



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

**OFFICE OF PERSONNEL MANAGEMENT  
Administrator's Office**  
1509 West Seventh Street, Suite 201  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278  
Phone: (501) 682-1823  
[www.dfa.arkansas.gov](http://www.dfa.arkansas.gov)

September 18, 2013

Representative Andrea Lea, Co-Chairperson  
Senator Uvalde Lindsey, 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 Department of Finance and Administration (DFA), Office of Information Services (OIS) for your review.

The Department of Finance and Administration (DFA), Office of Information Services (OIS) has requested to obtain three positions from the general pool as established by ACA 21-5-225 (a)(1) which states:

- (1) *There is established a pool of two hundred fifty (250) career service positions at grade C130 and one hundred fifty (150) professional and executive positions at grade N922 assigned to the Office of Personnel Management to be used to reclassify positions in state agencies and institutions to the proper classification and grade if the state agency or institution does not have a vacant position available with the appropriate classification and grade.*
- (2)
  - (A) *Positions authorized as career service positions may not be reclassified as professional and executive classifications utilizing these pool positions.*
  - (B) *Positions authorized as professional and executive classifications may not be reclassified into career service classifications utilizing these pool positions.*
- (3) *To obtain a position from the pool, a state agency or institution must surrender to the pool the position being reclassified.*
- (4) *The office shall review all requests and may grant approval of the reclassification after review by the Personnel Committee.*
- (5) *No position established under this section shall exceed a salary rate in excess of the highest rate established by grade in the requesting agency's or institution's appropriation act.*

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22079978	Administrative Specialist I	C087C	C106
22076999	Administrative Specialist II	C073C	C109
22079985	Administrative Specialist II	C073C	C109

#### CLASSIFICATIONS REQUESTED

State Systems Specialist	D023C	C124
Software Engineer	D027C	C124
DFA Enterprise Resource Planning (ERP) Group Lead	D021C	C125

#### JUSTIFICATION:

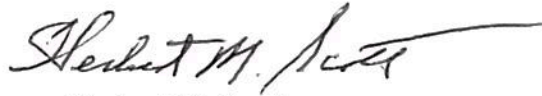
These positions are being requested due to the implementation of the Employee Self Service (ESS) Time Management functions which will enable new features within the AASIS system. This implementation will require long term maintenance and support of the new features by trained employees with specialized skills and extensive knowledge of the ESS Time Management functionality which currently does not exist at the AASIS Service Center (ASC). These employees will work side-by-side with the consultants to transfer knowledge and grow their skills so that they can become self-sufficient and capable of maintaining and supporting the time management component without contract consulting support. Staffing this project with experienced and knowledgeable employees improves quality and reduces the overall implementation risk while lowering the long term cost of system support by approximately \$929,200 on a yearly basis.

The State Systems Specialist position will be responsible for the design and development of the portal infrastructure to enable features and functions associated with SAP Employee Self-Service. The Software Engineer position will primarily be responsible for the design and development of automated business process workflows within AASIS. Lastly, the DFA ERP Group Lead position will be responsible for the design and development of SAP Employee Self-Service (ESS) functionality including Time Management and Leave Request.

The Office of Personnel Management has reviewed this request from DFA, OIS and **recommends** establishment of three pool positions to manage the new features within AASIS. Your consideration of this request is greatly appreciated.

Representative Andrea Lea, Co-Chair  
Senator Uvalde Lindsey, Co-Chair  
September 18, 2013  
Page 3 of 3

Sincerely,



Herbert M. Scott  
State Personnel Administrator



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Chief Fiscal Officer of the State

AUG 26 2013

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Date

HMS/CLS:1-3



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

**OFFICE OF ADMINISTRATIVE SERVICES**  
 1515 West Seventh Street, Suite 700  
 Post Office Box 2485  
 Little Rock, AR 72203-2485  
 Phone: (501) 324-9057  
 Fax: (501) 324-9070  
 www.dfa.arkansas.gov

August 21, 2013

**RECEIVED**

**AUG 21 2013**

Herb Scott, State Personnel Administrator  
 Office of Personnel Management  
 Department of Finance and Administration  
 1509 West 7<sup>th</sup> Street, Suite 201  
 Little Rock, AR 72201

**OFFICE OF PERSONNEL MGMT  
 CLASS & COMP**

Dear Mr. Scott:

DFA Management Services requests for our Office of Information Services (OIS) to obtain three (3) pool positions established under ACA §21-5-225 a(1). The positions are needed in order to effectively provide long term maintenance and support of the new Employee Self Service (ESS) Time Management features and functions. Throughout the project life-cycle, the consultants will work side-by-side with the AASIS Service Center staff to transfer knowledge and grow their skills to become self-sufficient and capable of maintaining and supporting the system without any consulting support. This approach to staffing the ESS Time Management project improves quality and reduces the overall implementation risk, while lowering the long term cost of system support and maintenance. An estimated \$929,200 of yearly costs will be saved.

The classifications for positions requested:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
State System Specialist	D023C	C124
Software Engineer	D027C	C124
DFA ERP Group Lead	D021C	C125

Positions to be surrendered:

<u>POSITION#</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
22079978	Administrative Specialist I	C087C	C106
22076999	Administrative Specialist II	C073C	C109
22079985	Administrative Specialist II	C073C	C109

DFA surrendered over 69 authorized positions and did not request any new positions during the 2013 Regular Session of the 89<sup>th</sup> General Assembly; reducing overall positions by 2.4%, your consideration of this request is greatly appreciated.

Sincerely,

Carla Wooley-Haugen  
 OAS Administrator

## Time Management Automation Employee Self-Service (ESS)

### BUSINESS JUSTIFICATION FOR NEW ASC POSITIONS

The implementation of Time Management Employee Self-Service (ESS) functionality will enable new features and functions within the AASIS system. The implementation will require an increased knowledge base and specialized skills that currently do not exist at the AASIS Service Center (ASC). As a result, skilled consultants having experience with ESS Time Management functionality will be engaged to support the design and development of the AASIS system enhancements. In order to effectively provide long term maintenance and support of the new ESS Time Management features and functions, three (3) additional ASC staff positions are required. Throughout the project life-cycle, the consultants will work side-by-side with the ASC staff to transfer knowledge and grow their skills so that they become self-sufficient and capable of maintaining and supporting the AASIS system without any consulting support. This approach to staffing the ESS Time Management project improves quality and reduces the overall implementation risk, while lowering the long term cost of system support and maintenance.

#### PORTAL ANALYST

Primarily responsible for the design and development of the portal infrastructure to enable features and functions associated with SAP Employee Self-Service. The existing portal infrastructure will need to be enhanced to provide a secure platform for accessing self-service functionality and system update capabilities within the AASIS system. Long term system maintenance will require timely installation of system security patches and support packs to prevent unauthorized intrusion and penetration into the AASIS System.

#### ESS/MSS ANALYST

Primarily responsible for the design and development of SAP Employee Self-Service (ESS) functionality including Time Management and Leave Request. The ESS/MSS Functional Analyst will work closely with the Workflow Analyst to enable self-service components in SAP ECC and the SAP Portal including HR Organization Structure enhancements and automated workflows within AASIS.

#### WORKFLOW ANALYST

Primarily responsible for the design and development of automated business process workflows within the AASIS system. Enhancements to the existing HR organization structures will be required in the AASIS system to ensure proper approvals. The workflow analyst will work closely with the ESS/MSS analyst to define a structured system design for the authorization and routing hierarchy of Time Entry and Leave Request approvals.

### ESTIMATED COST COMPARISONS

An estimated \$929,200 of yearly maintenance and support costs will be saved by adding three (3) new positions to the ASC staff rather than relying on consultants for the long-term maintenance and support of ESS Time Management.

Staff Position	Class Code	Title	Estimated Yearly Cost	
			State Salary / Fringe	Consulting Contract/Fees
Portal Analyst	D023C	State Systems Specialist	\$81,000	\$384,800
ESS/MSS Analyst	D021C	DFA ERP Group Lead	\$84,000	\$405,600
Workflow Analyst	D027C	Software Engineer	\$81,000	\$384,800
<b>TOTAL</b>			<b>\$246,000</b>	<b>\$1,175,200</b>

<b>Potential Yearly Savings</b>	<b>\$929,200</b>
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