



Department of Transformation and Shared Services  
 Governor Asa Hutchinson  
 Secretary Mitch Rouse  
 Director Kay Barnhill

August 24, 2022

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 Transformation and Shared Services, Employee Benefits Division (EBD) and Office of State Procurement (OSP), to obtain two (2) positions from the OPM growth pool established by Arkansas Code Annotated § 21-5-225(b). The classifications requested 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>
R051C	TSS Statewide Program Manager	GS13	\$77,862 - \$112,899
R052C	TSS Statewide Program Coordinator	GS11	\$62,531 - \$90,670

**JUSTIFICATION**

EBD is requesting the above position in order to meet the needs of the department. EBD is responsible for providing health insurance coverage for 159,000 state and public school employees, retirees, and their dependents. The total cost of this coverage is approximately \$700 million. If approved, the requested position will be responsible for overseeing the accounting functions associated with EBD operations. In recent years, EBD has focused on improving division accounting operations while overcoming staff turnover and the vacancies of both the Controller and Assistant Controller positions. The addition of the requested position will greatly assist in the division's improvement goals.

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The expected cost is approximately \$95,770, including matching.

OSP is requesting the above position in order to provide sufficient assistance to state entities with procurement inquiries. OSP is responsible for the statewide procurement of all goods and services for state entities as well as providing training on procurement law, regulations, and policies. If approved, the requested position will serve as the point of contact for all state entities seeking guidance and training on procurement issues and processes as well as ensuring accurate and consistent information is disseminated to state staff. The expected cost is approximately \$76,913, including matching.

OPM has reviewed these requests and **recommends** the approval of two (2) positions from the OPM growth pool. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



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SECRETARY OF TRANSFORMATION & SHARED  
SERVICES



DATE

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Department of Transformation and Shared Services  
Governor Asa Hutchinson  
Secretary Mitch Rouse  
Director Jake Bleed

## Memorandum

**To:** Kay Barnhill, Director, Office of Personnel Management  
**From:** Jake Bleed, Director, Employee Benefits Division, Department of Transformation and Shared Services  
**CC:** Mitch Rouse, Secretary  
**Date:** July 15, 2022

**Subject: Request for Pool Position**

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The purpose of this memorandum is to request a position of TSS Statewide Program Manager, classified as a GS13, from the position pool authorized under Ark. Code Ann. § 21-5-225.

The Employee Benefits Division of the Department of Transformation and Shared Services currently provides health insurance coverage for 159,000 state and public school employees, retirees and their dependents. The total cost of this coverage is in excess of \$700 million annually. The position requested would oversee the accounting functions associated with these operations.

EBD has been the subject of repeated audits in recent years. One audit, performed for the 2020 fiscal year, recommended that the department “perform a complete review of its accounting department to ensure accounting personnel have the skills, knowledge and abilities to perform the daily functions necessary to process employee benefits transactions.” Please see attached.

Since that time, EBD has worked to improve its accounting operations and the success of these efforts is apparent in recent audits. Over, staff turnover remains an ongoing problem. Currently, the position of both controller and assistant controller remain unfilled.

The requested position would TSS Statewide Program Manager provide increased salary, allowing EBD to recruit and retain more qualified staff. The recruitment and retention of these staff is necessary to ensure the stability and viability of EBD operations.



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## Memorandum

**To:** Ms. Kay Barnhill, Director, Office of Personnel Management  
**From:** Mitch Rouse, Secretary, Department of Transformation and Shared Services  
**Date:** July 15, 2022

**Subject: Request for Pool Position**

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The purpose of this memorandum is to request a position from the position pool authorized under Ark. Code Ann. § 21-5-225.

The Office of State Procurement Division of the Department of Transformation and Shared Services has primary responsibility and oversight for the Statewide procurement of commodities, technical and professional services for all state agencies, boards and commissions and colleges and universities. OSP provides training in the Procurement Law, regulations, and policies. example of procurement for the state of Arkansas. Additionally, the division has adopted a new eProcurement program, ARBuy, that will be utilized by all state agencies.

OSP understands the lack of standardization at the agency level causes confusion. The position requested would serve as the point of contact for guidance, training, and a main source of communication to all state agencies and local entities ensuring standardized procurement processes across the state to help ensure transparency and efficiency.

The Office of State Procurement will not have staffing levels to assist with policy updates nor be able to fully assist agencies in transitioning their processes to an eProcurement-based process. OSP is requesting an GS11 TSS Statewide Program Coordinator R052C.

The requested position would alleviate additional time/work for current OSP staff so that they may serve as a liaison between OSP and agencies. Your approval of this request would be greatly appreciated.