

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fisk

Director Kay Barnhill

October 18, 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 Department of Finance and Administration (DFA), Division of Revenue for your review.

DFA is requesting two (2) positions from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1). The classifications requested and positions being surrendered are listed below:

CLASSIFICATIONS REQUESTED

CLASS CODE	TITLE	GRADE	# REQUESTED	SALARY RANGE
G310C	Tax Appeals Staff Attorney	GS13	1	\$77,862 - \$112,899
G179C	Legal Services Specialist	GS06	1	\$36,155 - \$52,424

POSITIONS SURRENDERED

POSITION NUMBER	TITLE	CLASS CODE	GRADE	SALARY RANGE	LAST DATE VACATED
22108119	Fiscal Support Analyst	A091C	GS05	\$32,405 - \$46,987	06/30/2023
22108315	Legal Support Specialist	C046C	GS04	\$29,046 - \$42,116	12/10/2022
22108472	Legal Support Specialist	C046C	GS04	\$29,046 - \$42,116	06/30/2023

JUSTIFICATION

DFA is requesting the above positions in order to meet the needs of the department. The requested positions will be assigned to the Revenue Legal Counsel division. Attorneys within this division are responsible for processing demanding caseloads consisting of

Office of Personnel Management

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

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complex corporate income and sales tax protests and multimillion dollar litigation. The addition of the requested Tax Appeals Staff Attorney, G310C, GS13, will accompany the existing employees within this classification in working these complex cases. Due to the complexity of the caseload, attorneys within this division rely heavily on support staff. The requested Legal Services Specialist, G179C, GS06, will be responsible for providing the necessary assistance that is required. The three (3) surrendered positions have been advertised multiple times with no qualified applicants. In order to obtain and recruit more qualified applicants, the addition of a higher-graded, Legal Services Specialist position will better suit the needs of the division. Approval of this request will result in an anticipated cost of approximately \$120,440, including matching.

RECOMMENDATION

The Office of Personnel Management has reviewed the request and **recommends** the approval of two (2) surrender pool positions.

Your consideration of this request is greatly appreciated.

Kay K. Baumbell

STATE PERSONNEL DIRECTOR

10/3/23

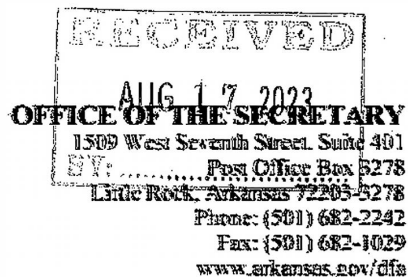
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STATE OF ARKANSAS
Department of Finance
and Administration



August 16, 2023

Joseph Wood, Secretary
Arkansas Department of Transformation and Shared Services
501 Woodlane
Little Rock, AR 72201

Re: Pool Position Request

Dear Secretary Wood:

The Department of Finance and Administration – Office of Revenue Legal Counsel (RLC) respectfully requests to surrender three vacant positions in exchange for two new positions.

DFA works diligently to efficiently handle statutory responsibilities. The positions surrendered below have been posted and advertised but have not yielded successful candidates who can add value to the Department.

A. POSITIONS TO SURRENDER

CLASS CODE	POSITION GRADE & NUMBER	POSITION TITLE	SALARY RANGE
A091C	GS05 (2210-8119)	FISCAL SUPPORT ANALYST	\$32,405-\$46,987
C046C	GS04 (2210-8315)	LEGAL SUPPORT SPECIALIST	\$29,046-\$42,117
C046C	GS04 (2210-8472)	LEGAL SUPPORT SPECIALIST	\$29,046-\$42,117

B. POSITIONS REQUESTED

CLASS CODE	POSITION GRADE	POSITION TITLE	SALARY RANGE
G310C	GS13	TAX APPEALS STAFF ATTORNEY	\$77,862-\$112,900
G179C	GS06	LEGAL SERVICES SPECIALIST	\$36,155-\$52,425

Tax Appeals Staff Attorney: RLC's most experienced attorneys handle the litigation and appeal of tax matters, including litigating complex corporate income tax matters against multinational corporations, without the assistance of outside counsel. DFA requests that the attorney position be classified as Tax Appeals Staff Attorney (GS13) to reflect the level of work expected by RLC's appellate attorneys.

Legal Services Specialist: The DFA attorneys rely heavily on support staff who must be experienced, trustworthy, and dependable to meet the demands of the office. DFA currently has two vacant Legal Support Specialist (GS04) positions. These positions do not require a bachelor's degree. We have difficulty recruiting and attracting qualified candidates who would be able to meet the requirements of the position.

We currently have three vacant positions: Fiscal Support Analyst, 2210-S 11 19, GS05, Legal Support Specialist, 2210-83 15, GS04, and a Legal Support Specialist, 2210-8472, GS04. DFA requests to surrender these three (3) positions in exchange for the creation of two new positions.

The surrender of these three vacant positions in exchange for two new positions would not result in an increase in positions or appropriation for the Department of Finance and Administration.

Sincerely,



Jim Hudson, Secretary
Arkansas Department of Finance and Administration

cc: Alan McVey
Chief of Staff



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

Business Area Department Name / Agency Name Date
0630 DFA - Division of Revenue - Revenue Legal Counsel 8/11/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22108119	Fiscal Support Analyst	GS05	A091C
22108315	Legal Support Specialist	GS04	C046C
22108472	Legal Support Specialist	GS04	C046C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Tax Appeals Staff Attorney	GS13	G310C
Legal Services Specialist	GS06	G179C

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

Amy K. Valentini

Date 8/16/2023

Department Secretary's Signature

[Signature]

Date

8/17/2023

Request for Pool Position (Revised 03/01/2021)