



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
<http://www.state.ar.us/dfa>

October 16, 2013

Representative Andrea Lea, Co-Chairman
 Senator Uvalde Lindsey, Co-Chairman
 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 Public Service Commission (PSC) for your review.

The Arkansas Public Service Commission is requesting a position from the position pool established by Arkansas Code 21-5-225 (a) (1). The classification requested along with the positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22087741	Administrative Specialist III	C056C	C112
22087762	Legal Support Specialist	C046C	C113

CLASSIFICATION REQUESTED

Attorney Specialist	G047C	C126
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JUSTIFICATION

The Arkansas Public Service Commission (PSC) is requesting to surrender one Administrative Specialist III position, grade C112 and one Legal Support Specialist, grade C113 to obtain one Attorney Specialist position, grade C126, from the position pool.

This position will be located in the Secretary of the Commission's office within the Commission's Utilities Division. The Secretary of the Commission is the custodian of all official records for the Commission and must be familiar with the requirements of the Arkansas statutes and Commission rules that govern filings before the Commission. The duties and responsibilities necessary to be familiar and work with these statutes and rules require an attorney's knowledge and skills. The agency's request for this position is based on the need to

Representative Andrea Lea, Co-Chairman
Senator Uvalde Lindsey, Co-Chairman
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make informed decisions and respond to legal and administrative inquiries from attorneys representing filing parties and the general public.

The Office of Personnel Management has reviewed this request and **recommends** approval of a pool position for the classification of Attorney Specialist, grade C126.

Your approval of this request is greatly appreciated.

Sincerely,

Herbert M. Scott
mj sh

Herbert M. Scott
State Personnel Administrator



Chief Fiscal Officer of the State

OCT -1 2013

Date

HMS/DC

Colette D. Honorable
Chairman
(501) 682-1455

Olan W. Reeves
Commissioner
(501) 682-1453

Elana C. Wills
Commissioner
(501) 682-1451

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



September 12, 2013

RECEIVED

SEP 11 2013

OFFICE OF PERSONNEL MGMT
CLASS & COMP

Mr. Herb Scott
State Personnel Administrator
Arkansas Department of Finance and Administration
Office of Personnel Management, Administrator's Office
1509 West Seventh Street, Suite 201
Little Rock, AR 72203-3278

Dear Mr. Scott:

I am requesting a Grade CI26 Attorney Specialist pool position for the Commission's Utilities Division. This position will be assigned to the Secretary of the Commission's Office. The Secretary of the Commission's Office is responsible for receiving all filings with the Commission and for maintaining all official Commission records. All documents filed with the Commission and all orders issued by the Commission are processed by the office. The Secretary of the Commission provides the public with access to the official Commission records either directly as requested or through the Commission's Internet website.

The duties and responsibilities of the Secretary of the Commission are not simply clerical or administrative in nature. Beyond serving as the custodian of the official records of the Commission, the Secretary of the Commission is required to make informed decisions and respond to questions regarding the requirements of applicable Arkansas statutes and the Commission's rules. For your convenience, I have enclosed a copy of the provisions of the Commission's Rules of Practice and Procedure that address the responsibilities of the Secretary of the Commission.

An Attorney Specialist position is needed to effectively perform the duties of the Secretary of the Commission's Office. The Secretary of the Commission must be familiar with the requirements of the Arkansas statutes and Commission rules that govern filings before the Commission. Pursuant to the Commission's Rules of Practice and Procedure, the Secretary of the Commission is responsible for the initial review of all filings with the Commission for compliance with the applicable statutes and rules. The Secretary of the Commission is responsible for issuing all required notices regarding hearings. The Secretary of the Commission is responsible for assigning a docket number and docket type to each matter filed with the Commission. To perform this function, the Secretary of the Commission must be familiar with utility filings with the Commission and the Arkansas statutes governing those filings. The Secretary of the Commission is the custodian of all official records of the Commission and must

Mr. Herb Scott
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supervise the other employees in the Secretary of the Commission's Office to ensure filings are properly assigned and accurately maintained. The Secretary of the Commission routinely responds to legal and administrative questions from attorneys representing parties preparing filings before the Commission and from members of the public which require a thorough knowledge of the statutory requirements governing the Commission. The duties and responsibilities of the Secretary of the Commission require an attorney's knowledge of the applicable Arkansas statutes and Commission rules to adequately fulfill those established duties and responsibilities.

Based upon the foregoing, I respectfully request that you approve the Agency's request for a pool position of a Grade C126 Attorney Specialist. For your convenience, I have enclosed the current and proposed class specification for the position. I have also enclosed the requisite Office of Personnel Management forms. As required, the Commission is prepared to surrender two current positions: a Grade C113 Legal Support Specialist Position (Position Number 22087762) and a Grade C112 Administrative Specialist III Position (Position Number 22087741) when the requested position is granted and in place. I appreciate your prompt consideration of this request. If you have any questions or require any additional information, please contact John Bethel, Vikki Moore, or me.

Sincerely,



Colette D. Honorable
Chairman

Enclosures



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

Business Area	Agency/Institution	Date
0450	Public Service Commission	09/10/13

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22087741	Administrative Specialist III	C112	C056C
22087762	Legal Support Specialist	C113	C046C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Attorney Specialist	C126	G047C

I Hereby 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>Celina Moore</i>	09/10/13

Agency Director	Date
<i>John P. Best</i>	09/10/13