

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

August 23, 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 the Arkansas Department of Commerce (ACOM) for your review.

The Arkansas Department of Commerce (ACOM) is requesting one (1) brand new classification and one (1) surrender pool position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225 (a). The classification requested and surrendered position are listed below.

**CLASSIFICATION REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
NEW	ACOM Chief Fiscal Officer	SE01	\$108,110 – \$147,200

**POSITION SURRENDERED**

<b><u>POSITION NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>	<b><u>LAST DATE VACATED</u></b>
22112961	Chief Fiscal Officer	A139C	GS15	\$96,960 – \$140,592	N / A

The Honorable Breanne Davis, Co-Chairperson  
The Honorable Mark Berry, Co-Chairperson  
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### **JUSTIFICATION**

The Arkansas Department of Commerce (ACOM) has a complex fiscal environment comprised of nine (9) distinct agencies. Their cumulative operating budgets total almost \$3 Billion. ACOM needs to hire a new Chief Fiscal Officer with an appropriate pay grade. Its responsibilities will include preparing and maintaining their agencies' Annual Operating Plans and Biennial Budget proposals, assisting federal program managers with fund draws from U.S. Treasury accounts, maintaining incentive program funds, representing the Department during legislative committee meetings concerning accounting and budget activities, establishing and maintaining routine performance management processes and reporting, as well as ensuring policies and procedures remain consistent and are followed.

### **RECOMMENDATION**

The Office of Personnel Management (OPM) has reviewed this request from the Arkansas Department of Commerce (ACOM) and recommends the establishment of one (1) brand new classification and one (1) surrender pool position authorized as this classification. The cost for this one (1) surrender pool position is approximately \$1,096.18. The agency guarantees our office that it possesses sufficient funding to support this surrender pool position request.

Your consideration of this request is greatly appreciated.



STATE PERSONNEL DIRECTOR

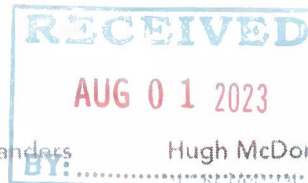


DATE

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1903



Sarah Huckabee Sanders  
GOVERNOR

Hugh McDonald

July 31, 2023

Kay Barnhill, Administrator  
Office of Personnel Management  
Department of Transformation & Shared Services  
501 Woodlane Street, Suite #205  
Little Rock, AR 72201

RE: New Classification Request, Pool Position Request w/Surrender - Requested Grade: SE01,  
Requested Title: ACOM Chief Fiscal Officer

Dear Ms. Barnhill:

The Arkansas Department of Commerce (ACOM) requests a surrender pool position to function as Chief Fiscal Officer. ACOM will surrender position 22112961, GS15, Chief Fiscal Officer.

The reason for this request is the most recent occupant, David Bell, is retiring effective September 1, 2023. Consequently, we will need to recruit and retain a highly qualified and experienced candidate. ACOM has a complex fiscal environment comprised of nine divisions, with cumulative operating budgets totaling almost \$3 Billion from three distinct funding streams (general revenue, special revenue, and federal grants).

The ACOM Chief Fiscal Officer position is mission critical with duties and responsibilities that cannot be absorbed. A prolonged vacancy of the CFO position could risk lapses in internal controls and impact the department's budgeting activities for the upcoming fiscal session.

Your favorable consideration of this request is appreciated.

Sincerely,

Hugh McDonald  
Secretary



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

Business Area  
9902

Department Name / Agency Name  
Department of Commerce

Date  
07/26/2023

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22112961	Chief Fiscal Officer	GS15	A139C

**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
ACOM Chief Fiscal Officer	SE01	

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

7/26/23  
Date

  
Department Secretary's Signature

7/31/23  
Date



Department of Transformation and Shared Services  
Office of Personnel Management  
Position Classification Questionnaire

General Information

Business Area 9902 Agency Arkansas Department of Commerce  
Preparer's Name: DeCarlia Smith Date: 07/26/2023  
Position Number: NEW Class Code: NEW Grade: SE01  
Job Title: ACOM Chief Fiscal Officer  
Incumbent's Name: \_\_\_\_\_  
Supervisor: Jim Hudson

Reason why position is being submitted for evaluation:



New Job/Title



Significant Change in Duties or Responsibilities

If there has been a significant change in duties or responsibilities, please describe in detail the changes and attach any other documents that illustrate your explanation:

- Implement and manage Fiscal, Procurement, and Shared Services functions on an ongoing basis across Department of Commerce (ACOM) while considering regulatory constraints
- Implement and manage the fleet with an efficient and consistent program.
- Develop and maintain routine performance monitoring across ACOM.

### Job Duties and Conditions

List up to 10 primary job duties this position performs or is expected to perform, in order of importance. Include the frequency of occurrence (daily, weekly, monthly, etc.) and percentage of time dedicated to each duty. **DO NOT** use acronyms or abbreviations.

<u>JOB DUTY</u>	<u>FREQUENCY</u>	<u>% TIME</u>
Assist in preparation, submission and maintenance of department Annual Operations Plan and Biennial Budget Proposal	Weekly	15
Ensure consistent policies and procedures are operationalized across ACOM.	Monthly	10
Responsible for multiple shared services functions across ACOM, such as procurement	Daily	30
<b>Assist in coordination of the legislative budget activities</b>	Monthly	10
Assist in representing the Dep. at various legislative committees regarding maintenance of the agency budget and accounting activities	Monthly	5
Establish and maintain routine performance management processes and reporting across ACOM.	Daily	10
Assists federal program managers with fund draws from U.S. Treasury accounts.	Weekly	5
<b>Assist in maintenance of incentive program funds.</b>	Daily	10
Establishes and maintains general ledgers on departmental operations	Weekly	5

Check one (1) of the following that best describes the overall working hours associated with this position. "Overtime" in this section means instances where an employee works more than 40 hours per week, regardless of actual overtime eligibility.

<input type="checkbox"/>	Works regular shifts, daily and weekly; rare instances of overtime required
<input checked="" type="checkbox"/>	Some irregularities in hours because of overtime requirements, infrequent weekends and/or shift rotation, travel, etc.
<input type="checkbox"/>	Considerable irregularity of hours because of frequent overtime, frequent weekends, shift rotation, on-call availability, or travel.
<input type="checkbox"/>	Frequently requires highly irregular and unpredictable or particularly long work hours, such as attendance and participation at evening and/or weekend meetings, covering more than a single shift, extended travel, etc.

Check one (1) box that best describes the risk of negative consequences resulting from the actions of an incumbent in this position:

<input type="checkbox"/>	<b>Low Risk</b> ---although job may have some variety of tasks, work assignments use standard procedures and are generally basic and routine. Assignments are generally closely monitored. Makes minor decisions.
<input type="checkbox"/>	<b>Medium Risk</b> ---job has somewhat complex tasks requiring the regular use of professional judgment. Supervision is general and may be infrequent.
<input checked="" type="checkbox"/>	<b>High Risk</b> ---Job has very complex tasks requiring high level of professional judgment. Makes decisions carrying high degree of responsibility where there may be little or no precedent; acts independently with little oversight.

Check one (1) type of environmental condition to which the person occupying this position would normally be exposed:

<input checked="" type="checkbox"/>	<b>Normal office working conditions</b> with no major sources of discomfort. Very low risk of minor physical injury.
<input type="checkbox"/>	<b>Fair working conditions</b> with routine discomforts. Position may require occasional work in the elements, moderate exposure to heat cold, moisture/wetness, soiled materials, or light chemical substances/cleaning solutions. Moderate risk of minor physical injury, relatively low risk of significant physical injury.
<input type="checkbox"/>	<b>Difficult working conditions</b> with frequent exposure to undesirable or hazardous working conditions. Position requires routine exposure to the elements regardless of conditions, dangerous chemical substances, or other inherently dangerous conditions. Substantial risk of significant physical injury.

Does a person occupying this position have fiscal responsibilities?

Yes

☒

No

☐

In dollars, how large is the budget for which this position is responsible?

\$3 Billion

If yes, please describe the fiscal responsibilities this person has, such as managing a budget, filling out purchase requisitions, approving transactions, maintaining employee salaries, etc.:

Establishes and maintains general ledgers on departmental operations, calculates and allocates funds for new and existing accounts or projects, develops forms and documents for special accounts, reviews posted entries to general ledgers and subsidiary accounts, balances accounts periodically, and closes books as needed. Compiles budgetary reports for fiscal managers, meets with departmental managers to discuss budgetary reports, and provides advice on budgetary guidelines or other financial reporting matters. Assists federal program managers with fund draws from U.S. Treasury accounts. Establish and routine performance management process and reporting across Department of Commerce (ACOM). Assists in preparation, submission and maintenance of department Annual Operations Plan. Assists in preparation of annual indirect cost rate proposal. Assists in preparation, submission and maintenance of Biennial Budget proposal. Assist in coordination of the legislative budget activities. Direct supervision of the Budget Division with emphasis on the accounting operations. Assist in maintenance of incentive program funds. Implement and maintain fleet management consistently across ACOM. Ensuring consistent fiscal and procurement policies and procedures are implemented across ACOM.

### Supervision and Oversight

Check one (1) of the following leadership responsibilities a person occupying this position has:

<input type="checkbox"/>	Does not supervise other staff.
<input type="checkbox"/>	Leads peers on a regular basis but is not the direct supervisor. May help direct, schedule, or monitor staff, but does not hire, fire, or evaluate other employees.
<input type="checkbox"/>	Is the front-line supervisor over two or more full-time employees. Hires, fires, and evaluates subordinates.
<input type="checkbox"/>	Is the manager of a unit, section, or major function and typically also supervises personnel who are front-line supervisors or persons having professional-level responsibilities.
<input checked="" type="checkbox"/>	Is the director of a division, department, or large program and typically supervises management personnel and indirectly supervises subordinate staff under this position's line of authority.

If you indicated that this position supervises other employees, how many direct reports does this person have?

2

If you indicated that this position supervises other employees, how many indirect reports does this person have?

12

Please list the class code, title, and number of employees for each classification supervised by the person in this position. If necessary, attach additional sheets.

CLASS CODE	TITLE	GRADE	# OF EMPLOYEES
G294C	ACOM AEDC Senior Counsel	GS14	1
A014C	Fiscal Division Manager - Procurement	GS12	1

How many supervisors does the person in this position supervise? If none, enter 0.  
If you answered with a number other than 0 to the question above, for which divisions/sections/offices is this person responsible?

2

Shared Services - Fiscal



Check one (1) of the following statements that best describes this position:

<input type="checkbox"/>	Receives clear and specific instructions and/or follows standardized instructions or procedures without ongoing supervision. Work is checked for accuracy, adequacy, and adherence to instructions. Consults with supervisor on matters not covered by the original instructions or guidelines.
<input type="checkbox"/>	Receives moderate to limited supervision working from objectives set by supervisor. Organizes and carries out most assignments in accordance with standard practices, instructions, or previous training. Makes minor decisions routinely; may handle some unusual situations independently.
<input type="checkbox"/>	Receives general direction working from established policies and objectives. Plans and carries out assignments and resolves most conflicts that arise. Exercises judgment in the analysis of facts or conditions regarding individual issues. Completed work is checked only to determine compatibility with other work or effectiveness in meeting agency objectives.
<input checked="" type="checkbox"/>	Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Has responsibility for planning, designing, and implementing programs, projects, or studies and sets goals for major unit. Acts independently; approval from higher authority is conceptual with generally little reference to detail.

#### Education, Experience, and Skills

Check one (1) of the following educational levels which best describes the minimum required regardless of the preferred level or the current incumbent's level—to be able to perform this job at a basic level of performance:

<input type="checkbox"/>	<b>High School or Equivalent</b> —requires enough basic education to understand and follow standard practices and instructions. May require some specialized courses, certifications, or licenses of limited scope.
<input type="checkbox"/>	<b>Associate's Degree or Skilled Trade Certificate</b> —requires knowledge of a specialized field or trade. Additional training equal to two (2) years of college, technical school, business school, or skilled trades training. May require licensing or certification.
<input checked="" type="checkbox"/>	<b>Bachelor's Degree or Equivalent</b> —requires professional level knowledge in a specialized or technical field such as those for which bachelor's degrees or IT certifications are commonly awarded. Additional training equal to successful completion of four (4) years of college or study.
<input type="checkbox"/>	<b>Master's Degree</b> —requires advanced knowledge and skills and expertise in a specific field. Requires the ability to understand and apply principles and practices of field or more than one (1) field. Requires one (1) to two (2) years' work in an accredited graduate school leading to degree. Recognized as subject matter expert.
<input type="checkbox"/>	<b>Doctoral Degree</b> —requires highly advanced knowledge and skills and mastery of a specific field. Ph.D., J.D., M.D., Ed.D. or similar doctoral level degree normally requiring at least three (3) years of work in an accredited graduate school leading to degree. Often must possess license and pass professional examination in order to practice in field.

Is a license required in order to perform this job? If so, what license is required? **DO NOT INCLUDE DRIVERS LICENSES OR NOTARIES PUBLIC.**

Check the level of experience necessary—regardless of the preferred level or the current incumbent's level of experience—at the time of hire in order to perform this job at a basic level of performance.

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input checked="" type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

If this position normally supervises other employees, check the level of supervisory experience necessary—regardless of the preferred level or the current incumbent's level of experience—at the time of hire in order to perform this job at a basic level of performance:

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input checked="" type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

Check one (1) of the following that best describes the physical effort required for this position:

<input checked="" type="checkbox"/>	<b>Light</b> —physical effort normally found in clerical or office work. Work is primarily sedentary; however, occasional handling of objects up to 10 lbs. and occasional walking and standing is required.
<input type="checkbox"/>	<b>Moderate</b> —physical effort represented by frequent handling of objects and/or materials of moderate weight (10-20 lbs.) and/or frequent use of light hand tools. May require walking or standing much of the time.
<input type="checkbox"/>	<b>Substantial</b> —physical effort represented by frequent handling of object and/or materials of substantial weight (20-50 lbs.) and/or frequent use of medium hand or power tools. In addition to considerable walking or standing, may require climbing and working from ladders or working in awkward positions.
<input type="checkbox"/>	<b>Strenuous</b> —Physical effort represented by frequent handling of heavy objects (50+ lbs.) and/or materials and work and/or frequent use of heavy hand tools. Work is often exposed to elements or in non-climate controlled conditions.

Please list any other knowledge, abilities, or skills necessary to perform the duties of this position. Examples include: computer skills, communication skills, organizational skills, etc. **DO NOT** copy from another job description.

Knowledge of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of administrative and management concepts. Knowledge of automated accounting systems and procedures. Knowledge of management and supervisory practices and techniques. Ability to supervise a subordinate accounting supervisory and professional staff. Ability to establish and apply accounting principles and methods to total operation of an accounting department. Ability to analyze and interpret various forms of accounting data. Ability to prepare detailed reports. Ability to plan, schedule, and implement an accounting system. Ability to develop written policies and procedures for subrecipient monitoring and risk assessment and maintain records of all award agreements identifying or otherwise documenting subrecipients' compliance obligations. Ability to monitor and determine performance, financial, and other compliance and to respond to noncompliance. Ability to ensure applicable federal program requirements are met. Experience with the Arkansas Administrative Statewide Information System (AASIS). Excel proficiency.

Please include any other information that may aid in the preparation of an accurate description of this position.

#### Approvals

##### SUPERVISOR REVIEW

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: Hugh McDonald

Title: Secretary of Commerce

Date: 7/31/23

Signature: 

##### AGENCY HR ADMINISTRATOR REVIEW

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: DeCarlia Smith

Title: Director of HR

Date: 7/31/23

Signature: 