



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

EXHIBIT F.2
 OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office
 1509 West Seventh Street, Suite 201
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 Little Rock, Arkansas 72203-3278
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December 12, 2017

Senator John Cooper, Co-Chairperson
 Representative Les Eaves, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Information Services (DIS) for your review.

DIS is requesting three (3) positions from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a) (1). The classifications being requested will establish two new titles and use one existing title. The positions being surrendered are listed below:

<u>POSITIONS SURRENDED</u>	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
22087428	Warehouse Specialist	V025C	GS04
22087347	DIS Information Systems Coord	D018C	GS10
22087548	Database Administrator	D034C	IT07
22087314	DIS Chief Financial Officer	A127C	GS13
22087310	Administrative Analyst	C037C	GS06
22087463	Help Desk Specialist	D077C	GS05

CLASSIFICATIONS REQUESTED

DIS Disaster Recovery Manager	NEW	IT09
DB Administrator	D123C	IT08
DIS Chief General Counsel	NEW	SE01

JUSTIFICATION

DIS is requesting to surrender the six positions listed above and requests two (2) new titles DIS Disaster Recovery Manager, IT09, DIS Chief General Counsel, SE01, and one (1) existing title DB Administrator, D123C, IT08 from the position pool.

Due to a recent reorganization, the functions of the Disaster Recovery (DR) team and the Continuity of Operations (COO) team have been split into different business units. The pool

position request for DIS Disaster Recovery Manager, IT09 is to establish a DIS DR Team Lead which is necessary for the DR business unit to oversee the development of processes and procedures that will ensure successful recovery for all systems; schedule and coordinate routine tests of DR DIS protocols; orchestrate customer involvement in testing phases; and, establish capacity planning standards that ensure adequate resources are available for use events that would impact daily operations of the two state data centers.

The agency is also requesting a new position with an existing title, DB Administrator, D123C, grade IT08, due to the highly skilled and technical requirements of this position along with the programming skills needed to fulfill day-to-day projects. This position will report directly to the State Database Administration Lead in the Enterprise Solutions Management Division which is located under the COO.

Finally, DIS requests a new title, DIS Chief General Counsel, grade SE01. This position is responsible for overseeing the department's legal matters, litigation, Arkansas State Claims Commission claims, contract reviews and negotiations, fiscal coordination, human resource administration, and legislative review. The agency's request is based upon the parity of responsibilities effectuating competent and effective information technology leadership. OPM estimates the approval of this request is expected to save the agency approximately \$47,046.

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

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator


Chief Fiscal Officer of the State

DEC 06 2017
Date

November 13, 2017

Ms. Kay Barnhill
State Personnel Administrator
Office of Personnel Management
1509 West Seventh Street
Little Rock, Arkansas 72201

Re: Request for New Title, DIS Chief General Counsel, SE01


Dear Ms. Barnhill:

The acting General Counsel is currently classified as a GS15 position; given the parity of responsibilities among all five members of ELT and the significance that each role has in effectuating competent and effective information technology leadership within the department and the state, we respectfully request that the a new title for this position, Chief General Counsel and at grade level SE01.

The role of DIS Chief General Counsel oversees the department's legal matters, litigation, Arkansas State Claims Commission claims, contract review, contract negotiations, works with human resources administration, fiscal coordination, and legislative review. These efforts typically involve multi-disciplinary and multi-agency collaboration, examples of which include: Aristotle website development and maintenance for Parks and Tourism; CIMA and DRISC agreements for Office of State Procurement; Optum Government Solutions agreements for DHS; CoCentrix CCP Support and Maintenance Services agreements for DHS; Nulinx International agreement for DHS; ARCSIS System Outline for DF&A; ARBenefits System agreement for DF&A; DAH resource transition; and submission of national board nomination for ADE.

Creating a new title with the grade of an SE01 will ensure parity among senior executive leadership members and effectuate the best interests of the state in providing effective leadership in departmental and state-wide information technology efforts. I appreciate your consideration and look forward to hearing from you soon.

Sincerely,



Yessica Jones

Director



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
0470	Department of Information Systems	12/05/17

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22087314	DIS Chief Financial Officer	GS13	A127C
22087310	Administrative Analyst	GS06	C037C
22087463	Help Desk Specialist	GS05	D077C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	DIS Chief General Counsel	SE01	

I Hereby Certify / Understand That:

- A. The position requested is critical to the operation of this Agency/Institution 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/Institution.
- E. No current employee will be displaced by this action.

Agency Personnel Rep	Date
<i>Kristi McKinnon</i>	12/05/17

Agency Director	Date
<i>[Signature]</i>	12/05/17

0470 - 3 Pool Positions (2 New Titles, 1 D123C, IT08)
 POSITION COSTING

NUMBER OF POSITIONS	SURRENDERED CLASSIFICATIONS			REQUESTED CLASSIFICATION			NUMBER OF POSITIONS	Grade	Cost	COST DIFFERENCE
	Classification Title	Class Code	Grade	Classification Title	Class Code	Grade				
5							3			
22087428	Warehouse Specialist	V025C	GS04	DIS Disaster Recovery Manager		IT09		\$29,046	\$80,242	
22087347	DIS Information Systems Coordinator	D018C	GS10	DIS Chief General Counsel		SE01		\$56,039	\$108,110	
22087548	Database Administrator	D034C	IT07	DB Administrator	D123C	IT08		\$64,445	\$71,704	
22087314	DIS Chief Financial Officer	A127C	GS13					\$77,862		
22087463	Help Desk Specialist	D077C	GS05					\$32,405		
22087310	Administrative Analyst	C037C	GS06					\$36,155		
22168768	Chief Privacy Officer - moving Incumbent to new title current salary \$96,960	N207N	GS15					\$ 11,150.00		
	TOTAL AMOUNT							\$307,102.00	\$260,056	\$47,046

