



April 20, 2022

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
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 Department of Finance and Administration – Management Services for your review.

The Department of Finance and Administration is requesting two (2) positions from the OPM surrender pool established by Ark. Code Ann. §21-5-225. The classifications requested as well as the positions intended for surrender are listed below:

CLASSIFICATION SURRENDERED

<u>POSITION</u>	<u>TITLE</u>	<u>GRADE</u>	<u>PAY RANGE</u>
22080005	Fiscal Support Specialist	GS04	\$29,046 - \$42,116
22079976	Fiscal Support Specialist	GS04	\$29,046 - \$42,116

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>PAY RANGE</u>
R041C	DFA Statewide Coordinator	GS11	\$62,531 - \$90,669
A052C	Accounting Coordinator	GS09	\$50,222 - \$72,821

JUSTIFICATION

The Department of Finance and Administration is requesting the above positions in order to address the increasing workload caused by federal funding received by the state. The Statewide Program Coordinator will be responsible for the collection and summarization

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of federal expenditures from all departments, as well as the quarterly reporting for the Coronavirus Aid, Relief, and Economic Security Act (CARES) and the American Rescue Plan Act (ARPA). This position will help alleviate the overtime consistently utilized to accurately complete these assignments. The Accounting Coordinator position will relieve the additional responsibilities that both CARES and ARPA have caused for existing staff including facilitating the receipt, tracking, and reporting of federal expenditures. This request will amount to \$126,686 and the agency has the funds to complete this request.

After review, the Office of Personnel Management **recommends** the approval of two (2) surrender pool positions listed above.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED SERVICES

4/8/2022

DATE

KB/vp:1-2



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

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OFFICE OF THE SECRETARY

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March 25, 2022

Transformation and Shared Services
 Kay Barnhill, State Personnel Administrator
 1509 W 7th, Room 201
 Little Rock, Arkansas 72201

Ms. Barnhill,

The Arkansas Department of Finance and Administration, Office of Accounting – Annual Comprehensive Financial Report (ACFR) respectfully submits a request from the OPM surrender pool for the following three (2) new positions. ACFR presents two (2) positions to submit for surrender in exchange for these positions.

Request for 2 OPM Surrender Pool positions, 1 DFA Statewide Program Coordinator (R041C \ GS11) and 1 Accounting Coordinator (A052C \ GS09)

DFA Statewide Program Coordinator (GS11)

DFA – ACFR requests a new position within the Department of Finance and Administration – Office of Accounting (DFA – OA) – ACFR Section. This position would be a DFA Statewide Program Coordinator (GS11), commonly referred to as an ACFR Liaison.

In the past decade, the amount of federal funds received by the State of Arkansas has increased approximately 30%. In addition, with the allocation of funds from the United State Treasury under the Coronavirus Aid, Relief, and Economic Security Act (CARES), the Office of Accounting (OA) has facilitated the receipt, tracking, and reporting of these federal expenditures. This responsibility has increase with the American Rescue Plan Act (ARPA) and Infrastructure Investment and Jobs Act (Infrastructure) and has directly impacted the existing staff workload.

Within OA, federal reporting must perform two functions: 1.) collection and summarization of federal expenditures from all departments and universities for the Single Audit performed by Legislative Audit and 2.) quarterly reporting of CARES, ARPA, and soon to be Infrastructure expenditures. Although the workload has increased with each new federal revenue stream, staffing has remained consistent with only three staff members. These three staff members

worked over 425 hours in overtime in the last 4 months to complete their jobs as assigned. This workload is only increasing as ARPA projects continue and Infrastructure projects begin.

In addition to the increased federal funds noted above, OA is tasked with the preparing of the Annual Comprehensive Financial Report (ACFR) for the State of Arkansas and the financial statements for the Department of Financial and Administration. The ACFR is prepared following Governmental Accounting Standards Board standards. These standards are continually changing with an estimated 10 new standards requiring implementation in the next 3 to 4 years. Many of these standards are complicated thus requiring additional time to correctly apply. The ACFR directly affects the bond rating of the State of Arkansas and must be prepared with all accounting standards appropriately implemented. The ACFR staff within the OA – Financial Reporting Section worked approximately 1800 hours of overtime in the four-month period ended January 15th.

To address the increasing workload, support more robust monitoring of federal awards, implement new accounting standards, and allow for coverage during periods of leave; I am requesting one new position. The requested positions will be a GS11 - DFA Statewide Program Coordinator (Liaison). This position will allow for the DFA Statewide Program Manager to distribute duties of the collection of federal expenditures for the Single Audit and to cross train on technical accounting standards. This position will both address a shorter term, increased federal report through 2028, and long-term need in assisting in new accounting standards implementation.

This position will report to DFA Assistant Accounting Administrator.

DFA OIS would “return” 1 vacant position to accommodate this request.

22079976	GS04	Fiscal Support Specialist
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Accounting Coordinator (GS09)

DFA requests a new position within the Department of Finance and Administration – Office of Accounting (DFA – OA) – Funds Section. This position would be an Accounting Coordinator (GS09).

DFA – Office of Accounting has been heavily involved with both the Coronavirus Aid, Relief, and Economic Security Act (CARES) and the American Rescue Plan Act (ARPA) funding. The workload of the existing staff has been greatly impacted by the additional responsibilities of facilitating the receipt, tracking, and reporting of these federal expenditures. Both the Appropriation and Fund sections have had to create additional accounting structures in the State’s accounting system to segregate this federal funding for accurate reporting. Several new reports have also been created that are updated daily and used by both the CARES and ARPA Steering Committees as well as presented monthly to legislative committees. Additional duties will be added to both sections as the Infrastructure Investment and Jobs Act (Infrastructure) funding is received.

DFA – Office of Accounting requested and received 2 new positions during FY21 to restructure the Appropriation Section and take the daily appropriation section duties from the Assistant Administrator. At the time those positions were requested, DFA was still working on a plan to restructure the Funds Group so that both sections would each have a manager and 2 employees to provide proper security controls, with both sections answering to the Assistant Administrator. We were able to use existing positions for most of the Funds Section restructure, but need to request 1 position, GS09 – Accounting Coordinator, to complete the office reorganization.

This position will report to the Agency Controller I.

DFA OIS would “return” 1 vacant position to accommodate this request.

22080005	GS04	Fiscal Support Specialist
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Thank you for your consideration.

Sincerely,

Larry W. Walther
DFA Secretary