

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

May 17, 2023

The Honorable Breanne Davis, Co-Chairperson
 The Honorable Mark Berry, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Senator Davis and Representative Berry:

The Office of Personnel Management (OPM) submits a request from Arkansas PBS for your review.

Arkansas PBS is requesting one (1) pool position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a). The classification requested and positions surrendered are listed below:

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
A014C	Fiscal Division Manager	GS12	\$69,776 - \$101,175

POSITION SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>LAST DATE VACATED</u>
22082216	Assistant Personnel Manager	R024C	GS07	\$40,340 - \$58,493	3/2/2018
22082178	Administrative Specialist II	C056C	GS04	\$29,046 - \$42,116	1/2/2022

Office of Personnel Management

501 Woodlane Street, Suite 205 * Little Rock, AR 72201 * 501.682.1753

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JUSTIFICATION

Arkansas PBS needs an additional classification and positions in order to attract highly qualified candidate possesses higher level accounting, analytical, and management, and oversight of payroll processing and benefits administration. The proposed position will combine HRM job duties with the fiscal job duties in a single, higher pay grade position. This will allow other positions to have a more manageable workload. This is a complex workload that requires higher level accounting, analytical, and management knowledge, skills and abilities.

RECOMMENDATION

The Office of Personnel Management has reviewed this request from Arkansas PBS and recommends the establishment of one (1) pool position. The cost for these two (2) surrendered pool positions is approximately \$97,344.78. The agency guarantees that proper funding is available, and no inequities will result from the creation and filling of this position.

Your consideration of this request is greatly appreciated.



STATE PERSONNEL DIRECTOR

5/8/23

DATE

KB/lh:1-2

1764

MAR 16 2023

0516 - ARKANSAS PBS

FISCAL DIVISION DIRECTOR - POOL POSITION REQUEST JUSTIFICATION

From Surrender Pool:

GS12 / A014C Fiscal Division Director position (NEW position)

To Surrender Pool (unused/unplanned positions):

(1) GS07 / R024C Assistant Personnel Manager (position # 22082216)

(1) GS04 / C056C Administrative Specialist III (position # 22082178)

Background:

The agency's sole HR management (HRM) role was recently vacated (GS10). Utilization of the HRM position was low while the salary and benefits cost was high (\$97,796 per year including \$74,355 salary + \$23,441 benefits).

The agency has a low volume of HRM activity. Most of the agency's HR-related activity is administrative in nature, including payroll, benefits, and position administration. The HR Program Representative position (GS05) performs most of this work.

Currently, the Accounting Coordinator (AC) position (GS09) is responsible for fiscal operations. Her workload is too high. The incumbent is a licensed CPA, is eligible for retirement, and has primary responsibility for many key functions including project accounting, grant reconciliation, many components of the state year-end close process, risk assessment, billing (accounts receivable) inventory and asset management, review and approval of accounting transactions.

Plan:

Combining HRM job duties with fiscal job duties in a single, higher pay grade position improves utilization of agency resources, improves the balance of the fiscal division's workload, and ensures better continuity of fiscal operations.

The agency would like to distribute a substantial portion of the AC's workload to a new Fiscal Division Director position. This will allow the AC to have a more manageable workload, adequate time to train staff in key accounting processes, and enable a smooth transition upon AC's upcoming retirement.

The agency seeks a highly qualified candidate with the ability to multitask between management of daily financial operations, HR position administration, annual performance review process management, and oversight of payroll processing and benefits administration.

This is a complex workload that requires higher level accounting, analytical, and management knowledge, skills, and abilities.

A GS12 pay grade is required to attract the accounting skillset.



Department of Transformation and Shared Services
 Office of Personnel Management
 Request for Pool Position

Business Area Department Name / Agency Name Date
 0516 AETN dba Arkansas PBS 3/15/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22082216	Assistant Personnel Manager	GS07	R024C
22082178	Administrative Specialist III	GS04	C056C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Fiscal Division Manager	GS12	A014C

I hereby certify that:

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


 HR Administrator's Signature CFO


Department Secretary's Signature

3/15/2023

Date

3/15/2023

Date