



**Department of Transformation and Shared Services**

**Governor Asa Hutchinson  
Secretary Amy Fecher  
Director Kay Barnhill**

February 10, 2022

The Honorable Breanne Davis, Co-Chairperson  
The Honorable Jim Wooten, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Joint Budget Committee  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Dear Senator Davis and Representative Wooten:

The Office of Personnel Management (OPM) submits a request from the Arkansas Public Employee's Retirement System (APERS) for your review.

APERS is requesting four (4) positions from the OPM Growth Pool established by Ark. Code Ann. §21-5-225(b)(1). The classifications requested, along with a new title request, are listed below:

**CLASSIFICATIONS REQUESTED**

| <b><u>CLASS CODE</u></b> | <b><u>TITLE</u></b>            | <b><u>GRADE</u></b> | <b><u>SALARY RANGE</u></b> |
|--------------------------|--------------------------------|---------------------|----------------------------|
| G047C                    | Attorney Specialist            | GS11                | \$62,531 - \$90,669        |
| A027C                    | Accounting Operations Manager  | GS11                | \$62,531 - \$90,669        |
| R013C                    | Agency Human Resources Manager | GS11                | \$62,531 - \$90,669        |

**NEW TITLE REQUEST**

| <b><u>CLASS CODE</u></b> | <b><u>TITLE</u></b>               | <b><u>GRADE</u></b> | <b><u>SALARY RANGE</u></b> |
|--------------------------|-----------------------------------|---------------------|----------------------------|
| TBD                      | APERS Benefits Operations Manager | GS11                | \$62,531 - \$90,669        |

**JUSTIFICATION**

Over the last three (3) years, the agency has reduced the number of filled positions from 72 to 61, a reduction of 15%. This is the result of APERS efforts to operate in a more efficient manner by using technology and by questioning the need to fill each of the open positions.

The Honorable Breanne Davis, Co-Chairperson  
The Honorable Jim Wooten, Co-Chairperson  
February 10, 2022, 2021  
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In addition to the reduction in filled positions, APERS have reduced the number of fillable positions by 11, from 81 to 70, in accordance with Act 796 of 2021. This is an effort on the agency's part to increase budget transparency by surrendering positions that are not likely to be needed in the short-term, while knowing they can request a position in the future if needed. The cost for this request is \$307,652.52 which includes personal services matching. The agency has verified they have sufficient funding.

The Office of Personnel Management has reviewed this request and **recommends** the approval of four (4) positions from the OPM growth pool along with a new title request. Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



2-24-2022

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SECRETARY OF TRANSFORMATION & SHARED  
SERVICES

DATE

KB/cb:1-2

1209



124 WEST CAPITOL • SUITE 400 • LITTLE ROCK, AR 72201

February 22, 2022



Department of Transformation and Shared Services  
Office of Personnel Management  
Kay Barnhill, State Personnel Administrator  
501 Woodlane, Suite 201  
Little Rock, AR 72201

Dear Ms. Barnhill:

The Arkansas Public Employees' Retirement System (APERS) would like to request four positions from the growth pool. Our team has worked hard to reduce the number of filled and authorized positions, and we have strived to operate efficiently and serve as good stewards of our members' funds. As part of this effort, we have taken time over the last 3 years to analyze the personnel needs of the agency, which has resulted in this request.

**15% Reduction in Filled Positions over the last 3 years**

Over the last 3 years, the agency has reduced the number of filled positions from 72 to 61, a reduction of 15%. This is the result of our efforts to operate in a more efficient manner by using technology and by questioning the need to fill each of our open positions.

As a simple measure of efficiency, our ratio of total active and retired members per each APERS employee has increased from 990:1 in 2011 to 1367:1 in 2022, an increase of about 38%.

| Date     | Filled Positions | Filled Extra | Total Active Members | Total Retired Members | Total  | Members per employee | Change per employee |
|----------|------------------|--------------|----------------------|-----------------------|--------|----------------------|---------------------|
| 7/1/2011 | 74               | 0            | 45,145               | 28,137                | 73,282 | 990                  | 100%                |
| 7/1/2012 | 71               | 1            | 45,937               | 29,282                | 75,219 | 1059                 | 107%                |
| 7/1/2013 | 73               | 1            | 45,707               | 30,533                | 76,240 | 1044                 | 105%                |
| 7/1/2014 | 72               | 3            | 45,841               | 31,914                | 77,755 | 1080                 | 109%                |
| 7/1/2015 | 73               | 3            | 45,722               | 33,106                | 78,828 | 1080                 | 109%                |
| 7/1/2016 | 75               | 2            | 45,676               | 34,214                | 79,890 | 1065                 | 108%                |
| 7/1/2017 | 68               | 6            | 46,094               | 36,260                | 82,354 | 1211                 | 122%                |
| 7/1/2018 | 71               | 2            | 46,207               | 37,398                | 83,605 | 1178                 | 119%                |
| 7/1/2019 | 72               | 2            | 45,965               | 38,543                | 84,508 | 1174                 | 119%                |
| 7/1/2020 | 68               | 0            | 44,373               | 39,085                | 83,458 | 1227                 | 124%                |
| 2/1/2022 | 61               | 1            | 42,669               | 40,762                | 83,431 | 1367                 | 138%                |

## Reduced Available Positions from 81 to 70

In addition to the reduction in filled positions, we have reduced the number of fillable positions by 11, from 81 to 70, in accordance with Act 796 of 2021. This is an effort on our part to increase budget transparency by surrendering positions that are not likely to be needed in the short-term, while knowing that we can request a position in the future if needed.

### 11 Position Reduction:

- 2 x GS08 – Accountant II
- 1 x GS07 – Investment Analyst
- 1 x GS05 – Business Operations Specialist
- 1 x GS05 – Fiscal Support Analyst
- 6 x GS04 – Fiscal Support Specialist

### Requested changes

We are requesting four positions from the growth pool which are listed below. The agency has sufficient funding to cover this request.

### Positions requested:

- |                                 |       |      |
|---------------------------------|-------|------|
| • Attorney Specialist           | G047C | GS11 |
| • Benefits Operations Manager   | TBD   | GS11 |
| • Accounting Operations Manager | A027C | GS11 |
| • Agency Human Resource Manager | R013C | GS11 |

Your approval of this request will ensure that we can continue making progress toward our goals of increasing the level of customer service to our members, increasing the quality and accuracy of our work product, effectively managing the funds of the system, and improving our efficiency over time.

Please let me know if you have any questions or need any additional information regarding any part of this request. Thank you for your consideration.

Sincerely,



Duncan Baird  
Executive Director

## CLASS SPECIFICATION

**CLASS TITLE:** Benefits Operations Manager

**Class Code:** To Be Assigned

GS11

### CLASS SUMMARY

The Benefits Operations Manager is responsible for managing functions and activities for benefits administration providing services to members and retirees through the communication of available benefit options and processing of retirement applications and monthly retiree payrolls. This position is governed by state and federal laws and agency policy.

### TYPICAL FUNCTIONS

Manages, directs, plans, coordinates, and organizes retirement operations, programs, and projects. Develops and administers operations plans and policies.. Develops strategic plan and sets goals. Manages Benefits Administration Division activities responsible for providing information related to available benefit options, i.e., straight life or reduced annuity payments, Partial Annuity Withdrawals (PAW), Deferred Retirement Annuity Option Program (DROP), and disability retirements, purchase of retirement service credit, benefit estimations, retirement application processing, monthly retiree payroll distribution, responses to member and retiree inquiries, review and determination of eligibility for and enrollment of members and new employers and statewide informational seminars. Investigates and prepares reports and recommendations for action on highly complex operational issues. Conducts major projects, investigations, studies, and other matters that may be confidential; confers with counsel and assists with the preparation of cases for litigation. Assists and manages agency staff in the development of performance measures pertaining to accuracy and consistency of information provided to members, program efficacy, and timeliness of work produced. Reviews and interprets current, new or pending legislation affecting APERS. Reviews and determines eligibility for retirement membership of new governmental agencies and individual members. Processes all benefits as required, assists in the review and verification of annual disability retirement validations and actual actuarial data submissions. Performs other duties as assigned.

### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of state and federal retirement systems plan administration, employee benefits laws, and processes, and administrative practices and procedures. Knowledge of retirement systems and actuarial principles and procedures. Knowledge of APERS organizational and operational structures and agency policies and procedures.

Knowledge of customer service principles and processes. Knowledge of Microsoft Office (Word/Excel/Access/PowerPoint), Ability to research, interpret and apply state and federal legislation, policies and procedures. Ability to plan, lead, motivate, support, supervise and evaluate the work of subordinates. Ability to identify and resolve complex problems, develop improvements to work processes, and achieve goals. Ability to communicate via verbal or written methods to varied audiences. Ability to build and maintain effective working relationships. Ability to identify, address, research and propose solutions to problems or issues.

#### MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in finance, public administration, business administration or a related field; plus, five years of progressively more responsible experience in retirement benefit administration or a related field, including three years in a professional supervisory capacity. 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.