



Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

January 25, 2021

The Honorable Breanne Davis, Co-Chairperson
 The Honorable Jim Wooten, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Joint Budget Committee
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Senator Davis and Representative Wooten:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Labor and Licensing (DLL), for your review.

The department has identified the following three positions that will be transferred to the Shared Services section and utilized across divisions to assist in administrative operations:

<u>POSITION</u>	<u>TITLE</u>	<u>CLASS</u> <u>CODE</u>	<u>GRADE</u>
22145246	Executive Assistant to the Director	C010C	GS07
22168984	Extra-Help	G024C	TBD
22168985	Extra-Help	G024C	TBD

The department will utilize the higher graded position to serve and perform administrative job duties on behalf of two boards recently assigned, as a result of transformation. Additionally, the transfer of the two extra-help positions will also provide support to boards during peak times of renewals, collection of fees, and other critical services.

The movement of these three positions will not result in an overall increase of positions or appropriation for the department.

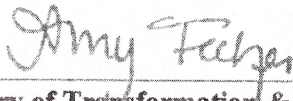
The Honorable Breanne Davis, Co-Chairperson
The Honorable Jim Wooten, Co-Chairperson
January 25, 2021
Page 2.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



Secretary of Transformation & Shared Services

12/3/2020

Date

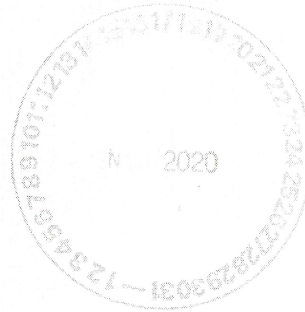
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Asa Hutchinson FY21
Governor 9910

Daryl E Bassett CIS
Secretary

October 16, 2020



Senator Cecile Bledsoe, Chair
Representative Jeff Wardlaw, Chair
Arkansas Legislative Council
State Capitol
Little Rock, AR 72201

Re: Prior Approval for the Transfer of Positions and Appropriations #597

Dear Co Chairs:

The Department of Labor and Licensing requests prior approval of the Arkansas Legislative Council for the transfer of positions and appropriation necessary to support shared services operations within the cabinet-level department.

This request is for approval of the transfer of four positions and appropriation that will result in no overall increase in positions or appropriation for the Department. The GS7 Position will serve two boards and the transfer will enable the splitting of the position between the two boards financially. The extra help positions are being transferred to enable the department to provide help to various boards during renewal times or provide a hearing officer when needed. Once in shared services the costs of these positions can be charged to the board receiving the service for the hours utilized. The transfer of the Fiscal Support Analyst position will be used in the accounting section. The accounting staff is extremely shorthanded with four individuals doing the work for 18 boards in addition to the Labor division work.

The appropriation transfers for CI 02 will enable the rent, internet, copier, etc. to be paid with one warrant as opposed to 18 different warrants. The multiple warrants have been creating issues when vendors misapply payments.

The attached request requires the approval of appropriation transfers by the PEER Subcommittee and position transfers by the Personnel Subcommittee of the Arkansas Legislative Council.

Sincerely,

A handwritten signature in cursive script that reads "Daryl E. Bassett". There is a small circular mark at the end of the signature.

Daryl E. Bassett
Secretary

