



**STATE OF ARKANSAS**  
**Department of Transformation**  
**and Shared Services**  
**Governor Asa Hutchinson**  
**Secretary Amy Fecher**

**OFFICE OF PERSONNEL MANAGEMENT**  
**Director Kay Barnhill**  
 1509 West Seventh Street, Suite 201  
 Post Office Box 3278  
 Little Rock, Arkansas 72203-3278  
 Phone: (501) 682-1823

September 17, 2019

Senator David Wallace, Co-Chairperson  
 Representative Jim Wooten, 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 (OPM) submits a request from the Department of Commerce’s Division of Workforce Services (DWS) for your review.

The Department of Commerce’s Division of Workforce Services requests one pool position authorized as D002N, State Database Administrator Lead from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The positions being surrendered are listed below:

<b>POSITIONS SURRENDERED</b>	<b>CLASS CODE</b>	<b>CLASSIFICATION TITLE</b>	<b>PAY GRADE</b>	<b>SALARY RANGE</b>
#22093313	C087C	Administrative Specialist I	GS02	\$23,335 – \$33,836
#22093330	S081C	Apprentice Tradesman	GS03	\$26,034 – \$37,749
#22093319	A098C	Fiscal Support Specialist	GS04	\$29,046 – \$42,117
#22093326	A098C	Fiscal Support Specialist	GS04	\$29,046 – \$42,117
#22093293	C046C	Legal Support Specialist	GS04	\$29,046 – \$42,117

**JUSTIFICATION**

The Division of Workforce Services needs a position to oversee all computer science and information technology operations within its agency. This position will be responsible for developing a strategic plan for moving the agency’s current systems into system compliance. The agency needs an administrator lead type of position in order to assist with attracting an ideal applicant pool.

Senator David Wallace, Co-Chairperson  
Representative Jim Wooten, Co-Chairperson  
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**RECOMMENDATION**

The Office of Personnel Management has reviewed this request from the Department of Commerce's Division of Workforce Services and recommends approval of one new pool position authorized as D002N, State Database Administrator Lead. DWS guarantees our office that it possesses sufficient funding to support this surrender pool position request and anticipates a budgetary savings of \$36,587.

Your approval of this request is greatly appreciated.

Sincerely,



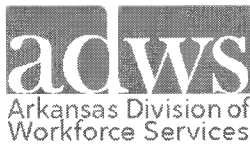
Kay Barnhill  
DFA Personnel Administrator



Secretary of Transformation & Shared Services

09/09/19  
Date

KB:jlh: 1-2



2 Capitol Mall  
P.O. Box 2981  
Little Rock, AR 72203  
www.dws.arkansas.gov

Asa Hutchinson  
Governor  
Charisse Childers, Ph.D.  
Director

September 9, 2019

Kay Barnhill, State Personnel Administrator  
Office of Personnel Management, Suite 201  
PO Box 3278  
Little Rock, AR 72203

RE: Request for Pool Position

Dear Ms. Barnhill,

This correspondence is submitted as a request for a pool position for the Arkansas Division of Workforce Services (DWS). DWS is requesting the position of State Database Administrator Lead, IT11. The State Database Administrator Lead position is responsible for leadership and management of all information technology services and operations at DWS. This position is critical as DWS moves all software to coincide with upgrades being implemented statewide. With the leadership in this administrator, DWS will be positioned to complete the modernization and avoid increased Mainframe cost and ever increasing security risk. A budgetary estimate has been completed proposing a cost of approximately \$1.5 mm and 12,000 plus man hours to modernize the database, ICON system, and Adjudication system.

The selected individual must be a project manager who can prepare a strategic plan for moving our systems into DIS, IRS, and system compliance. This person needs to understand current DWS systems including legacy programs that are outdated and cannot run on Windows 10. Being dependent on old servers is costing DWS millions of dollars as dedicated staff must be paid to monitor threats to the system. In the near future, the agency will no longer be able to use DIS servers and the system will have to be shut down. Arkansas Department of Workforce Services is in the process of migrating mainframe systems to a server environment.

The Secretary of Commerce, Mr. Mike Preston has approved this position request as it is essential to the continued operation of IT systems for the Division of Workforce Services. With the size and complexity of DWS IT systems, it is necessary to be able to offer an IT11, State Database Administrator Lead, to attract and retain the ideal candidate. DWS will surrender five (5) positions that exceed the one pool position by \$13,000, and with fringe/insurance premium savings added, the total saved will be approximately \$38,000.

Your consideration for approval is requested.

Thank you and if you should have any questions, please feel free to contact me.

Sincerely,

Charisse Childers, Ph.D.  
Director  
Division of Workforce Services  
Department of Commerce

Equal Opportunity Employer



DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES  
**Office of Personnel Management**  
**Request for Pool Position**

Business Area	Agency/Institution	Date
0810	Arkansas Division of Workforce Services	09/09/19

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22093313	Administrative Specialist I	GS02	C087C
22093330	Apprentice Tradesman	GS03	S081C
22093319 & 22093326	Fiscal Support Specialists	GS04	A098C
22093293	Legal Support Specialist	GS04	C046C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	State Database Administrator Lead	IT11	D002N

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>Beverly McWolter</i>	9-9-19

Agency Director	Date
<i>Cherisse Chadden</i>	9/9/19



**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.

<b>1. Business Area/Agency:</b>	0810/ Division of Workforce Services		
<b>2. Type of Action Requested:</b>	Surrender Pool		
<b>3. Employee Name:</b>	N/A		
<b>4. Employee Personnel Number (if any):</b>	N/A		
<b>5. Position Number:</b>	NEW		
<b>6. Job Title:</b>	State Database Administrator Lead		
<b>7. Class Code:</b>	D002N	<b>8. Grade:</b>	IT11
<b>9. Current Salary:</b>			
<b>10. Requested Salary:</b>			\$ 99,920
<b>11. Change in Salary:</b>			\$ 99,920
<b>12. Change in Personal Services Match:</b>			\$ 25,635
<b>13. Total Budgetary Impact:</b>			\$ 125,555
<b>14. Fund Center:</b>	2SD		
<b>15. Cost Center:</b>	426687		
<b>16. Funding Source:</b>	Federal		
<b>17. Current Budget for Appropriation:</b>	\$37,680,230.00		
<b>18. Certified Funding for Appropriation:</b>	\$ 37,680,230.00		

Justification:

This IT position requires a project manager who can prepare a strategic plan for moving DWS systems into DIS, IRS, and system compliance. This person will need to have the knowledge to understand current DWS systems, including legacy programs that are outdated and cannot run on Windows 10. The dependency on old servers is costing DWS millions as dedicated staff must be paid to monitor threats to the system. In the near future, the agency will no longer be able to use DIS servers and the system will have to be shut down. With the leadership in this administrator, DWS will be positioned to complete the modernization and avoid increased Mainframe cost and ever increasing security risk. DWS is in the process of migrating mainframe systems to a server environment.

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

9/9/19

Date