



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

OFFICE OF PERSONNEL MANAGEMENT
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March 18, 2015

Senator Bart Hester, Co-Chairperson
Representative Douglas House, 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 Board of Speech-Language Pathology and Audiology for your review.

The Board of Speech-Language Pathology and Audiology has requested a position from the temporary transition pool established by Arkansas Code 21-5-225 (c) which states:

- (1) The office shall establish and maintain a temporary transition pool of twenty-five (25) career service positions at grade C130 and twenty-five (25) professional and executive positions at grade N922 to be used to establish additional temporary positions in state agencies of the proper classification and grade if the state agency does not have sufficient positions available with the appropriate classification and grade to address organizational transition issues such as succession planning or other changes in agency administration.*
- (2) Temporary transition pool positions are to be used by state agencies only if the personnel service 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.*
- (3) A position established under this section shall not exceed a salary rate in excess of the highest rate established by grade or by line item in the requesting agency's appropriation act.*
- (4) No position shall be authorized to the agency from the temporary transition pool until the specific positions are requested by the agency, recommended by the office, and reviewed by the Personnel Subcommittee of the Legislative Council.*
- (5) Temporary transition pool positions shall be authorized for not more than one hundred eighty (180) calendar days in a fiscal year and may not be renewed or extended.*

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The agency is requesting the classification listed below:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
Audiology Office Manager	L059C	C116

JUSTIFICATION

The board consists of only one full time employee, which is the office manager and one extra help employee. All two positions are currently filled. The Office Manager is planning to retire on November 1, 2015. The Board is requesting that they be granted a temporary transitional pool position to train with the Office Manager prior to her retirement. The Board would like to advertise for this position as soon as possible so they could hire no later than April 1, 2015. This would allow for the incumbent to train for a full six months under the current Office Manager. The Board is aware that this temporary position could only be filled for 180 days, which will extend into Fiscal Year 2016. It has been verified that the board agency has sufficient funding to sustain this temporary transition pool position.

After review of this request, the Office of Personnel Management **recommends** establishment of the requested temporary transition pool position classified as Audiology Office Manager. Your consideration of this request is greatly appreciated.

Sincerely,



Kay B. Terry
State Personnel Administrator



Chief Fiscal Officer of the State

MAR 20 2015

Date



**Arkansas Board of Examiners
Speech-Language Pathology & Audiology**

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Karen Bright

March 4, 2015

Kay Terry
Abby Simmons
Office of Personnel Management
DFA Building, 1509 W 7th St, Ste 201
Little Rock, Arkansas 72201

Ms. Terry and Ms. Simmons,

This letter is to request approval for a temporary transitional pool position not to exceed six months for training purposes. Betty Bass, Office Manager, will be looking toward retirement effective November 1, 2015.

Ms. Bass was the first full time employee for the agency having been hired in July of 1995. She continues to be the only full time state employee of the agency. The office utilizes a part time extra help position during peak times.

Due to the fact that she has been the only full time employee of the agency and is responsible for all duties in the office, it is necessary for the training period to be as long as possible. Her job duties include preparing annual and biennial budgets, IT Plan, and Risk Assessment, representing the Board before legislative committee meetings as required, preparation of all materials for board meetings, paying bills and making deposits, maintaining financial records, drafting correspondence including legal documents relating to disciplinary actions of the Board, responding to phone calls, and handing all mail and records of licensees. Other duties include organizing regular board meetings and committee meetings, attending national conference(s) on behalf of the Board, responding to questions of applicants, licensees, legislators, and others, maintaining the Board website through INA, and other general office duties required to maintain the smooth operation of the agency.

We appreciate your consideration of this request. Should you have any questions or need further information, please let me know.

Best regards,

A handwritten signature in cursive script that reads "Jana K. Hayes".

Jana K. Hayes, M.S, CCC-SLP
Board Chair