



Ex. E

Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

March 1, 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 Department of Parks, heritage & Tourism (ADPHT). ADPHT is requesting to obtain one position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a). The classification requested is listed below:

<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>POS. COUNT</u>
ADPHT Chief Information Officer	IT10	\$89,541- \$129,834	1

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22092696	Computer Support Analyst	D071C	IT03	\$41,578 - \$60,288
22092816	Computer Operations Coordinator	D058C	IT04	\$46,391 - \$67,266

**JUSTIFICATION**

ADPHT is requesting the above pool position to meet the needs of the agency in the information technology field. This position will take the lead role in developing, planning, and implementing all technological needs for the department, including managing databases, security, IT budget, and all IT staff. Until this point, the department has staffed this process using existing resources, but due to a recent vacancy, the department has been unsuccessful in recruiting a replacement due to the low salary and high level of responsibilities. The two positions to be surrendered have been vacant for more than one year. Therefore, the expected cost is approximately \$110,135, including matching, and no additional general revenue funds are requested.

The Office of Personnel Management has reviewed this request and **recommends** the approval of one position from the OPM surrender 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**

*2/28/2022*  
**DATE**



1216



Asa Hutchinson  
Governor  
Stacy Hurst  
Secretary

February 24, 2022

Ms. Kay Barnhill  
State Personnel Director  
501 Woodlane  
Little Rock, AR 72201

Dear Kay:

The Department has established a shared services section responsible for all computer and information technology needs. To date, ADPHT has utilized available positions in staffing this team. However, due to a recent position vacancy, the Department has re-evaluated the IT section and has determined a need for a higher-graded position for the team lead.

With the merging of all operations into a single, Department-wide shared service, the highest-ranking existing position in the section, an IT08 Information Systems Manager, is no longer an appropriate job title and salary grade for the responsibilities of the job. During the recent advertisement of the position, multiple candidates with the necessary technical expertise and leadership experience were interested in the job but indicated they could not accept the position at the current salary range for the position. To address this need, ADPHT requests the approval of an IT10 under a newly created title of ADPHT Chief Information Officer. The Department believes this will align the position responsibilities with the appropriate pay scale.

In addition, this review has confirmed for ADPHT the existing IT08 position is more appropriate for the senior technical lead for the IT team. Challenges presented by the numerous locations, systems, and other requirements of our operations are increasingly complex. To hire and retain the kind of expert we need to manage these needs, ADPHT believes the existing IT08 position correctly reflects the compensation and seniority needed for a technical lead.

The Department requests to obtain one Surrender Pool position with a newly created title of ADPHT Chief Information Officer at the level of an IT10. This position, including both salary and personal service match, is estimated to cost \$110,135.43. The following positions will be surrendered:

Position Number	Authorized Title, Class, Grade	Cost Savings for Surrendered Position
22092696	Computer Support Analyst, D071C, IT03	\$6,000
22092816	Computer Operations Coordinator, D058C, IT04	\$6,000

Your favorable approval of this request is appreciated. Please contact me if you need further information.

Sincerely,  
  
Stacy Hurst