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Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

November 17, 2021

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Joint Budget Committee
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Commerce, Securities Department for your review. Securities Department is requesting one (1) position from the surrender pool established by Ark. Code Ann. §21-5-225. The classification requested along with the position being surrendered are listed below:

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22088674	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,117

CLASSIFICATIONS REQUESTED

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

JUSTIFICATION

Securities Department currently has two positions assigned to handle its internal financial operations, an Agency Controller I and an Accounting Coordinator. The agency needs a third position to assist with internal financial operations and specifically responsible for educating investors throughout Arkansas. Responsibilities of this position include educating investors on the basics of financial planning, the structure of financial markets, and methods used for identifying signs of fraud. The objective of these functions is to strengthen investor protection, improve investment behavior, and reestablish confidence

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in the markets. The agency attempted to use a Senior Securities Examiner position for this situation and did not attract qualified applicants. The addition of a position authorized as Fiscal Division Manager will assist with this plan. The cost for this surrender pool position is approximately \$85,803.55.

RECOMMENDATION

The Office of Personnel Management has reviewed this request from the Arkansas Department of Commerce, Securities Department and recommends approval of one (1) surrender pool position authorized as Fiscal Division Manager, A014C. The agency guarantees our office that it possesses sufficient funding to support this pool position request.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED SERVICES

11/1/2021

DATE

KB/jlh:1-2



Asa Hutchinson
GOVERNOR

Michael Preston
SECRETARY OF COMMERCE

September 20, 2021

Ms. Kay Barnhill, Administrator
Office of Personnel Management
Department of Transformation and Shared Services
501 Woodlane, Suite 205
Little Rock, AR 72201



Dear Ms. Barnhill:

The Arkansas Securities Department (ASD) has identified mission driven benefits from receiving a GS12 position focused on investor education and outreach in return for surrendering a GS04 administrative support position whose duties have been absorbed by other staff.

Investor education is a key mission of the Arkansas Securities Department. The need to improve financial literacy in Arkansas has been highlighted in several ways. First, policy makers and non-profit organizations have highlighted the need to improve financial literacy in Arkansas in recent years. Second, the global pandemic caused by COVID-19 created additional opportunities for scammers and fraudsters to take advantage of the fear and isolation caused by the pandemic. Third, the increased popular awareness of virtual/crypto currencies (Bitcoin, Dogecoin), increase in access and gamification of trading stocks through popular apps (Robinhood), and the rise of "meme trading" (GameStop). Each of these demonstrate the need for greater understanding of the signs of fraud, how financial markets work, and the importance of basics such as budgeting, saving, and planning for retirement. This position would attempt to help improve Arkansas' low financial literacy rates and educate Arkansas investors. Investor Education strengthens investor protection, improves investment behavior, develops retirement savings, and promotes long-term investing, and it helps restore confidence in the markets.

The department has advertised a GS09 three times since January 2021 but has not had any qualified applicants. We think a GS12 will give the department a much more qualified pool of applicants.

The department is requesting to surrender one administrative support position in exchange for the higher graded position described above. ASD has sufficient revenue and appropriation to support this request.

Your consideration of this request is appreciated.

Sincerely,

A handwritten signature in blue ink that reads 'Michael Preston'.

Michael Preston
Secretary



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

Business Area	Department Name / Agency Name	Date
0410	Arkansas Securities Department	09/16/2021

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22088674	ADMINISTRATIVE SPECIALIST III	GS04	C056C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Fiscal Divison 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.

Sharonica Crutchfield
 HR Administrator's Signature

9/16/2021
 Date

Michael Preston
 Department Secretary's Signature

9/20/21
 Date