



December 15, 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 Claims Commission for your review.

The Claims Commission is requesting one (1) position from the OPM Surrender Pool established by Ark. Code Ann. §21-5-225(a)(1) The classifications requested, along with the positions 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>
22094658	Administrative Specialist	C073C	GS03	\$26,034 - \$37,749

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
G047C	Attorney Specialist	GS11	\$62,531 - \$90,670

JUSTIFICATION

In 2015, the Arkansas General Assembly added a requirement that the Claims Commission must include findings of fact and conclusions of law in its final orders which requires legal writing skills. At present, there is only one staff member with the legal writing skills which has created a significant backlog of claims, given the positions' additional administrative responsibilities. An additional attorney with experience in legal writing would allow for claims to be processed with increased speed and efficiency.

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
December 15, 2021
Page 2.

The Claims Commission requests the flexibility to hire one full-time attorney specialist or to split the position into two part-time positions. The Claims Commission will be requesting additional appropriation to fund the difference in salary between these two positions. The estimated cost is \$76,913.13.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



12/7/2021

**SECRETARY OF TRANSFORMATION & SHARED
SERVICES**

DATE

KB/cb:1-2

#1073

ARKANSAS STATE CLAIMS COMMISSION

(501) 682-1619
FAX (501) 682-2823



KATHRYN IRBY
DIRECTOR

101 EAST CAPITOL AVENUE
SUITE 410
LITTLE ROCK, ARKANSAS
72201-3823

November 30, 2021

Ms. Kay Barnhill
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, Arkansas 72203

(via email)

RE: Position Change Request – Updated

Dear Ms. Barnhill,

The Claims Commission requests to swap one existing administrative specialist II position (22094658) for one attorney specialist position. The administrative specialist II position is currently vacant.

In 2015, the Arkansas General Assembly added a requirement that the Claims Commission must include findings of fact and conclusions of law in its final orders. *See* Ark. Code Ann. § 19-10-216. While the Claims Commission agrees that this requirement is necessary for an efficient review of claims by the legislature (if a party appeals a Claims Commission decision or if the award amount statutorily necessitates review) and for parties to understand the basis of Claims Commission decisions, compliance with Ark. Code Ann. § 19-10-216 requires legal writing skills. At present, I am the only staff member with these legal writing skills, and this has created a significant backlog of claims, given my additional administrative responsibilities. An additional attorney with experience in legal writing would allow us to process claims with increased speed and efficiency.

The Claims Commission requests the flexibility to either hire one full-time attorney or to split the position into two part-time positions.

Position received:

1 attorney specialist position (GS11): \$62,531–\$90,670

Position returned:

1 administrative specialist II position (GS03): \$26,034–\$37,749

The Claims Commission will be requesting an additional appropriation to fund the difference in salary between these two positions.

Thank you for your time and attention to this matter. Should further information be required, please contact me at (501) 682-2822.

Sincerely,

Kathryn Irby



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

Business Area	Department Name / Agency Name	Date
0360	Arkansas State Claims Commission	11/30/2021

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22094658	Administrative specialist II	GS03	C073C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Attorney specialist	GS11	G047C

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. ** please see attached*
- 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.

[Handwritten Signature]
HR Administrator's Signature

Date *11-30-2021*

[Handwritten Signature]
Department Secretary's Signature

Date *11/30/2021*

Claims Commission Vacancy Report 11/23/21

Authorized Title	Authorized Job	Position Number	Personnel Number	Last Name	First Name	Annual Salary	Hourly Rate
ADMINISTRATIVE SPECIALIST II	C073C	22094656	122731	MCDANIEL	CAITLIN	\$31,891.81	\$15.33
ADMINISTRATIVE SPECIALIST II	C073C	22094657	47015	SCOTT	MISTY	\$36,917.92	\$17.75
ADMINISTRATIVE SPECIALIST II	C073C	22094658	0			\$0.00	\$0.00
CLAIMS COMMISSIONER	U051U	22094660	32092	SMITH	SYLVESTER	\$33,089.89	\$15.91
CLAIMS COMMISSIONER	U051U	22094661	131186	BAIRD	COURTNEY	\$31,627.44	\$15.21
CLAIMS COMMISSIONER	U051U	22094662	120613	BOOTH	DEXTER	\$31,628.69	\$15.21
CLAIMS COMMISSIONER	U051U	22094663	131159	MORRIS	PAUL	\$31,627.44	\$15.21
CLAIMS COMMISSIONER	U051U	22094664	2849	KINSLOW	HENRY	\$33,834.94	\$16.27
CLAIMS COMMISSION DIRECTOR	N154N	22094665	118881	IRBY	KATHRYN	\$85,313.07	\$41.02
ADMINISTRATIVE ANALYST	C037C	22114445	93804	HYCHE	SABREANA	\$40,024.82	\$19.24

Vacant Position