



STATE OF ARKANSAS  
**Department of Finance  
 and Administration**

**EXHIBIT D.2**

OFFICE OF PERSONNEL MANAGEMENT  
**Administrator's Office**  
 1509 West Seventh Street, Suite 201  
 Post Office Box 3278  
 Little Rock, Arkansas 72203-3278  
 Phone: (501) 682-1823  
 www.dfa.arkansas.gov

May 17, 2018

Senator John Cooper, Co-Chairperson  
 Representative Les Eaves, 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 Arkansas Insurance Department (AID) for your review:

The Arkansas Insurance Department requests one position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classification requested along with the positions being surrendered are listed below:

<u>CLASSIFICATIONS REQUESTED</u>		<u>CLASS CODE</u>	<u>PAY GRADE</u>
Senior Securities Examiner		X032C	GS09
<u>POSITIONS SURRENDERED</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
#22088167	Insurance Licensing Technician	X180C	GS03
#22088076	Administrative Specialist II	C073C	GS03

**JUSTIFICATION**

The Arkansas Insurance Department is slated to absorb the Burial Association Board, Cemetery Board, and Embalmers & Funeral Directors Board in Fiscal Year 2019. The agency needs a position to assist with this transition process. This position will be responsible for working with existing employees within these three boards as well as conducting examinations and investigations related to these forthcoming boards. This position will be used to transition duties currently performed for these boards by a position in this classification at the Arkansas Securities Department to the Arkansas Insurance Department.

Senator John Cooper, Co-Chairperson  
Representative Les Eaves, Co-Chairperson  
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**RECOMMENDATION**

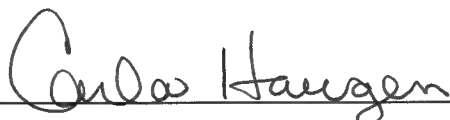
The Office of Personnel Management has reviewed this request from the Arkansas Insurance Department and recommends the approval of one position authorized as X032C, Senior Securities Examiner. AID guarantees our office that it possesses sufficient funding to support this surrender pool request.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
DFA State Personnel Administrator



Chief Fiscal Officer of the State

MAY 04 2018

Date

KB/jlh: 1-2

# Arkansas Insurance Department

Asa Hutchinson  
Governor



Allen Kerr  
Commissioner

May 3, 2018

Ms. Kay Barnhill  
State Personnel Administrator  
Office of Personnel Management  
Department of Finance & Administration  
1509 W. 7<sup>th</sup> Street, Ste. 201  
Little Rock, AR 72201



RE: Request for Senior Securities Examiner Position

Dear Ms. Barnhill:

The Arkansas Insurance Department respectfully request the position of Senior Securities Examiner with the surrender of two current positions vacate within the Department. This request is to assist in the seamless transition of the Senior Securities Examiner position being absorbed by the Department as of July 1, 2018.

In order to move forward with the efforts of the reappropriation of the State Board of Embalmers, Funeral Directors, Cemeteries and Burial Services, the Department is surrendering two positions at a grade of GS03. The positions are as follows:

TITLE	GRADE	CLASS CODE	SALARY
Insurance Licensing Technician	GS03	X180C	\$26,034
Administrative Specialist II	GS03	C073C	\$26,034

Upon surrendering the two referenced positions above, the Department is requesting the position of:

TITLE	GRADE	CLASS CODE	SALARY
Senior Securities Examiner	GS09	X032C	\$50,222

Thank you for your consideration and approval of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Allen Kerr".

Allen Kerr



DEPARTMENT OF FINANCE & ADMINISTRATION  
**Office of Personnel Management**  
**Request for Pool Position**

Business Area	Agency/Institution	Date
0425	Arkansas Insurance Department	03/21/18

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22088167	Insurance Licensing Technician	GS03	X180C
22088076	Administrative Specialist II	GS03	C073C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	Senior Securities Examiner	GS09	X032C

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>Stephanie G. Palmer</i>	3-21-18

Agency Director	Date
<i>[Signature]</i>	3-21-18