



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

OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office
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August 14, 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 Department of Information Services (DIS) for your review.

DIS is requesting one (1) position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classification being requested is an existing title. The position being surrendered is listed below:

| <u>POSITION SURRENDERED</u> | <u>TITLE</u> | <u>GRADE</u> | <u>RANGE</u> |
|-----------------------------|------------------------|--------------|-------------------|
| 22087527 | Database Administrator | IT07 | \$64,445—\$93,445 |

CLASSIFICATIONS REQUESTED

| <u>TITLE</u> | <u>CODE</u> | <u>GRADE</u> | <u>RANGE</u> |
|------------------|-------------|--------------|----------------------|
| DB Administrator | D123C | IT08 | \$71,704 - \$103,970 |

JUSTIFICATION

DIS is requesting to surrender the position listed above to request one (1) existing title DB Administrator, D123C, IT08 from the position pool. The position is currently vacant; the requested title was previously created by this committee at OPM's request to correct a pay plan classification matter.

Due to a recent reorganization, the agency is requesting a new position with an existing title, DB Administrator, D123C, grade IT08, due to the highly skilled and technical requirements of this position along with the programming skills needed to fulfill day-to-day projects. This position will report directly to the State Database Administration Lead in the Enterprise Solutions Management Division. OPM estimates the approval of request will result in a budgetary impact

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of approximately \$7,259. The agency states that it has funding to cover the cost of this request.

The Office of Personnel Management has reviewed this request and **recommends** the approval of one (1) pool position and the requested title.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

JUL 27 2018
Date

KB/sp: 1-2

May 8, 2018

Ms. Kay Barnhill
State Personnel Administrator
Office of Personnel Management
1509 West Seventh Street
Little Rock, Arkansas 72201



Re: Request for Database Administrator, Grade IT08, Class Code D123C

Dear Ms. Barnhill:

The Arkansas Department of Information Systems (DIS) is requesting to surrender position number 22087527, title Database Administrator, grade IT07, and class code D034C. From the pool, we are requesting classification DB Administrator, grade IT08, and class code D123C due to changes in the title, class code, and grade following the implementation of the pay plan, Act 365 this past July. This position was cross graded at the time of the change and was not converted.

Due to the highly skilled and technical requirements of this position along with the programming abilities needed to fulfill day to day projects, the salary of an IT08 is commensurate with the duties of this position. Fulfillment of this request would align this position to its peers who currently are in the D123C class code following the pay plan implementation on July 2, 2017.

There is not an immediate plan to fill this position in the next few months; however, leaving it in the wrong class code creates a disparity among the titles for our authorized positions within the same title and job description, and once new projects arise, a need for the position will too. Thank you for your assistance and review of this request.

Sincerely,

Yessica Jones

CTO/Director



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

| | | |
|---------------|-----------------------------------|----------|
| Business Area | Agency/Institution | Date |
| 0470 | Department of Information Systems | 05/08/18 |

Position(s) to be Surrendered

| Position/Item Number | Classification Title | Pay Grade | Class Code |
|----------------------|------------------------|-----------|------------|
| 22087527 | Database Administrator | IT07 | D034C |
| | | | |
| | | | |
| | | | |

Classification(s) Requested

| N/A | Classification Title | Pay Grade | Class Code |
|-----|--|-----------|------------|
| | ^{DB} Database Administrator | IT08 | D123C |
| | | | |
| | | | |
| | | | |

I Herby 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>Nancy Jaworski</i> | 5/8/18 |
| Agency Director | Date |
| <i>[Signature]</i> | 5/8/18 |



**Department of Finance & Administration
Office of Budget**

FORM PACERT

CERTIFICATION OF FUNDING FOR PERSONNEL ACTIONS

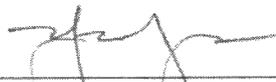
Agencies must complete this form for personnel actions involving director's discretion under the Uniform Classification & Compensation Act for either incumbents or new hires. By completing this form, your agency certifies that sufficient agency funds exist and are available during the current fiscal year, and are expected to be available on an ongoing basis, to cover the requested salary adjustment. Agencies requesting discretionary increases will not be eligible for additional Merit Adjustment Fund disbursements to cover the costs of such increases. For adjustments affecting more than one position, please attach a spreadsheet with the information below listed for each position. A signed copy of this form must be attached.

| | | | |
|--|---|-----------|-----------|
| 1. Business Area/Agency: | 0470 - Department of Information Systemes | | |
| 2. Type of Action Requested: | Surrender Pool | | |
| 3. Employee Name: | N/A | | |
| 4. Employee Personnel Number (if any): | N/A | | |
| 5. Position Number: | | | |
| 6. Job Title: | Database Administrator | | |
| 7. Class Code: | D123C | 8. Grade: | IT08 |
| 9. Current Salary: | | | \$ 64,445 |
| 10. Requested Salary: | | | \$ 71,705 |
| 11. Change in Salary: | | | \$ 7,260 |
| 12. Change in Personal Services Match: | | | \$ 420 |
| 13. Total Budgetary Impact: | | | \$ 7,680 |
| 14. Fund Center: | 2QX | | |
| 15. Cost Center: | 339350 | | |
| 16. Funding Source: | Cost Recovery Billings | | |
| 17. Current Budget for Appropriation: | \$93,811,097 | | |
| 18. Certified Funding for Appropriation: | \$93,811,097 | | |

Justification.

Cost recovery position = 100% billable.

By signing this document, I certify that sufficient agency funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Merit Adjustment Fund.



Agency Director

5/8/18

Date