



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

OFFICE OF PERSONNEL MANAGEMENT  
**Classification & Compensation**  
1509 West Seventh Street, Suite 205  
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<http://www.arkansas.gov/dfa>

January 16, 2018

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 submits a request from the Arkansas Department of Information Services (DIS) for your review. The Arkansas Department of Information Services has requested one position from the position pool established by Ark. Code Ann. §21-5-225(a)(1). The surrendered positions and the requested classification are listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22087537	Buyer	V014C	GS05	\$32,405 - \$46,987
22087752	DIS Testing Eval Plans Policy Coor	P005N	GS11	\$62,531 - \$90,669

<u>CLASSIFICATIONS REQUESTED</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
DIS IT Procurement Administrator	NEW	GS12	\$69,776 - \$101,175

**JUSTIFICATION**

DIS currently has three vacant positions within the IT Procurement Team and anticipates the final position to be vacated on January 31, 2018. The agency is requesting the new title DIS IT Procurement Administrator, grade GS12 in order to attract highly skilled candidates and maintain IT procurement for enterprise IT solutions. This position will work directly with statewide IT procurement, the Enterprise Architecture procurement reviews, IT contracts, and overall procurement oversight at DIS. Their requested position would additionally be responsible for supervising staff.

Senator John Cooper, Co-Chairperson  
Representative Les Eaves, Co-Chairperson  
January 16, 2018  
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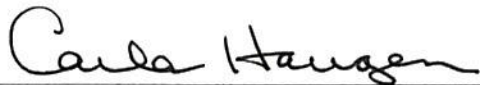
DIS is requesting to surrender the two positions listed above and requests the new title DIS IT Procurement Administrator, grade GS12 with an entry rate of \$69,776 from the position pool. The agency's request is based upon the increased risk to procuring essential enterprise IT solutions for Arkansas' most critical agencies due to the vacancies on the IT Procurement Team, as well as the IT procurement contract review changes as part of Act 557 of 2015. OPM estimates the approval of this request will result in budgetary reductions totaling \$25,160.

The Office of Personnel Management has reviewed this request and **recommends** the approval of pool position and the requested title.

Your consideration of this request is appreciated.

Sincerely,

  
Kay Barnhill,  
State Personnel Administrator



Chief Fiscal Officer of the State

JAN 04 2018

Date

KB/sp:1-2

January 4, 2018

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

Request for Pool Position: DIS Enterprise IT Procurement Manager (GS12)

Dear Ms. Barnhill:

The Arkansas Department of Information Systems previously had four full time positions assigned to the DIS IT Procurement Team. Through streamlining, DIS determined existing duties could be absorbed by three procurement staff after one employee left the department in 2015 and by utilizing extra help. The second procurement resource retired on August 31, 2017, and a third left for another opportunity this past fall, leaving the sole procurement resource with all DIS procurement duties. The last remaining full time DIS procurement resource is scheduled to retire early 2018 leaving all DIS procurement positions vacant.

The DIS IT procurement resources mentioned above consisted of over 40 years of IT procurement knowledge that will all cease to remain in 2018. However, since procurement began at DIS, statewide IT procurement has changed quite significantly, most recently with Act 557 of 2015 which has made it difficult to fill the current available positions with the high level of skill necessary to successfully run and maintain IT procurement for enterprise IT solutions for the state of Arkansas.

To address IT procurement inefficiencies, we plan to strategically bolster the IT Procurement team with experienced IT procurement personnel while maintaining fewer positions and utilize extra help when necessary. The pool request for a DIS Enterprise IT Procurement Manager, GS12 will work directly with statewide IT procurements, the Enterprise Architecture procurement reviews, IT contract reviews, and overall procurement oversight at DIS. The current market rate for an IT Procurement Manager averages around \$137,564, however, we are requesting a GS12 with an entry rate of \$69,776 to maintain efficiencies within our IT Procurement Division and to keep our overhead low.

	SALARY RANGE	AVERAGE
PAYSCALE	\$73,235 - \$159,024	\$120,049
GLASSDOOR	\$106,000 - \$165,000	\$133,180
COMPARABLY	\$142,765 - \$190,675	\$156,684

The DIS Enterprise IT Procurement Manager position will establish the foundation of the Procurement Business Unit. This position will be responsible for developing processes and procedures to ensure successful procurement of statewide enterprise IT solutions, ensuring all DIS procurement policies and procedures follow procurement best practices under Arkansas procurement law. The DIS Enterprise IT Procurement Manager will be responsible for all statewide DIS enterprise IT procurements and work with DIS Enterprise Architecture team and DIS Executive Leadership on enterprise architecture and IT procurement contract reviews as part of the Act 557 IT contract approval workflow.

To obtain this GS12 pool position with an entry rate of \$69,776, DIS will surrender two positions, a GS11 DIS Testing, Evaluation, Plans and Policy Coordinator, and a GS05 Buyer, totaling \$94,396 in positions surrendered, which will create a cost savings of \$25,160.

Leaving this request unfilled would create a substantial increased risk to the state to be more agile with procuring essential enterprise IT solutions for the Arkansas's most critical state agencies. Failure to fill these necessary functions may lead to DIS' inability to adequately provide IT services to customers in support of the citizens of Arkansas. We appreciate your consideration for this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jessica Jones', with a long horizontal flourish extending to the right.

Yessica Jones

Director





**Department of Finance & Administration  
Office of Budget**

**FORM PACERT**

**CERTIFICATION OF FUNDING FOR PERSONNEL ACTIONS**

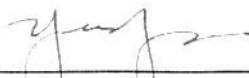
Agencies must complete this form for personnel actions involving director's discretion under the Uniform Classification & Compensation Act for either incumbents or new hires. By completing this form, your agency certifies that sufficient agency funds exist and are available during the current fiscal year, and are expected to be available on an ongoing basis, to cover the requested salary adjustment. Agencies requesting discretionary increases will not be eligible for additional Merit Adjustment Fund disbursements to cover the costs of such increases. For adjustments affecting more than one position, please attach a spreadsheet with the information below listed for each position. A signed copy of this form must be attached.

1. Business Area/Agency:	0470 / Department of Information Systems		
2. Type of Action Requested:	Surrender Pool		
3. Employee Name:			
4. Employee Personnel Number (if any):			
5. Position Number:			
6. Job Title:	DIS Statewide IT Procurement Administrator		
7. Class Code:		8. Grade:	GS13
9. Current Salary:			\$ 94,936
10. Requested Salary:			\$ 77,862
11. Change in Salary:			(\$ 17,074)
12. Change in Personal Services Match:			\$ 420
13. Total Budgetary Impact:			(\$ 16,654)
14. Fund Center:	2QX		
15. Cost Center:	338310		
16. Funding Source:	Revolving Funds		
17. Current Budget for Appropriation:	85,026,186		
18. Certified Funding for Appropriation:	85,389,798		

Justification:

DIS does not receive general revenue; we are a cost recovery agency. DIS is surrendering two budgeted positions totaling \$94,936, while requesting one at \$77,862 with a cost savings of \$16,654. Additionally, the IT Procurement department that houses this new position previously had four personnel and will now operate with three.

By signing this document, I certify that sufficient agency funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Merit Adjustment Fund.

  
\_\_\_\_\_  
Agency Director

12/18/2017  
\_\_\_\_\_  
Date



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

Business Area	Agency/Institution	Date
0470	DEPARTMENT OF INFORMATION SYSTEMS	12/18/17

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22087537	BUYER	GS05	V014C
22162568	DIS TESTING EVAL PLANS POLICY COORD	GS11	P005N

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	DIS Statewide IT Procurement Administrator	GS13	

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>Wesley McPherson</i>	12/18/17

Agency Director	Date
<i>[Signature]</i>	12/18/17



## DIS STATEWIDE IT PROCUREMENT ADMINISTRATOR

**Class Code: Grade: GS13**  
**FLSA Status: Exempt**  
**Revised:**

### STATE OF ARKANSAS JOB DESCRIPTION

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#### **SUMMARY:**

This DIS Statewide IT Procurement Administrator will be responsible for all statewide DIS enterprise IT procurements and work with DIS Enterprise Architecture team and Executive Leadership on enterprise architecture and IT procurement contract reviews as part of the Act 557 IT contract approval workflow. This position is governed by state and federal laws, administrative rules and regulations, and agency policy.

#### **TYPICAL FUNCTIONS:**

Provides guidance to staff on proper methods of procurement in accordance with the state procurement law, rules, policies, and practices.

Executes and manages projects as assigned by the agency director or designee to accomplish the agency's strategic plans, goals, vision, mission and values.

Ensures all reviewed documents are in compliance with state law and agency guidelines.

Supervises a team of staff by interviewing and recommending for hire/termination, training, assigning and reviewing work, counseling, and evaluating the performance of incumbents.

Ensures information is applied correctly in the Arkansas Administrative Statewide Information System (AASIS); researches and compiles reports from AASIS entries.

Provides consultation regarding acquisition of equipment, assists departments in coordinating and preparing specifications for major projects, advises departments on purchasing procedures, and solves complex purchasing problems.

Plans and coordinates the distribution of purchase requests and bids, reviews work assignments for accuracy, assists buyers in specialty areas, and keeps staff abreast of state and agency/university purchasing procedures.

Meets with vendors concerning new products, notifies vendors of purchasing policies, evaluates vendor performance, and composes vendor complaints to forward to state purchasing office.

Prepares various activity reports, prepares minority vendor report, submits information for budget reports, updates item files for mechanized accounting system and trains personnel to submit orders electronically to companies.

Serves on advisory committees on purchasing policies, attends seminars to keep abreast of purchasing policies, attends staff meetings, and serves as liaison to coordinate procurement activities.

Interprets and disseminates legislation, policies, and procedures and ensures state agency/institution compliance.

Performs other duties as assigned.

**KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of organizational management and supervisory practices.

Knowledge of state and federal procurement laws, rules, and regulations.

Knowledge of state and agency/institution purchasing laws and procedures.

Knowledge of specifications and contracts.

Ability to resolve problems between departments and vendors.

Ability to formulate and interpret policies and procedures relating to purchasing.

Ability to communicate procurement law, rules, policies, and practices to agency and procurement staff.

Ability to review and analyze vendor and agency issues as they pertain to the procurement process and recommend proper course of action to meet goals and objectives.

Ability to establish and maintain working relationships with all levels of state government, vendors, and manufacturers.

Ability to accomplish agency mission, goals, and objectives.

Read, analyze, and interpret financial reports, contracts, legal documents, policies and procedures.

Prepare and present effective written and oral reports, recommendations, policies and procedures.

Ability to lead others and work with groups and independently.

Work cooperatively across a complex organization and numerous stakeholders.

**MINIMUM EDUCATION AND/OR EXPERIENCE:**

The formal education equivalent of a bachelor's degree in business administration, public administration, finance or a related field; plus seven years of progressively more responsible procurement experience in the public or private sector, including five years in a managerial capacity. Three years of experience working in a professional capacity in information technology, shared services agreements, software licensing transactions and IT outsourcing transactions preferred.



**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 OF PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.**

