



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

**OFFICE OF PERSONNEL MANAGEMENT  
 Administrator's Office**  
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August 17, 2016

Senator Uvalde Lindsey, Co-Chairperson  
 Representative Lanny Fite, 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 Human Services, Office of the Director (DHS) for your review.

DHS is requesting five (5) positions from the OPM Central Growth Pool, as established by Ark Code Ann. §21-5-225(b) which states:

*Central growth pool positions are to be used by the state agencies if the personnel services needs exceed the number of positions in a classification authorized by the General Assembly and were not anticipated at the time of the passage of the agency's operating appropriation act.*

The agency is also requesting the establishment of seven (7) new job classifications due to recent restructuring. DHS requests the positions and titles listed below:

**CLASSIFICATIONS REQUESTED**

<u>NO.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASSCODE</u>	<u>GRADE</u>
4	DHS IT Senior Engineer	New	N906
1	DHS Dep Chief Procurement Officer	New	N905

In addition, DHS is also requesting the creation of the following five (5) classifications:

<u>NEW CLASSIFICATION TITLES</u>	<u>GRADE</u>
DHS Chief Financial Officer	N916
DHS Dep Chief Fin Officer – Medical Services	N915
DHS Dep Chief Fin Officer - Human Services	N912
DHS Eligibility System Program Manager	N906
DHS Dep Dir Leg Affairs	N901

Although not required by statute, DHS will surrender the following thirty five (35) positions which will be permanently delimited from its appropriation during the next General Assembly:

**CLASSIFICATIONS SURRENDERED**

<b><u>POSITION NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>
22102748	Stock Clerk	V031C	C102
22100954	Mail Services Assistant	C088C	C105
22103151	Shipping & Receiving Clerk	V030C	C105
22101583	Administrative Specialist I	C087C	C106
22110544	Administrative Specialist I	C087C	C106
22101049	Administrative Specialist I	C087C	C106
22110939	Administrative Specialist I	C087C	C106
22099755	Administrative Specialist I	C087C	C106
22099497	Administrative Specialist I	C087C	C106
22111973	Warehouse Worker	V028C	C106
22099789	Equipment Technician	S070C	C107
22102367	Fiscal Support Technician	A102C	C108
22103895	Maintenance Assistant	S065C	C108
22102615	Patient Account Specialist	C066C	C109
22078393	Patient Account Specialist	C066C	C109
22102382	Administrative Specialist II	C073C	C109
22109483	Administrative Specialist II	C073C	C109
22103129	Administrative Specialist II	C073C	C109
22103220	Administrative Specialist II	C073C	C109
22100993	Administrative Specialist II	C073C	C109
22099304	Patient Account Specialist	C066C	C109
22104303	Human Resources Assistant	R038C	C110
22110820	Human Resources Assistant	R038C	C110
22100721	Volunteer Services Coordinator	M078C	C111
22101484	Administrative Specialist III	C056C	C112
22102421	Administrative Specialist III	C056C	C112
22099380	Administrative Specialist III	C056C	C112
22100269	Administrative Specialist III	C056C	C112
22098157	Administrative Specialist III	C056C	C112
22103693	Fiscal Support Specialist	A098C	C112
22097450	Fiscal Support Specialist	A098C	C112
22104354	Fiscal Support Specialist	A098C	C112
22111201	Fiscal Support Specialist	A098C	C112
22100472	Accountant I	A089C	C116

**JUSTIFICATON**

DHS requests the five (5) positions listed above from the OPM Central Growth Pool to address new agency organizational changes. In March 2016, under the direction of a new administration, an extensive internal review of the agency was conducted. This review identified several components of the agency that needed immediate modifications. The most critical of these findings recommended centralizing the administrative operations of the agency into the following units: are Finance, Human Resources, Information Technology, and Procurement. DHS states that, in order to be effective, the agency needs the above positions and titles and the ability to hire at prevailing labor market rates.

The agency estimates the total cost of implementing these positions at \$392,409 (**Attachment I**). As policy dictates in regards to position pool requests, DHS is surrendering a total of 35 vacant positions, totaling \$769,260 to help offset the cost of implementing these five (5) positions (**Attachment II**).

In addition, DHS is requesting the establishment of a five (5) additional classifications without pool positions in order to properly classify incumbents that will placed in these positions (**Attachment III**). The agency has created job descriptions that will ensure job duties and functions of these requested positions are operating within the guidelines of both federal and state regulations as well as meeting the goals and objectives of the agency. DHS attests that the creation of these classifications will not result in a reduction-in-force with current staff.

The Office of Personnel Management (OPM) has reviewed this request and **recommends** approval of five (5) positions from the OPM Central Growth with two (2) new classifications listed above and the creation of five additional (5) new classifications without associated pool positions.

Your approval of this request is greatly appreciated.

Sincerely,

Kay Barnhill  
State Personnel Administrator

  
\_\_\_\_\_  
Chief Fiscal Officer of the State

8/12/16

\_\_\_\_\_  
Date



## Office of Director

P.O. Box 1437, Slot S201 · Little Rock, AR 72203-1437  
501-682-8650 · Fax: 501-682-6836 · TDD: 501-682-8820



August 11, 2016

Ms. Kay Barnhill Terry  
State Personnel Administrator  
Department of Finance and Administration  
Office of Personnel and Management  
1509 West 7<sup>th</sup> Street  
Little Rock, AR 72203



RE: Revised Supplemental Pool Position Request  
Department of Human Services

Ms. Terry:

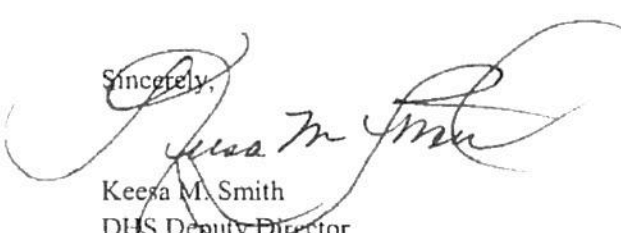
The department is requesting five (5) positions from the Office of Personnel Management's position pool established by Arkansas Code Annotated 21-5-225(a)(1). The need for these positions is to complete organizational restructuring and address the inconsistent visibility into the core business functions of the department as well as lack of clarity on accountability and responsibility.

To off-set the cost of this request, the department is surrendering a total of thirty-five (35) positions. These positions were previously provided to your office and noted in the letter provided by George Bryant on August 3, 2016.

In addition, the department is requesting the establishment and implementation of five (5) new classification titles. Attached are the requested titles. Please note the following changes- the position previously listed as DHS EEF Program Manager is now titled DHS Eligibility System Program Manager and the position previously listed as DHS Deputy Director of Intergovernmental Affairs is now titled DHS Deputy Director of Legislative Affairs.

If you have any questions or need any additional information, please give me a call at (501) 682-8649.

Sincerely,

  
Keera M. Smith  
DHS Deputy Director

**DHS Position and Growth Personnel Committee Request  
Summary**

The Arkansas Department of Human Services is requesting for the following positions in order to address recent organizational restructuring:

Below, please find the 5 positions from the Surrender Pool. All are new titles and grades

<b><u>Surrender Pool Positions</u></b>	<b><u>GRADE</u></b>
<b>Information Technology Positions</b> (4) DHS IT Senior Engineer	N906
<b>Procurement</b> (1) DHS Dep Chief Procurement Officer	N905

In addition, DHS is also requesting the following 5 new titles:

**5 New Titles (Not a part of the Pool Request)**

<b>Financial</b>	
DHS Chief Financial Officer	N916
DHS Dep Chief Fin Officer – Medical Services	N915
DHS Dep Chief Fin Officer - Human Services	N912
DHS Eligibility System Program Manager	N906
<b>Legislative Affairs</b>	
DHS Dep Dir of Leg Affairs	N901

**CLASS TITLE:** DHS Chief Financial Officer

**GRADE:** N916

### **CLASS SUMMARY**

The DHS Chief Financial Officer (CFO) reports to the Director's Office and serves on the executive leadership team. The CFO is responsible for overseeing all financial activities occurring within the department as well as financial policy and long-term financial planning. It is governed by state and federal laws and agency/institution policies.

### **TYPICAL FUNCTIONS**

- Serves as member of the Executive Leadership team.
- Directs the activities of financial personnel through lower level managers and supervisors by determining overall financial goals and objectives and by managing subordinate staff, including interviewing, hiring, providing training, assigning and reviewing work, evaluating the performance of immediate subordinates, and serving as performance evaluation reviewing official for lower level financial employees.
- Oversees the development, revision, implementation, and monitoring of administrative policies and procedures, biennial and interim budgets, and reallocation needs of the department.
- Ability to prepare and provide information to agency management, the legislative and executive branches, and others.
- OTHER DUTIES AS DEEMED NECESSARY.

### **SPECIAL JOB DIMENSIONS**

Occasional in-state travel may be required.

### **KNOWLEDGES, ABILITIES, AND SKILLS**

- Strong communication skills both orally and written.
- Knowledge of state and federal laws, rules, regulations, policies, and procedures related to accounting and fiscal management, budget development and maintenance.
- Knowledge of the State Legislative and budgetary process.
- Knowledge of Generally Accepted Accounting Principles (GAAP) related to cash flow, revenue and expense analysis, cost allocation, and budgeting.
- Ability to interpret and apply laws, rules, regulations, policies and procedures, and develop legislation or recommended revisions.
- Ability to plan and direct the work of others.
- Ability to analyze data, plan outcomes, and determine solutions.

### **MINIMUM QUALIFICATIONS**

The formal education equivalent of bachelor's degree in accounting, finance, or a related area; plus nine years of experience in the area of accounting, finance, or a related field, including four years in a professional financial management capacity. It is preferred to be an active Certified Public Accountant (CPA). Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

**CLASS TITLE:** DHS Deputy Chief Financial Officer- Medicaid Svces

**GRADE:** N915

### **CLASS SUMMARY**

The DHS Deputy Chief Financial Officer (CFO) reports to the DHS CFO and serves on the executive leadership team of the Office of the CFO. The Deputy CFO is responsible for overseeing all financial activities occurring within assigned areas within the department as well as financial policy and long-term financial planning for the divisional or population driven components of DHS within their assigned purview. It is governed by state and federal laws and agency/institution policies.

### **TYPICAL FUNCTIONS**

- Serves as member of the Office of the CFO Executive Leadership team.
- Directs the activities of financial personnel through lower level managers and supervisors by determining overall financial goals and objectives and by managing subordinate staff, including interviewing, hiring, providing training, assigning and reviewing work, evaluating the performance of immediate subordinates, and serving as performance evaluation reviewing official for lower level financial employees.
- Contributes to the development, revision, implementation, and monitoring of administrative policies and procedures, biennial and interim budgets, and reallocation needs of the divisional or population driven components of DHS within their assigned purview.
- Ability to prepare and provide information to agency management, the legislative and executive branches, and others.
- OTHER DUTIES AS DEEMED NECESSARY.

### **SPECIAL JOB DIMENSIONS**

Occasional in-state travel may be required.

### **KNOWLEDGES, ABILITIES, AND SKILLS**

- Strong communication skills both orally and written.
- Knowledge of state and federal laws, rules, regulations, policies, and procedures related to accounting and fiscal management, budget development and maintenance.
- Knowledge of Medicaid programs, budget and compliance.
- Knowledge of the State Legislative and budgetary process.
- Knowledge of Generally Accepted Accounting Principles (GAAP) related to cash flow, revenue and expense analysis, cost allocation, and budgeting.
- Ability to interpret and apply laws, rules, regulations, policies and procedures, and develop legislation or recommended revisions.
- Ability to plan and direct the work of others.
- Ability to analyze data, plan outcomes, and determine solutions.

### **MINIMUM QUALIFICATIONS**

The formal education equivalent of bachelor's degree in accounting, finance, or a related area; plus nine years of experience in the area of accounting, finance, or a related field, including six years in a professional financial management capacity. It is preferred to be an active Certified Public Accountant (CPA). Strong preference for direct experience in state Medicaid programs including upper level management of budget, compliance, provider reimbursement and engagement in information systems development.

Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

**CLASS TITLE:** DHS Deputy Chief Financial Officer-Human Services

**GRADE:** N912

### **CLASS SUMMARY**

The DHS Deputy Chief Financial Officer (CFO) reports to the DHS CFO and serves on the executive leadership team of the Office of the CFO. The Deputy CFO is responsible for overseeing all financial activities occurring within assigned areas within the department as well as financial policy and long-term financial planning for the divisional or population driven components of DHS within their assigned purview. It is governed by state and federal laws and agency/institution policies.

### **TYPICAL FUNCTIONS**

- Serves as member of the Office of the CFO Executive Leadership team.
- Directs the activities of financial personnel through lower level managers and supervisors by determining overall financial goals and objectives and by managing subordinate staff, including interviewing, hiring, providing training, assigning and reviewing work, evaluating the performance of immediate subordinates, and serving as performance evaluation reviewing official for lower level financial employees.
- Contributes to the development, revision, implementation, and monitoring of administrative policies and procedures, biennial and interim budgets, and reallocation needs of the divisional or population driven components of DHS within their assigned purview.
- Ability to prepare and provide information to agency management, the legislative and executive branches, and others.
- OTHER DUTIES AS DEEMED NECESSARY.

### **SPECIAL JOB DIMENSIONS**

Occasional in-state travel may be required.

### **KNOWLEDGES, ABILITIES, AND SKILLS**

- Strong communication skills both orally and written.
- Knowledge of state and federal laws, rules, regulations, policies, and procedures related to accounting and fiscal management, budget development and maintenance.
- Knowledge of the State Legislative and budgetary process.
- Knowledge of Generally Accepted Accounting Principles (GAAP) related to cash flow, revenue and expense analysis, cost allocation, and budgeting.
- Ability to interpret and apply laws, rules, regulations, policies and procedures, and develop legislation or recommended revisions.
- Ability to plan and direct the work of others.
- Ability to analyze data, plan outcomes, and determine solutions.

### **MINIMUM QUALIFICATIONS**

The formal education equivalent of bachelor's degree in accounting, finance, or a related area; plus nine years of experience in the area of accounting, finance, or a related field, including four years in a professional financial management capacity. It is preferred to be an active Certified Public Accountant (CPA). Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.



## CLASS SPECIFICATION

CLASS TITLE: DHS ELIGIBILITY SYSTEM PROGRAM MANAGER

Class Code: N906

### CLASS SUMMARY

The Department of Human Services, Office of Information Technology Program Manager is responsible for directing, organizing, and coordinating multiple eligibility enrollment information systems within the Department of Human Services. This position is governed by state and federal laws and agency/institution policy.

### TYPICAL FUNCTIONS

Directs the activities of personnel through lower level managers and supervisors by determining overall division goals and objectives and by managing subordinate staff, including interviewing, hiring, providing training, assigning and reviewing work, evaluating the performance of immediate subordinates, and serving as performance evaluation reviewing official for lower level divisional employees. Provides testimony, reports, and information to the Arkansas General Assembly, the Governor's Office, and other interested parties. Develops and reviews operating and program policies and procedures, reviews and evaluates programs and services with departmental leaders, and makes changes, as necessary, to assure compliance with federal and state regulations and laws. Provide technical assistance, guidance, and information regarding information systems' issues to internal and external agency contacts, legislators, providers, and other customers by researching and interpreting federal and state laws and regulations and agency policies and procedures. Conducts and attends meetings, conferences, and/or workshops to disseminate professional information relating to information systems issues, programs, and practices. Develops and recommends new and revised statutes, policies, and procedures to respond to changes in operational needs, objectives and priorities, and to improve the effectiveness of DHS operations. Performs other duties as assigned.

### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the principles and practices of organizational management, human resources management, and public administration. Knowledge of state and federal laws, rules, regulations, policies, and procedures related to accounting and fiscal management, budget development and maintenance, and procurement and asset management. Knowledge of information systems and services. Knowledge of state and federal laws, rules, and regulations affecting IT services. Ability to develop, implement, interpret, and apply state and federal laws and administrative and operational policies related to service areas. Ability to prepare and present oral and written reports and recommendations. Ability to develop and implement strategic plans related to program goals and evaluate programs and policies to improve service delivery. Ability to plan and direct the work of others.

### MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in finance, business administration, public administration, nursing, or a related field; plus six years of experience in computer science, IT or business administration or a related field, including two years supervisory experience. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

**CLASS TITLE: DHS DEP DIR LEG AFFAIRS****GRADE: N901****CLASS SUMMARY**

The DHS Deputy Director of Legislative Affairs reports to the DHS Chief Legislative Affairs Director and serves as the liaison between the chief, agency, the Legislature, other executive branch agencies and external stakeholders at the local, state and federal levels. It is governed by state and federal laws and agency/institution policies.

**TYPICAL FUNCTIONS**

- Assists the chief and/or executive staff regarding legislative and other public policy matters.
- Assists with providing technical support and resources on matters relating to governmental and legislative directives or proposals as well as developing governmental or legislative issues that may affect the department.
- Supports effective sponsorship of department positions with management and external stakeholders.
- Perform other duties as assigned.

**SPECIAL JOB DIMENSIONS**

Occasional in-state travel may be required.

**KNOWLEDGES, ABILITIES, AND SKILLS**

- Strong written and oral communication skills.
- Ability to be detail, goal and results oriented.
- Knowledge of the State Legislative process.
- Ability to create and retain working relationships with various state agencies, commissions, and boards.
- Ability to work with little or no supervision or in a team setting to build and maintain internal and external partnerships.
- Knowledge of agency operations in order to effectively assist with the changes required by legislative initiatives.

**MINIMUM QUALIFICATIONS**

The formal education equivalent of a bachelor's degree in general business, public administration, psychology, sociology, or a related field; plus three years of professional Local, State, and Federal governmental affairs experience. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

New Titles Positons 2016

ATTACHMENT I

Positons Requested

<u># Positions</u>	<u>New Title</u>	<u>Grade</u>	<u>Current Authorized Title</u>	<u>Cost</u>	<u>Division</u>	<u>Pool Source</u>
4	DHS IT Senior Engineer	N906	(non exist)	\$316,328	DAS	Swap
1	DHS Dep Chief Procurement Officer	N905	(non exist)	\$76,081	DAS	Swap
<b>5</b>	<b>TOTAL REQUESTED</b>			<b>\$392,409</b>		

DHS Pool Positions  
Surrender 080116 (2)

ATTACHMENT II

Position Number	Authorized Title	Auth Class Code	Auth Grade	Division	Cost
22101583	ADMINISTRATIVE SPECIALIST I	C087C	C106	DBHS	\$ 18,855
22110544	ADMINISTRATIVE SPECIALIST I	C087C	C106	DBHS	\$ 18,855
22102367	FISCAL SUPPORT TECHNICIAN	A102C	C108	DBHS	\$ 20,788
22100954	MAIL SERVICES ASSISTANT	C088C	C105	DBHS	\$ 17,957
22103151	SHIPPING & RECEIVING CLERK	V030C	C105	DBHS	\$ 17,957
22102748	STOCK CLERK	V031C	C102	DBHS	\$ 15,512
				<b>DBHS Total</b>	<b>\$ 109,925</b>
22102615	PATIENT ACCOUNT SPECIALIST	C066C	C109	DCFS	\$ 21,827
22078393	PATIENT ACCOUNT SPECIALIST	C066C	C109	DCFS	\$ 21,827
				<b>DCFS Total</b>	<b>\$ 43,654</b>
22101049	ADMINISTRATIVE SPECIALIST I	C087C	C106	DDS	\$ 18,855
22110939	ADMINISTRATIVE SPECIALIST I	C087C	C106	DDS	\$ 18,855
22109483	ADMINISTRATIVE SPECIALIST II	C073C	C109	DDS	\$ 21,827
22102382	ADMINISTRATIVE SPECIALIST II	C073C	C109	DDS	\$ 21,827
22103129	ADMINISTRATIVE SPECIALIST II	C073C	C109	DDS	\$ 21,827
22103220	ADMINISTRATIVE SPECIALIST II	C073C	C109	DDS	\$ 21,827
22097350	ADMINISTRATIVE SPECIALIST II	C073C	C109	DDS	\$ 21,827
22100993	ADMINISTRATIVE SPECIALIST II	C073C	C109	DDS	\$ 21,827
22101484	ADMINISTRATIVE SPECIALIST III	C056C	C112	DDS	\$ 25,268
22102421	ADMINISTRATIVE SPECIALIST III	C056C	C112	DDS	\$ 25,268
22099789	EQUIPMENT TECHNICIAN	S070C	C107	DDS	\$ 19,798
22103895	MAINTENANCE ASSISTANT	S065C	C108	DDS	\$ 20,788

DHS Pool Positions  
Surrender 080116 (2)

ATTACHMENT II

Position Number	Authorized Title	Auth Class Code	Auth Grade	Division	Cost
22099304	PATIENT ACCOUNT SPECIALIST	C066C	C109	DDS	\$ 21,827
22100721	VOLUNTEER SERVICES COORDINATOR	M078C	C111	DDS	\$ 24,065
				<b>DDS Total</b>	<b>\$ 305,688</b>
22099380	ADMINISTRATIVE SPECIALIST III	C056C	C112	DMS	\$ 25,268
				<b>DMS Total</b>	<b>\$ 25,268</b>
22100472	ACCOUNTANT I	A089C	C116	DAS	\$ 30,713
22099755	ADMINISTRATIVE SPECIALIST I	C087C	C106	DAS	\$ 18,855
22099497	ADMINISTRATIVE SPECIALIST I	C087C	C106	DAS	\$ 18,855
22100269	ADMINISTRATIVE SPECIALIST III	C056C	C112	DAS	\$ 25,268
22098157	ADMINISTRATIVE SPECIALIST III	C056C	C112	DAS	\$ 25,268
22103693	FISCAL SUPPORT SPECIALIST	A098C	C112	DAS	\$ 25,268
22097450	FISCAL SUPPORT SPECIALIST	A098C	C112	DAS	\$ 25,268
22104354	FISCAL SUPPORT SPECIALIST	A098C	C112	DAS	\$ 25,268
22111201	FISCAL SUPPORT SPECIALIST	A098C	C112	DAS	\$ 25,268
22104303	HUMAN RESOURCES ASSISTANT	R038C	C110	DAS	\$ 22,919
22110820	HUMAN RESOURCES ASSISTANT	R038C	C110	DAS	\$ 22,919
22111973	WAREHOUSE WORKER	V028C	C106	DAS	\$ 18,855
				<b>DAS Total</b>	<b>\$ 284,725</b>
				<b>Grand Total</b>	<b>\$ 769,260</b>

New Classification Titles (2016)

0710 DHS Reorg.

ATTACHMENT III

<u>New Title</u>	<u>Grade</u>	<u>Current Title</u>
DHS Chief Financial Officer	N916	(non available)
DHS Dep Chief Fin Officer - Medical Services	N915	(non available)
DHS Dep Chief Fin Officer - Human Services	N912	(non available)
DHS Eligibility System Program Manager	N906	(non available)
DHS Dep Dir Leg Affairs	N901	Risk Management Assistant Director

## CLASS SPECIFICATION

CLASS TITLE: DHS SENIOR IT ENGINEER

Grade: N906

### CLASS SUMMARY

The DHS Senior IT Engineer is responsible for reviewing, designing, and developing solutions to solve complex applications problems, system administration issues, and network concerns. This position is governed by state and federal laws and agency/institution policy.

### TYPICAL FUNCTIONS

Defines systems requirements based on agency user needs, cost, and integration with existing applications and systems. Determines technical standards and functionality tests for DHS applications and systems. Delivers technical assistance services to customers directly or manages the acquisition and deployment of other resources in response to the customer needs. Develops and implements procedures designed to ensure that all systems support the Department's business and meets the requirements of the end-users. Verifies stability, interoperability, portability, security, and scalability of system architecture. Provides technical guidance and support for the development and troubleshooting of systems and monitors system operations to detect potential problems. Collaborates with engineers and software developers to select appropriate design solutions and to ensure the compatibility of system components. Performs other duties as assigned.

### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of system architecture concepts, designs, and practices. Knowledge of computer hardware and software, including applications and programming. Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models. Knowledge of business and management principles involved in strategic planning, and coordination of people and resources. Ability to diagnose system problems, determine solutions and initiate necessary procedures. Ability to communicate project goals and problem solutions to supervisors, co-workers, and subordinates in written or verbal form.

### MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in computer science, data processing or related field plus four years of work related experience OR Completion of technical training in computer science, data processing, or a related field acquired from a vocational, military, or industrial setting; plus four years of experience in computer support. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

**CLASS TITLE: DHS DEP CHIEF PROCUREMENT OFFICER**  
**Class Grade: N905**

**CLASS SUMMARY**

The Department of Human Services Deputy Chief Procurement Officer is responsible for assisting the DHS Chief Procurement Officer with overseeing all operational activities occurring within the department. This position is governed by state and federal laws and agency policy.

**TYPICAL FUNCTIONS**

- Directs the activities of divisional personnel through lower management and supervisors by determining overall division goals and objectives and by managing subordinate staff, including interviewing, hiring, providing training, assigning and reviewing work, evaluating the performance of immediate subordinates, and serving as performance evaluation reviewing official for lower level divisional employees.
- Oversees the development, revision, implementation, and monitoring of administrative policies and procedures, biennial and interim budgets, and reallocation needs.
- Provides technical assistance, guidance, and information to internal and external agency management and professional staff, executive staff, legislators, and other appropriate personnel.
- Researches and interprets federal and state laws and agency policies and procedures, compiles information, and prepares recommendations.
- Reviews existing programs for performance improvement.
- Represents the interest of the division with other state agencies, provider groups, and the community.
- Performs other duties as assigned.

**KNOWLEDGES, ABILITIES, AND SKILLS**

- Knowledge of the principles and practices of organizational management and public administration.
- Knowledge of state and federal laws, rules, regulations, policies, and procedures related to accounting and fiscal management, budget development and maintenance, procurement and asset management, and human resource management.
- Knowledge of the executive and legislative processes.
- Ability to interpret and apply laws, rules, regulations, policies and procedures, and develop legislation or recommend revisions.
- Ability to prepare and provide information to agency management, the legislative and executive branches, and others.
- Ability to organize and present clear and concise oral and written reports of findings and recommendations.
- Ability to plan and direct the work of others.
- Ability to establish and maintain working relationships with others.



## **MINIMUM QUALIFICATIONS**

The formal education equivalent of a bachelor's degree in business administration, accounting, finance, or a related area; plus four years of experience in the area of business management, accounting, finance, or a related field, including four years in a professional business management capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.