



June 15, 2022

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 Public Service Commission for your review.

The Arkansas Public Service Commission (PSC) is requesting two (2) positions 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**

<b><u>POSITION NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
22087755	Executive Assistant to Commissioner	G164C	GS07	\$40,340-\$58,493
22087735	Administrative Specialist II	C073C	GS03	\$26,034-\$37,749
22087750	Administrative Analyst	C037C	GS06	\$36,155-\$52,425

**CLASSIFICATIONS REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
D030C	Information Systems Coordinator	IT07	\$64,445 - \$93,445
A028C	PSC Senior Rate Case Analyst	GS11	\$62,531 - \$90,670

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
June 15, 2022  
Page 2.

**JUSTIFICATION**

The Arkansas Public Service Commission is requesting the above positions in order to improve organization and efficiency within the agency. The Information Systems Coordinator position is intended to provide a dedicated resource to the agency's proprietary systems. The agency feels this position is essential to agency operations as there are several applications and network systems that are unique to PSC. The responsibilities of this position cannot be absorbed by existing employees due to the current workload. PSC also requests the PSC Senior Rate Case Analyst position as a means of hiring a well-qualified individual who can assist staff with the increasing workload. The position would be responsible for evaluating filings and presenting subject matter expert testimony before the Commission. The estimated cost for this surrender request is \$160,180 and the department has current funding for this action.

After review of the request, 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

06/03/2022  
DATE

KB/vp:1-2

Ted J. Thomas  
Chairman  
(501) 682-5806

Kimberly A. O'Guinn  
Commissioner  
(501) 682-5809

Justin Tate  
Commissioner  
(501) 682-5809

1353  
**ARKANSAS  
PUBLIC SERVICE COMMISSION  
UTILITIES DIVISION**  
1000 Center Street  
P.O. Box 400  
Little Rock, Arkansas 72203-0400  
<http://www.Arkansas.gov/psc>



Donna Gray  
Executive Director  
(501) 682-1794



May 16, 2022

Ms. Kay Barnhill  
Office of Personnel Management  
501 Woodlane, Suite 201  
Little Rock, 72201

Re: OPM Policy No. 44 – Surrender/Swap Pool Request

Dear Ms. Barnhill:

The Arkansas Public Service Commission (APSC) respectfully requests review and approval of two (2) surrender/swap pool requests in accordance with OPM Policy No. 44.

The first request is to surrender one (1) General Salaries (GS) position in exchange for one (1) Information Technology (IT) position on Commissioners' Staff. The agency is requesting to surrender the following position:

Position Number	Class Code	Title	Grade	Pay Range
22087755	G164C	Executive Assistant to Commissioner	GS07	\$40,340 – \$58,493

In exchange for the surrendered position, we are requesting approval of the following IT position:

Class Code	Title	Grade	Pay Range
D030C	Information Systems Coordinator	IT07	\$64,445 – \$93,445

The requested IT position would provide a dedicated resource for our agency's proprietary systems and is vital to the ongoing operations of our agency. The position will be responsible for proprietary applications and network systems that are unique to APSC business operations, including our Electronic Filing System (EFS) which is used by the

public to access filings before the Commission. EFS is the established means for official parties to docketed proceedings to make and receive filings before the Commission. Other proprietary systems include a data storage system used by our Tax Division, utility customer complaints and inquiries software utilized by our Consumer Services staff, and the inspection database used by our Pipeline Safety Office. Due to current workload, this role cannot be absorbed by an existing staff member.

The second request is to surrender two (2) administrative positions in exchange for one technical position. The agency is requesting to surrender the following two (2) administrative positions:

Position Number	Class Code	Title	Grade	Pay Range
22087735	C073C	Administrative Specialist II	GS03	\$26,034 – \$37,749
22087750	C037C	Administrative Analyst	GS06	\$36,155 – \$52,425

In exchange for the above two surrendered positions, we are requesting approval of the following subject matter expert position:

Class Code	Title	Grade	Pay Range
A028C	PSC Senior Rate Case Analyst	GS11	\$62,531 – \$90,670

This requested realignment of positions would provide an opportunity for hiring or promoting a well-qualified individual to assist Staff in meeting the demands of its ever-increasing workload. The position would be responsible for evaluating utility filings and presenting subject matter expert testimony in proceedings before the Commission.

Thank you for your consideration of this request. Please let me know if you have any questions or need additional information.

Sincerely,



Donna Gray

cc: Ted Thomas  
Vikki Moore-Hearn  
Victoria Peterson

Attachment



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

Business Area	Department Name / Agency Name	Date
0450	Public Service Commission	5/16/2022

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22087755	Executive Assistant to Commissioner	GS07	G164C
22087735	Administrative Specialist II	GS03	C073C
22087750	Administrative Analyst	GS06	C037C

**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
Information Systems Coordinator	IT07	D030C
PSC Senior Rate Case Analyst	GS11	A028C

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.

HR Administrator's Signature

Date

5-16-22

Department Secretary's Signature

Date

5/16/22