auth Grade	Authorized Title
A111C	GS03	RACING COMMISSION COLLECTOR
X199C	GS03	RACING COMMISSION JUDGE
C099C	GS03	RACING COMMISSION LICENSING CLERK
T087C	GS03	SECURITY OFFICER
B110C	GS03	VETERINARIAN ASSISTANT

The Oaklawn Racing Casino Resort has recently announced that on October 10, 2021, it will raise its minimum wage to \$16 an hour for non-tipped hourly employees. This announcement has necessitated the need for this Labor Market rate for retention of the DFA Division of Racing employees who work side by side with the Oaklawn Racing staff members. For the purpose of this needed retention, please consider this labor mark request and request for movement of current incumbents to the new rate.

Thank you for your consideration.

Sincerely,

Larry W. Walther  
DFA Secretary

BA	Job	Pers.no.	Last name First name	Position	Job	Position Title	Grade	Annual salary	Date	Avg YoS
710	22149715	139300	GRAVES NORMAN	22089140	T087C	SECURITY OFFICER	GS03	\$ 26,814.94	10/04/2020	1.0
615	22149028	135703	BOWMAN ELISABETH	22094837	T087C	SECURITY OFFICER	GS03	\$ 31,294.22	12/16/2019	1.8
615	22149028	135710	WOODARD DAMIEN	22094877	T087C	SECURITY OFFICER	GS03	\$ 31,294.22	12/16/2019	1.8
710	22149800	132095	ROHRER JOHN	22102952	T087C	SECURITY OFFICER	GS03	\$ 27,418.14	04/08/2019	2.5
710	22149715	61636	GREER KIRBY	22089143	T087C	SECURITY OFFICER	GS03	\$ 26,033.90	06/27/2017	4.2
631	22148660	90519	WEATHERSPOON SIDNEY	22143135	B110C	VETERINARIAN ASSISTANT	GS03	\$ 31,515.54	01/08/2012	9.7
710	22149715	84568	PLATO RICHARD	22089099	T087C	SECURITY OFFICER	GS03	\$ 28,707.95	11/15/2010	10.9
710	22149715	43456	PLATT JOHN	22089148	T087C	SECURITY OFFICER	GS03	\$ 26,033.90	06/27/2006	15.2
631	22148660	49617	DORSEY DEMARIAN	22143134	B110C	VETERINARIAN ASSISTANT	GS03	\$ 34,368.46	02/13/2005	16.6
631	22148660	12555	FRANKLIN RESHEDIA	22143132	B110C	VETERINARIAN ASSISTANT	GS03	\$ 35,862.94	01/18/2000	21.7
631	22148660	13031	SMITH SAMMIE	22143133	B110C	VETERINARIAN ASSISTANT	GS03	\$ 37,330.59	12/28/1998	22.7
							<b>Avg Salary</b>	<b>\$ 30,606.80</b>		<b>9.8</b>



October 12, 2021

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Joint Budget Committee  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Department of Finance and Administration - Division of Racing for your review.

The Department of Finance and Administration - Division of Racing is requesting the establishment of a labor market special entry rate of \$128,690, the maximum annual rate of grade MP04, for all classifications listed below.

<u>Grade</u>	<u>Class Code</u>	<u>Title</u>	<u>Salary Range</u>	<u>Requested Rate</u>
MP04	B009N	DFA Dog Racing Veterinarian	\$89,368-\$128,690	\$128,690
MP04	B091N	Racing Commission Veterinarian	\$89,368-\$128,690	\$128,690

**JUSTIFICATION:**

The Department of Finance and Administration - Division of Racing has requested the establishment of the above listed labor market rate of \$128,690 for the above listed classifications. This request is an effort to become more competitive within the job market following the announcement that Oaklawn Racing Casino Resort has extended the 2022 racing season. This labor market rate will affect one (1) current employee at DFA with an estimated cost of \$12,805. The department has requested that this labor market rate be eligible for new and existing employees so as not to create an inequity.

The Office of Personnel Management has reviewed this request and **recommends** the approval of the labor market rate listed above.

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
October 12, 2021  
Page 2.

Your approval of this request is greatly appreciated.

Sincerely,

Kay Barnhill, Director  
Office of Personnel Management

*Amy Fecher*

*9/30/2021*

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SECRETARY OF TRANSFORMATION & SHARED  
SERVICES

DATE

KB/vp:1-2



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

975

**OFFICE OF THE SECRETARY**  
1509 West Seventh Street, Suite 401  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278  
Phone: (501) 682-2242  
Fax: (501) 682-1029  
www.arkansas.gov/dfa

September 17, 2021



Amy Fecher, Secretary  
Department of Transformation and Shared Services  
501 Woodlane  
Little Rock, AR 72201

Dear Ms. Fecher:

The Department of Finance and Administration respectfully submits a Labor Market Request for approximately 9 classifications (see below) across the DFA Division of Racing. This request is for approval of a Labor Market Rate and also movement of two current incumbents to the new Labor Market Rate \$128,690 for the following classifications:

- B009N DFA Dog Racing Veterinarian
- ~~B091N~~ Racing Commission Veterinarian

*B019N*

Salary data from the Minnesota Racing Commission and the New York Racing Association reflects an annual salary ranging from \$178,100 - \$209,000.

The Oaklawn Racing Casino Resort announced an expanded 2022 racing season and the racing will now run from December 3, 2021 through May 8, 2022, Thursday through Sunday. Southland Casino and Racing has dog racing each day of the week except Wednesday. For the purpose of competitive pay, please consider this Labor Market Request and request for movement of current incumbents to the new rate.

Thank you for your consideration.

Sincerely,

Larry W. Walther  
DFA Secretary



Department of Transformation and Shared Services  
Governor Asa Hutchinson  
Secretary Amy Fecher  
Director Kay Barnhill

October 12, 2021

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Joint Budget Committee  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Department of Finance and Administration – Division of Racing, for your review. The agency is requesting a special rate of pay be established for an exceptionally well qualified applicant established by Ark. Code Ann. §21-5-214(d)(2).

*(C) The office may approve a special rate of pay pursuant to subdivision (d)(1) of this section above thirty percent (30%) up to the maximum pay level for the grade assigned to this classification after review by the Legislative Council or, if the General Assembly is in session, the Joint Budget Committee.*

The Department of Finance and Administration – Division of Racing has requested a special entry rate of \$112,899, which is the maximum of pay grade GS13, for an exceptionally well qualified applicant for the classification Racing Commission Steward, X197C.

James Lages's background includes nearly 10 years of experience as a State Steward. Mr. Lages completed the University of Louisville Steward Accreditation Program in 1997 and has consistently completed continuing education programs in the following years. The following is a detailed comparison of the minimum qualifications of the classification and Mr. Lages's experience.

#### **MINIMUM REQUIREMENTS:**

At least three years of experience as a licensed racing official; or at least five years of experience in the pari-mutuel horse racing industry as a licensed trainer or jockey; or at least ten years of experience in the pari-mutuel horse racing industry as a licensed owner.

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
October 12, 2021  
Page 2.

## **APPLICANT'S QUALIFICATIONS**

### **EDUCATION:**

2018; Accredited Steward Continuing Education Program

2017; National Steeplechase Association CE

2017; Accredited Steward Continuing Education Program

1997; University of Louisville; Steward Accreditation Program.

### **EXPERIENCE:**

2021; State Steward – Indiana Grand, Pompano-Isle Casino

2019 - 2020; State Steward – Gulfstream, Pompano-Isle Casino

2019; Commission Steward, Colonial Downs

2018; Chief State Steward - Delaware

2018; State Steward – Monmouth, Gulfstream, Pompano-Isle Casino

2017; State Steward – Delaware, Monmouth, Gulfstream, Pompano

2016; State Steward – Delaware, Gulfstream, Pompano

### **JUSTIFICATION:**

The Racing Commission Steward is a classification unique to the Department of Finance and Administration – Division of Racing, and there is no current incumbent in this position. Mr. Lages is currently employed as the State Steward at Pompano-Isle Casino in Florida. He has over 40 years of experience in the Racing industry and has worked in a variety of roles across the country. He worked as a Jockey for 9 years then moved on to become a Stable Foreman, Assistant Trainer, Clerk of Scales, and Paddock Judge all before taking on his first State Steward role in 2012. He has consistently held State Steward positions in several locations since then. As Racing Commission Steward at Oaklawn Racetrack, Mr. Lages will be responsible for the enforcement of all Racing Commission rules and the supervision of all jockeys, trainers, owners, and back-stretch employees. He will act as a game official for horse racing and must observe each race and identify fouls, interference, and other rule violations that occur during the race. Mr. Lages will have the power and duty to regulate and govern the conduct of all these individuals and shall conduct investigations to determine if any individual has violated the rules of the Racing Commission.



Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
October 12, 2021  
Page 3.

Based on the individual's knowledge and experience, The Office of Personnel Management **recommends** approval of the requested rate of \$112,899, which is maximum of pay grade GS13, for the classification Racing Commission Steward, X197C.

Your consideration and subsequent approval of this request is greatly appreciated.

Sincerely,

Kay Barnhill, Director  
Office of Personnel Management

*Amy Fisher*

*10/04/2021*

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SECRETARY OF TRANSFORMATION & SHARED SERVICES

DATE

KB/vp:1-3

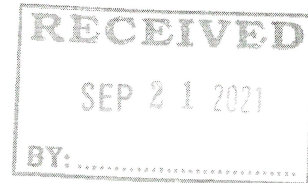


STATE OF ARKANSAS  
**Department of Finance  
and Administration**

974

**OFFICE OF THE SECRETARY**  
1509 West Seventh Street, Suite 401  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278  
Phone: (501) 682-2242  
Fax: (501) 682-1029  
www.arkansas.gov/dfa

September 17, 2021



Amy Fecher, Secretary  
Department of Transformation and Shared Services  
501 Woodlane  
Little Rock, AR 72201

Dear Ms. Fecher:

The Department of Finance and Administration, Division of Racing, respectfully submits an Exceptionally Well Qualified Application for your review. The request is for Mr. James Lages, position number 22107731, Racing Commission Steward, X197C, GS13, at an hourly rate of \$54.28, which is maximum for this grade.

The Racing Steward at Oaklawn Racetrack is responsible for the enforcement of all Racing Commission rules and supervising all licensed jockeys, trainers, owners and Oaklawn back-stretch employees. This position works approximately 31 weeks in a year.

Mr. Lages completed the University of Louisville Steward Accreditation Program in 1997. He has worked in a variety of roles in horse tracks across the country since 1977. He was a Jockey for 9 years, then worked as a Stable Foreman, Assistant Horse Trainer, Jockey Valet, Judge, Clerk of Scales, Claims Clerk, and has served as a Racing Steward since 2012 at 8 different tracks.

Thank you for your favorable consideration.

Sincerely,

Larry W. Walther  
DFA Secretary



**Department of Transformation and Shared Services  
Office of Personnel Management  
Special Entry Rate-Exceptionally Well Qualified Applicant**

0631	DFA
Business Area	Department / Agency Name

22107731	X197C Racing Commission Steward	GS13
Position / Item Number	Class Code / Title (Attach description of job duties)	Grade

James Lages		
Applicant's Name	Current Annual Salary	Requested Annual Salary

Applicant's Qualifications (Please summarize. Attach Resume and completed State Job Application Form).

Mr. Lages completed the University of Louisville Steward Accreditation Program in 1997. He has worked in a variety of roles in horse tracks across the country since 1977. He was a Jockey for 9 years, then worked as a Stable Foreman, Assistant Horse Trainer, Jockey Valet, Judge, Clerk of Scales, Claims Clerk, and has served as a Racing Steward since 2012 at 8 different tracks.

Minimum Qualifications (Use same description as stated on Class Specification).

**MINIMUM QUALIFICATIONS**  
 At least three years of experience as a licensed racing official; or  
 At least five years of experience in the pari-mutuel horse racing industry as a licensed trainer or jockey; or  
 At least ten years of experience in the pari-mutuel horse racing industry as a licensed owner.

HR Administrator or designee	Date
Amy Valentine	9/20/21
Department Secretary / Agency Director or designee	Date

**Office of Personnel Management - Action**

Reviewed By:

OPM Personnel Representative	Date
OPM Director or designee	Date

James A. Lages  
[REDACTED]  
[REDACTED]  
[REDACTED]

## WORK HISTORY

**2020-2021**

State Steward-Indiana Grand, Pompano-Isle Casino

**2020**

State Steward- Gulfstream, Pompano-Isle Casino

**2019**

Commission Steward-Colonial Downs

State Steward- Gulfstream, Pompano-Isle Casino

**2018**

Chief State Steward-Delaware

State Steward- Monmouth, Gulfstream, Pompano-Isle Casino

NSA Steward- Winterthur, Willowdale

**2017**

State Steward- Delaware, Monmouth, Gulfstream, Pompano

NSA Steward- Winterthur

**2016**

State Steward- Delaware, Gulfstream, Pompano

**2015**

Associate Steward- Canterbury Park

State Steward- Gulfstream Park, Tampa Bay Downs, Pompano

**2014**

State Steward- Gulfstream and Calder

Chief Steward- Fairmount Park

**2013**

Chief Steward- Fairmount Park

State Steward -Calder Race Course

**2012**

State Steward-Fairmount Park

**2000-2011**

Clerk of Scales-Monmouth Park

2004-2011  
Backup Steward-Monmouth

1996-1997, 2000-2009  
Clerk of Scales-Meadowlands

2002, 2004  
Paddock Judge-Keeneland

2003  
Placing and Patrol Judge- Keeneland

2001, 2005-2006  
Assistant Paddock Judge, Claims Clerk- Keeneland

1997-2001  
Placing and Patrol Judge-Gulfstream Park  
Association Steward Substitute (1998- 2001)

2000-2001  
Claims Clerk-Keeneland

1994-1999  
Assistant Clerk of Scales-Monmouth Park

1993-1995, 1998-99  
Assistant Clerk of Scales –Meadowlands

1994  
Paddock Judge-Hialeah

1993  
Patrol Judge-Hialeah and Monmouth

1992  
Jockey Room Custodian-Meadowlands

1989-1992  
Jockey Valet and Exercise Rider-Monmouth, Meadowlands, and Payson Park

1988  
Assistant Trainer/Exercise Rider-Kentucky and Florida

1986-1987  
Stable Foreman-John Ward Stable

1977-1986  
*Jockey* - Kentucky, Florida, and Mid-Atlantic racetracks

## ***EDUCATION***

**2018 Accredited Steward Continuing Education Program**  
**2017 National Steeplechase Association CE**  
**2017 Accredited Steward Continuing Education Program**  
**2016 Accredited Steward Continuing Education Program**  
**2014 Accredited Steward Continuing Education Program**  
**2012 Accredited Steward Continuing Education Program**  
**2010 Accredited Steward Continuing Education Program**  
**2008- Accredited Steward Continuing Education Program**  
**2007- Accredited Steward Continuing Education Program**  
**2005- Accredited Steward Continuing Education Program**  
**2002- Accredited Steward Continuing Education Program**  
**1999- Accredited Steward Continuing Education Program**  
**1998- Accredited as a Steward by Racing Commissioners International**  
**1997- University of Louisville Steward Accreditation Program**  
**1977- High School Graduate-James Madison High, Vienna, Virginia**

### **References:**

Dave Hooper, Tom DiPasquale, Kevin Scheen, Ben Huffman, Allison DeLuca, Mike Lakow, John Heims, Jill Byrne, Brook Hawkins, David Wedlake, Barbara Borden, Eddie Arroyo, Randy Soth, Joe Lindeman, Jack Houghton, Jimmy Edwards, Bill Gallo, Steve Pagano, Teena Appleby, David Frizzell, Harvey Wardell, Lou Raffetto, Bob Kulina,



October 12, 2021

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Joint Budget Committee  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Labor and Licensing, Motor Vehicle Commission for your review. The agency is requesting a special rate of pay be established for an exceptionally well qualified applicant established by Ark. Code Ann. §21-5-214(d)(2).

- (C) *The office may approve a special rate of pay pursuant to subdivision (d)(1) of this section above thirty percent (30%) up to the maximum pay level for the grade assigned to this classification after review by the Legislative Council or, if the General Assembly is in session, the Joint Budget Committee.*

The Arkansas Department of Labor and Licensing, Motor Vehicle Commission has requested a special entry rate of \$52,099.98, which is between midpoint and maximum of pay grade GS06, for an exceptionally well qualified applicant for the classification Motor Vehicle Investigator, X120C.

Daniel C. Pace's background includes a Master of Public Administration as well as eleven (11) years of investigative experience. The following is a detailed comparison of the minimum qualifications of the classification and Mr. Pace's experience.

**MINIMUM REQUIREMENTS:**

The formal education equivalent of a bachelor's degree in criminal justice, criminology, public administration, or a related field; plus one year of experience in inspection, regulation, or a related field.

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
October 12, 2021  
Page 2.

## **APPLICANT'S QUALIFICATIONS**

### **EDUCATION:**

August 2010 – December 2012; Arkansas State University; Jonesboro, Arkansas;  
Master of Public Administration.

August 2006 – May 2010; Arkansas State University; Jonesboro, Arkansas; Bachelor's  
Degree in Criminology.

### **EXPERIENCE:**

August 2013 – Present; Office of the Arkansas Attorney General; Little Rock, Arkansas;  
Investigator IV.

October 2010 – May 2013; Jonesboro Public School District; Jonesboro, Arkansas;  
Substitute Teacher (Part-Time).

August 2012 – December 2012; Office of the Arkansas Attorney General; Little Rock,  
Arkansas; Intern (Part-Time).

June 2009 – July 2013; Northeast Arkansas District Fair; Jonesboro, Arkansas;  
Assistant to Fair Manager (Part-Time).

### **JUSTIFICATION:**

Statewide, there is one position classified as Motor Vehicle Instigator with an annual salary of \$52,423.90 and 4.17 years of state service. This one position is located within the Motor Vehicle Commission. The statewide / agency turnover rate for this classification was one out of two positions or 50.00% within the previous year.

Mr. Pace is currently employed through the Office of the Arkansas Attorney General as an Investigator IV with an annual salary of \$51,099.98. His responsibilities include mediating consumer complaints against businesses, conducting investigations of businesses for violations, exploring data breach incidents, developing contracts in an attempt to resolve consumer complaints, as well as helping attorneys prepare litigation documents. His forthcoming position within the Motor Vehicle Commission should The necessitate investigating motor vehicle dealers, distributors, and salespersons to ensure compliance with the Arkansas Motor Vehicle Commission Act.



Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
October 12, 2021  
Page 3.

Based on salary analysis, the Office of Personnel Management recommends approval of the requested rate of \$52,099.98, which is between midpoint and maximum of pay grade GS06, for the classification Motor Vehicle Investigator. Approval of this requested special entry rate would result in a \$1,000 or 1.96% increase in the applicant's current annual salary.

Your consideration and subsequent approval of this request is greatly appreciated.

Sincerely,

Kay Barnhill, Director  
Office of Personnel Management

*Amy Fisher*

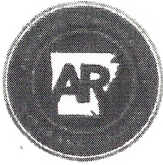
*10/5/2021*

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SECRETARY OF TRANSFORMATION & SHARED SERVICES

DATE

KB/jlh:1-3



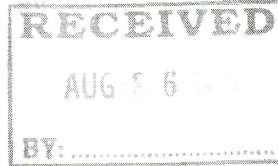
Arkansas Department of Labor & Licensing  
 900 W. Capitol Avenue, Suite 400  
 Little Rock, AR 72201  
[www.labor.arkansas.gov](http://www.labor.arkansas.gov)

Asa Hutchinson  
 Governor

Daryl E. Bassett  
 Secretary

9 3 4

August 11, 2021



Ms. Kay Barnhill, State Personnel Administrator  
 Office of Personnel Management  
 Department of Transformation and Shared Services  
 PO Box 3278  
 Little Rock, AR 72203

RE: Request for Special Entry Rate, Exceptionally Well Qualified Applicant  
 Daniel C. Pace, Motor Vehicle Investigator, Position 22133548

Ms. Barnhill:

The Arkansas Department of Labor and Licensing (ADLL) Motor Vehicle Division would like to request an Exceptionally Well Qualified Rate of \$52,099.98, which is almost the maximum for this pay grade. The Motor Vehicle Investigator position is a Grade GS06; the position was originally posted May 8, 2021, but it had to be reposted twice because there were no qualified applicants to interview. The low salary has been a major challenge in filling this position. We have made an offer to Mr. Pace which is well above the entry for this position in hopes of him accepting the position and leave his current employer, which is the Arkansas Attorney General Office.

Mr. Pace has two degrees, a Bachelor's in Criminology and a Master's in Public Administration both received from Arkansas State University, in Jonesboro, Arkansas. He also has 8 years of work experience working as an Investigator in the Public Protection Department for the Office of the Arkansas Attorney General

Thank you for your consideration; Mr. Pace's application and resume are attached in evaluating our request. If you need additional information, please feel free to contact Elva Cromwell, Assistant Personnel Manager at 501.682.4546.

Regards,

Daryl Bassett  
 Secretary



Department of Transformation and Shared Services  
 Office of Personnel Management  
 Special Entry Rate-Exceptionally Well Qualified Applicant

0320	Motor Vehicle Commission	
Business Area	Department / Agency Name	
22133548	X120C/Motor Vehicle Investigator	GS06
Position / Item Number	Class Code / Title (Attach description of job duties)	Grade
Daniel C. Pace	\$51,099.98	\$52,099.98
Applicant's Name	Current Annual Salary	Requested Annual Salary

Applicant's Qualifications (Please summarize. Attach Resume and completed State Job Application Form).

Mr. Pace has two degrees, a Bachelor's in Criminology and a Master's in Public Administration both received from Arkansas State University, in Jonesboro, Arkansas. He also has 8 years of work experience working as an Investigator in the Public Protection Department of the Office of the Arkansas Attorney General.

Minimum Qualifications (Use same description as stated on Class Specification)

The formal education equivalent of an associate's degree in criminal justice, criminology, or a related field; plus one year of experience in inspection, regulation, or a related field. 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 requirement, upon approval of the qualifications review committee.

HR Administrator or designee <i>Eric Gonzalez</i>	Date 8/17/21
Department Secretary / Agency Director or designee F S Stroope <i>F S Stroope</i>	Date 08/17/2021

Office of Personnel Management - Action

Reviewed By:

OPM Personnel Representative	Date
OPM Director or designee	Date

Your consideration and subsequent approval of this request is greatly appreciated.

Sincerely,

Kay Barnhill, Director  
Office of Personnel Management

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**SECRETARY OF TRANSFORMATION & SHARED SERVICES**

**DATE**

KB/jlh: 1 – 3

**Daniel C. Pace**



**Daniel Pace - Resume**

**Education:** Bachelor of Arts in Criminology (May 2010)  
Arkansas State University, Jonesboro, Arkansas  
Graduated Cum Laude with 3.68 GPA

Master of Public Administration (December 2012)  
Arkansas State University, Jonesboro, Arkansas  
Graduated with 4.0 GPA

**Relevant Graduate Coursework:**  
Human Resources Management  
Public Budgeting Processes  
Administrative Behavior  
Seminar in Public Administration  
Public Policy Analysis  
Public Policy Research  
Grant Writing and Administration  
Public Information Management  
Criminal Justice Systems  
Contemporary International Relations-(Emphasis on Intelligence Analysis and  
Structured Analytic Techniques)  
Environmental Policy Processes

**Professional Work Experience:**

**Investigator- Office of the Arkansas Attorney General - Public Protection Department  
(August 2013-Present)**

- I mediate consumer complaints against businesses.
- I conduct investigations of businesses for violations of the Arkansas Deceptive Trade Practices Act and various other Federal Regulations and Laws. My area of responsibility includes the Banking and Financial Sectors, as well as the Automotive Industry (New Vehicle and Used Vehicle Sellers).

- I am responsible for the Identity Theft Passport Card Program offered by our office to victims of Financial Identity Fraud.
- I am responsible for investigating all data breach incidents that are reported to our office.
- I produce reports, memos, investigative documents, and other investigative materials for open investigations.
- I develop contacts within the banking, financial, and automotive industries, as well as other state agencies, to help resolve consumer complaints and conduct investigations.
- I help our attorneys prepare litigation documents and reports for cases involved with my area of investigation.
- I testify in court when necessary for cases I have worked on for the office.
- I answer inquiries from the public regarding consumer issues and occasionally FOIA requests.
- I represent our office at public speaking engagements and events, where I give presentations on identity theft and consumer issues.
- I work extensively with our consumer protection and legal files database.
- I am one of the office representatives on the Banker's Security Council for the Little Rock area.

**Substitute Teacher for Jonesboro Public Schools (October 2010-May 2013 - Part Time)  
Jonesboro, Arkansas**

- I was responsible for the supervision and safety of students while at school.
- I implemented teacher lesson plans and I was responsible for discipline of all students in class.
- I graded papers and administered tests when the primary teacher asked me to do so.
- I worked at the elementary level, the junior high level, and the high school level.
- Skills that I strengthened through this experience include: oral communication ability, visual presentation ability, an ability to adapt to unexpected developments, and a willingness to work outside of my comfort zone.

**Office of the Arkansas Attorney General-Public Protection Department  
(August 2012-December 2012) Intern**

- I aided the Consumer Protection Division attorneys and investigators in various ways including: conducting phone surveys for investigations, performing research for court cases/lawsuits, compiling spreadsheets for investigations and cases, producing word documents when required for investigations and cases, and helping investigators with any part of the investigation process where they required additional support. I also sat in on all attorney and investigator meetings that occurred on a weekly basis to stay informed on the current workload, and ascertain where my help was needed.
- Specifically, I worked under Sarah Tacker, Senior Assistant Attorney General for the Division. I helped her with drafting press releases, publications, pamphlets, posters, and any other materials produced for public consumption. I attended meetings and events with her when possible to observe how she handles the duties of a division manager and how she interacts with the public. I also gained valuable insight into how she manages the personnel of the Division on a day-to-day basis, as well as how she interacts with her superiors in the Attorney General's Office.
- I gained valuable experience and insight into professional standards and teamwork in a government workplace. I enhanced my extensive Microsoft Office skills, specifically Word and Excel, through my work on official government documents and cases. I was able to apply the knowledge and skills I have acquired from my undergraduate and graduate degree programs, to the duties and responsibilities of the Department in an effective manner. This experience will allow me to adapt to any public service or government environment in the future and be an effective, responsible team member.

**Northeast Arkansas District Fair (June 2009-July 2013 - Part Time)  
Jonesboro, Arkansas**

- In the spring and summer seasons my responsibilities included: maintenance of the grounds and buildings, as well as aiding in the annual fair preparations and other community events hosted at the fairgrounds.
- In the fall season my responsibilities included: security for concerts and grandstand functions during the week of the fair and aiding in the daily management needs involved with the fair entertainment. I was also responsible for prisoner transport and supervision of the prisoner work detail we utilize each fall season to aid in fair preparations.
- This job opportunity allowed me to be involved in the planning, coordination, and operation of various community events, including the fair. I was able to observe a responsible group of leaders

firsthand and also learn how to effectively work as part of a team in a true work environment. The best part of my job was being able to serve the community of Jonesboro in a meaningful way and discover the power of strong relationships within the community that make the Fair an annual success.

**Activities, Awards, and Community Involvement:**

- \*Treasurer for Student Athletic Advisory Council at Arkansas State University (2008), and Baseball Representative (2008-2010)**
- \*Four year letterman for Arkansas State University Baseball Team (2006-2010)**
- \*Pi Sigma Alpha Honor Society (inducted April 2011)**
- \*Pi Alpha Alpha National Honors Society for Public Affairs and Administration - Vice President (Arkansas State Chapter, Summer and Fall 2012)**
- \*Recipient of the 2011 Arkansas City Manager's Association/Henry M. Alexander Scholarship.**
- \*Recipient of the Scott and Kay Dawson Ambassador Award in 2010 for excellence in service, attitude, integrity, loyalty, character and leadership.**
- \*Selected to the ESPN the Magazine Academic All-District VI second team in 2010.**
- \*Numerous Volunteer operations in the community in association with the Arkansas State Athletic Department and the Student Athletic Advisory Council including: Salvation Army Bell Ringers, Shoe boxes for Underprivileged Children in Africa, Local Public School Reading Programs, and the Senior Citizen Prom.**

**References:**

**Cathleen V. Compton - Circuit Judge, Pulaski and Perry Counties, Third Division.**

[Redacted]

**Brooks Browning- Financial Advisor, Edward Jones**

[Redacted]

**Heather Richardson- Executive Director, Arkansas State Board of Licensure for Professional**



**Engineers and Professional Surveyors**

[Redacted]

**Tommy Raffo-**

**Head Baseball Coach at Arkansas State University**

[Redacted]

**Dr. Catherine C. Reese- Master of Public Administration Program Director-Arkansas State University**

[Redacted]

**Dr. William P. McLean- Associate Professor and Chair for Department of Political Science - Arkansas State University**

[Redacted]



October 12, 2021

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Legislative Council  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from Department of Human Services (DHS), Division of Children and Family Services. DHS is requesting to obtain thirty (30) positions from the OPM growth pool established by Ark. Code Ann. §21-5-225(b)(1). The classifications requested are listed below:

<u>Class Code</u>	<u>Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u># of Positions</u>
M027C	Family Service Worker Specialist	GS07	\$40,340- \$58,493	20
M015C	Family Service Worker Supervisor	GS08	\$45,010- \$65,264	8
M011C	Family Service Worker County Supervisor	GS09	\$50,222- \$72,821	1
G100C	DHS County Administrator III	GS10	\$56,039- \$81,256	1

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
October 12, 2021  
Page 2.

## JUSTIFICATION

DHS is requesting the above growth pool positions to meet the needs of the agency. The department has had severe difficulties in recruiting in Pulaski County, with a turnover rate of 65% in some of these classifications. DCFS plans to re-envision the workforce and improving outcomes for children and families by implementing a team approach. This allows family services workers to be true caseworkers by shifting tasks to program assistants, and lowering supervisor ratios for quality casework, supervision, and support for cases. The plan is to pilot a new workforce structure where cases are assigned to a Family Service Worker Team, not just a single Family Service Worker.

This plan will be rolled out over the next three years, but thirty (30) additional positions are needed. DHS will resource reallocate forty-two (42) GS03 and GS04's from various divisions to DCFS also for this first phase. DHS will be coming forth with additional positions for the remaining phases in the budget session to ensure the needs of the Pulaski County unit are met. This is expected to cost approximately \$1,750,801, including matching, and no additional general revenue funds are requested for this expense.

The Office of Personnel Management has reviewed this request and **recommends** the approval of thirty (30) positions from the OPM growth pool. Your approval of this request is greatly appreciated.

Sincerely,

Kay Barnhill, Director  
Office of Personnel Management



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SECRETARY OF TRANSFORMATION & SHARED  
SERVICES

DATE

KB/sd:1-2


**Office of Human Resources**

P.O. Box 1437, Slot W301, Little Rock, AR 72203-1437

P: 501.682.6499 F: 501.682.6569

September 20, 2021

 Kay Barnhill, State Personnel Director  
 Department of Finance and Administration  
 Office of Personnel Management  
 501 Woodlane, Suite 201  
 Little Rock, Arkansas 72201


RE: Pool Positions – DCFS FY22

Ms. Barnhill:

The Department of Human Services (DHS), Division of Children and Family Services (DCFS) is requesting thirty (30) pool positions for Pulaski County. Children in Foster Care in Pulaski has increased 88% since November 2019, when there were three hundred sixty-four (364) children in care. This is compared to 11% increase statewide. Currently, Pulaski County has 11% of DCFS field positions; 18% of total statewide foster care populations, 9% of total statewide investigations, 16% of the total statewide in-home case and the largest number of in-home cases compared to the State. Pulaski County has doubled the number of in-home cases since 2018.

As part of Continuous Quality Review, Public Consulting Group evaluated Pulaski County cases for SFY2020 and found the following:

1. Pulaski County struggled with significant staff turnover during SFY 2021 which affected the Agency's ability to maintain consistent contact with families to successfully assess and address risk and safety for children.
2. Pulaski County struggled to provide children in care with frequent, quality family visits (56 percent), preserve their important connections (67 percent) and support children's relationships with their parents through efforts beyond providing visitation (56 percent).
3. Pulaski County had the most significant difficulties in making efforts to assess and address the needs of parents (47 percent), engage families in case planning (37 percent) and provide children and parents with frequent, substantive caseworker visits (24 percent), failing to make sufficient efforts in more than half of the cases reviewed for the QSPR (Quality Services Peer Review).

Pulaski County has traditionally had high turnover but hiring issues have now compounded the problems in this region. Sixty-five percent of Family Service Worker positions and thirty-three percent of Family Service Worker Supervisor positions are either vacant or not at full capacity.

DCFS plans right sizing, re-envisioning the workforce and improving outcomes for children and families by implementing team approach for children and families. This allows family services workers to be true caseworkers by shifting tasks to program assistants, and lowering supervisor ratios for quality casework, supervision, and support for cases. The plan is to pilot a new workforce structure where cases are assigned to a Family Service Worker Team, not just a single Family Service Worker.

The plan will be rolled out over the next three years, but thirty (30) additional positions are needed. DHS will resource reallocate forty-two (42) GS03 and GS04's from various divisions to DCFS also for this first phase. DHS will be coming forth with additional positions for the remaining phases in the budget session to right-size the Pulaski County workforce. Here is what is currently needed.

<b>GRADE</b>	<b>CLASS CODE</b>	<b>AUTHORIZED TITLE</b>	<b>NUMBER OF POSITIONS</b>
GS07	M027C	FAMILY SERVICE WORKER SPECIALIST	20
GS08	M015C	FAMILY SERVICE WORKER SUPERVISOR	8
GS09	GO99C	FAMILY SERVICE WORKER COUNTY SUPERVISOR	1
GS10	G100C	DHS COUNTY ADMIN III	1
		<b>Total</b>	<b>30</b>

DCFS is requesting an additional 30 pool positions during FY22 for an estimated cost, including fringe of \$1,750,801. No additional SGR will be needed to begin implementation. Should further information be required, please contact me at (501) 320-6250.

Sincerely



Damian Hicks  
DHS Chief Human Resources Officer

Cc: Mischa Martin  
Keesa Smith

<b>Business Area</b>	<b>710</b>	<b>Agency/Institution</b>	<b>DHS</b>	<b>Date</b>	<b>09/20/21</b>
<b>Positions to be surrendered</b>					
<b>Position/Item Number</b>	<b>Classification title</b>	<b>Pay Grade</b>	<b>Class Code</b>	<b>Budgeted or Not</b>	<b>Date Last Filled</b>
<b>Classification(s) Requested</b>					
<b>Number of Positions</b>	<b>Classification Title</b>	<b>Pay Grade</b>	<b>Class Code</b>		
20	FAMILY SERVICE WORKER SPECIALIST	GS07	M027C		
8	FAMILY SERVICE WORKER SUPERVISOR	GS08	M015C		
1	FAMILY SERVICE WORKER COUNTY SUPERVISOR	GS09	GO99C		
1	DHS COUNTY ADMIN III	GS10	G100C		



October 12, 2021

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Joint Budget Committee  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Department of Inspector General for your review.

The Arkansas Department of Inspector General (DIG) is requesting two positions from the OPM growth pool established by Arkansas Code §21-5-225 along with the establishment of one (1) new classification. The position requested along with the new classification are listed below:

**CLASSIFICATION REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
A044C	Audit Coordinator	GS10	\$56,039 - \$81,256
NEW	Internal Audit Deputy Director	GS15	\$96,960 - \$140,592

**JUSTIFICATION**

The Arkansas Department of Inspector General (DIG), Office of Internal Audit (OIA) is requesting the above positions to meet the needs of the department. The Audit Coordinator (GS10) position requested will enable the department to recruit and retain individuals with the specific skills and knowledge required and would be dedicated to the annual project. DIG explains that the Internal Audit Deputy Director (GS15) position will require a similar educational background, experience level, and credentials to the supervisory staff of Guidehouse LLP or Arkansas Legislative Audit (SE01). The Office of Internal Audit is staffed with seven positions and is insufficiently staffed to effectively accomplish the requirements of Act 298. Act 298 requires OIA to conduct an annual project review and efficiency study of the Arkansas Department of Transportation. Due to the size and complexity of ARDOT's operations, it is proposed that a four-year rotating audit plan be utilized so that the operational units under each of the four Assistant Chiefs

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
October 12, 2021  
Page 2.

be analyzed once every four years for inclusion in the scope of the annual review. In accordance with Act 298, the review is to include the processes, procedures, procurement processes, projects, appeals procedures and expenditures. The results of the annual review are required to be presented to the Arkansas Legislative Council. The state of Arkansas has received additional funding provided by the Recovery Act, which will need to be audited. To comply with the added responsibilities and provide the necessary oversight, DIG is requesting to receive additional positions. Therefore, DIG is requesting an Internal Audit Deputy Director (GS15) position to direct this annual project.

The Office of Personnel Management has reviewed this request from the Department of Inspector General and **recommends** approval to receive one GS10, and one GS15 position. DIG guarantees OPM that it possesses sufficient funding to support this growth pool position request and anticipates an approximate cost of \$207,142.87.

Your approval of this request is greatly appreciated.

Sincerely,

  
Kay Barnhill, Director  
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED SERVICES

  
DATE

KB/ps:1-2



Asa Hutchinson  
Governor



Elizabeth Smith  
Department Secretary  
Medicaid Inspector General

Department of Inspector General  
Office of Medicaid Inspector General

September 13, 2021

Senator Jonathan Dismang  
Arkansas Senate  
Room 320  
Little Rock, AR 72201



Dear Senator Dismang,

Thank you for meeting with us regarding Act 298 requirements. We have identified the positions and necessary budget that the Department of Inspector General's Office of Internal Audit will need to comply with Act 298. Please find attached memorandum and documents detailing the level of background, experience, and credentials necessary to conduct these yearly audits. We are requesting a GS10 Audit Coordinator and a GS15 director be dedicated to the annual project.

We have submitted this information to our analyst at OPM in order to begin the process of requesting these new positions. Prior to requesting the funding, I wanted to provide the documentation and request for your review. Please let me know if you have any questions or would like to discuss. We would like the request to be added to the October agendas for Personnel Committee and PEER.

Sincerely,

A handwritten signature in blue ink that reads 'Elizabeth Smith'.

Elizabeth Smith,  
Inspector General

Encl.

942

Asa Hutchinson  
Governor



Elizabeth Smith  
Department Secretary  
Medicaid Inspector General

**Department of Inspector General  
Office of Medicaid Inspector General**

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MEMORANDUM

To: Karen Whatley

From: Elizabeth Smith

Re: Department of Inspector General request for additional positions and appropriation.

Date: August 9, 2021

The creation of the Department of Inspector General calls for additional oversight for the state of Arkansas. The office of internal audit was placed within the Department of Inspector general with their existing 7 staff members. The Department of Inspector General, through the Office of Internal Audit has been called upon to expand our oversight to include an annual review of the Arkansas Department of Transportation. To comply with the added responsibilities and to provide the necessary oversight, we are requesting to receive additional positions and funding as outlined below and in the attached memorandums.

Act 298 of 2019 (Act 298) requires the Office of Internal Audit (OIA) to conduct an annual project review and efficiency study of Arkansas Department of Transportation. In accordance with Act 298, the review is to include without limitation a review of the processes, procedures, procurement processes, projects, appeals procedures and expenditures. This yearly review will require additional staffing as outlined in the attached memorandum. We have spoken with the legislation's original sponsor, Senator Dismang regarding the need for additional staffing and funding. He asked that we draft an audit plan and identify the resources necessary to perform the work. The attached memorandum sets forth the audit plan and identifies the necessary resources.

The Department of Inspector General has devoted OIA staff to perform audits of the CARES Act funds and will continue performance of these audits throughout the duration of the CARES Act funding. The state of Arkansas has received additional funding through the Recovery Act. These funds will need to be audited as well. I have attached a memo from Ricky Quattlebaum, Internal Audit Director outlining the needs and the request to

hire additional personnel utilizing Recovery Act funds to perform audits of the additional funding received.

Please advise regarding whether we may proceed to discuss the request for additional positions with Senator Dismang and to submit the request for RPA funds to the steering committee.

Elizabeth Smith  
Department Secretary



Ricky Quattlebaum  
Director

Department of Inspector General  
Office of Internal Audit

## Memorandum

**To:** Elizabeth Smith  
**From:** Ricky Quattlebaum  
**Subject:** Arkansas Department of Transportation (ARDOT) Proposed Audit Plan  
**Date:** August 5, 2021

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The purpose of this memorandum is to outline a summary audit plan for complying with Act 298 of 2019 (Act 298) that requires the Office of Internal Audit (OIA) to conduct an annual project review and efficiency study of ARDOT. In accordance with Act 298, the review is to include without limitation a review of the processes, procedures, procurement processes, projects, appeals procedures and expenditures. These annual reviews are in addition to the study that was performed by Guidehouse LLP, who was contracted to identify areas of potential improvement within ARDOT. The results of the annual review are required to be presented to Arkansas Legislative Council.

ARDOT's current organizational structure places the main operational units under three Assistant Chief Engineers and one Assistant Chief of Administration, with seven additional operational units (Legal, Internal Audit, Public Information Officer, etc.) reporting directly to the ARDOT Director. The current organizational chart is attached to this memorandum. Due to the size and complexity of ARDOT's operations, it is proposed that a four-year rotating audit plan be utilized so that the operational units under each of the four Assistant Chiefs be analyzed once each four years for inclusion in the scope of the annual review. In addition, areas of concern by Arkansas Legislative Council can always be included in the scope of the annual review.

Currently, OIA is staffed with seven positions and is insufficiently staffed to effectively accomplish the requirements of Act 298 and complete other internal audit activities. It is anticipated that the annual reviews will require an audit team of two to three auditors up to six months each year to effectively accomplish the requirements of Act 298. Therefore, I would request that consideration be given to requesting two new positions. This project will be very time consuming

each year and will require planning, organization, analytical, audit and reporting skills that are only obtained through many years of audit and management experience; therefore, I am requesting a higher-level lead audit position to direct this annual project. This position will require a similar educational background, experience level, and credentials to the supervisory staff of Guidehouse LLP or by Arkansas Legislative Audit, who performs annual financial audits of ARDOT (Arkansas Legislative Audit utilizes an SE01 position to supervise their audit); therefore, I would like to request a GS15 position to direct this annual project. The salary range for a GS15 position is a minimum of \$96,960 and maximum of \$140,592.

In addition to the GS15 position requested, I would like to request an additional GS10 Audit Coordinator position that will be dedicated to the annual project. The salary range for a GS10 position is a minimum of \$56,039 and a maximum of \$81,257.

I appreciate your consideration of this request.

## PROPOSED CLASS SPECIFICATION

**CLASS TITLE:** Internal Audit Deputy Director

**Class Code:** ???

### CLASS SUMMARY

The Internal Audit Deputy Director is responsible for directing programmatic, operational, performance, and compliance audits of executive branch state agencies to ensure the efficient and effective use of resources while maintaining effective internal controls that will ensure the achievement of operational, financial and compliance objectives. This position is governed by Standards for the Professional Practice of Internal Audit (IIA Standards), Generally Accepted Governmental Auditing Standards (GAGAS), Government Accounting Standards, Generally Accepted Accounting Principles (GAAP), state and federal laws, and agency/institution policy.

### TYPICAL FUNCTIONS

Directs internal audit projects including programmatic, operational/performance, and compliance related audits of state agencies, boards, and commissions; reviewing and analyzing the work of subordinates; and training and assisting staff throughout each project. Directs consultation projects, which include efficiency studies, assigned to the Office of Internal Audit through legislation and present a report to Arkansas Legislative Council or other authoritative body. Manages the coordination of the State Agency Control Self-Assessment Process, to include developing/modifying the reporting application, developing associated processes and training agency personnel. Manages investigations of fraud, waste and abuse of government resources of state agencies, boards, and commissions; reviewing and analyzing the work of subordinates; and training and assisting staff throughout each investigation. Managing other agency internal auditors (through an interagency agreement) including scheduling programmatic, operational/performance, and compliance audits of the state agency; reviewing and analyzing the work of internal auditor(s) of the agency; training and assisting the internal auditor(s) throughout each project and presenting reports to management and the governing board. Assist in the implementation of policies and procedures for the planning, staffing, and overall operation of the Office of Internal Audit, including making hiring decisions, administering disciplinary action and performing staff evaluations. Performs other duties as assigned.

### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of IIA Standards and GAGAS. Knowledge of Government Accounting Standards and GAAP. Knowledge of Arkansas Administrative Statewide Information System (AASIS), the Arkansas Financial management Guide, and other statewide rules. Knowledge of state budgetary, human resources, and purchasing procedures. Knowledge of management and supervisory practices and techniques. Ability to evaluate agency operations and internal controls, identify areas of weakness and/or non-compliance with laws, rules and accepted procedures and recommend corrective actions. Ability to effectively plan, organize and supervise all types of audit and consultation engagements. Ability to apply advanced data analytics and utilize Microsoft applications at an advanced level. Ability to direct the work of subordinates. Ability to prepare accurate and value-added audit reports. Ability to effectively communicate with all levels of agency management, including department Secretaries.

#### **MINIMUM QUALIFICATIONS**

The formal education equivalent of a bachelor's degree in accounting, finance, or related field; seven years of experience in accounting, financial management, auditing, or related area, with five of the seven years of experience being in internal auditing; and, four years in a managerial or supervisory capacity within an internal audit function.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must be certified as a Certified Public Accountant by the Board of Accountancy in accordance with ACA 17-12-301 and certified as a Certified Internal Auditor by the Institute of Internal Auditors. 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.