



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

OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office
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January 27, 2017

Senator Bart Hester, Co-Chairperson
Representative Les Eaves, 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 Insurance Department (AID) for your review.

The AID is requesting to establish a labor market rate of \$72,257, which is maximum of grade C124, for the classification of Systems Specialist, D022C, **position 22077861 only**, and to move one existing incumbent, Ms. Melinda Barker, to the new rate.

JUSTIFICATION:

The AID is requesting movement of the following employee to the labor market rate listed above:

<u>POSITION</u>	<u>EMPLOYEE</u>	<u>CURRENT SALARY</u>	<u>REQUESTED SALARY</u>
22077861	Melinda Barker	\$67,801	\$72,257

Statewide, there are 11 employees within the classification of Systems Specialist with an average salary of \$67,565 and 20.43 average years of state service. Of these 11 positions, four are located at the AID with an average annual salary of \$66,247 and 19.05 average years of state service. There has been zero turnover for this classification in the past year.

The AID is requesting this Labor Market Rate movement in order to retain an existing employee that has taken on additional responsibilities due to the retirement of multiple employees. These additional duties include, but are not limited to: maintaining the web pages for the agency, obtaining necessary information for Freedom of Information Act requests, performing state police background checks, assigning and removing building entry cards, and maintaining the disaster recovery plan for the agency. The agency attests that approval of this special entry rate will not create an inequity within the agency.

Senator Bart Hester, Co-Chairperson
Representative Les Eaves, Co-Chairperson
January 27, 2017
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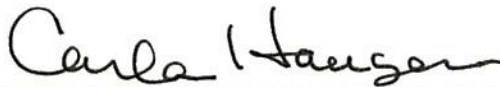
Based on salary analysis and the applicant's education and previous experience, the Office of Personnel Management **recommends** approval of the requested labor market rate of \$72,257, which is maximum of grade C124, for the classification of Systems Specialist, D022C, **position 22077861 only**, and movement of the current incumbent. This will result in a \$4,456, or 6.57%, increase in the current incumbent's annual salary.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



FEB 06 2017

Chief Fiscal Officer of the State

Date

KB/ca:1-2

Arkansas Insurance Department

Asa Hutchinson
Governor



Allen Kerr
Commissioner

January 19, 2017

Kay Barnhill
Administrator
DFA, Office of Personnel Management
P.O. Box 3278
Little Rock, AR 72203-3278

Dear Ms. Barnhill:

This memo serves as my request for a pay increase to Melinda Barker in the Information Systems Division. Currently, Mrs. Barker is a System Specialist in position number 22077861, pay grade C124, Class Code D022C, annual salary \$67,801.14, and start date of 06/16/1998. The requested salary is \$72,257 which is a \$4,455.86 increase and maximum for a C124. The funds will come from the Arkansas Insurance Department (AID) budget. I'm requesting an increase because over the last 18 months, Mrs. Barker has permanently absorbed a significant amount of duties from retiring employees. Mrs. Barker is a loyal, hardworking, dependable, and an intelligent supervisor that's proven her ability to efficiently serve insurance consumers and the insurance industry over the last 18 years and 7 months. Mrs. Barker is essential to efficient AID operations and providing this increase will ensure that she remains a vital part of the AID Information Services Division team.

Mrs. Barker performs a multitude of duties in the following areas: procurement, budget, management and personnel support, internal IT audit, systems support, inventory management, network security, IT policy development, and supervises IT job share secretaries. Additional duties that Mrs. Barker has absorbed over the last 18 months include: lead role with AID's IT security awareness training program, webmaster for the AID website, lead role for AID's disaster recovery planning, maintains staff listing for the state website directory, configures and runs FOIA requests on a new application that she procured, lead role in creating and auditing quarterly physical and logical security access reports and quarterly source control reports. Additionally, Mrs. Barker was identified as the back up for completing background checks and managing the physical access badge system. Both systems facilitate employee onboarding and out-processing and both are part of AID's physical and network security process. Prior to Mrs. Barker taking on the background check and physical access system, AID did not have a back up for these processes.

Sincerely,

A handwritten signature in black ink that reads "Russ Galbraith".

Russ Galbraith
Chief Deputy Commissioner

Duty Areas:

*items in yellow highlighting denotes new assignments

Procurement / Budget

- Information Technology (IT) equipment, software and supply procurement
- assist in IT budget and Performance Based budget processes
- obtain quotes, create purchase request documentation and coordinate approvals on all IT purchases
- maintain IT fund balances for dept and four separately funded budgets
- IT budget input for annual/biennial State Dept. of Information Services reporting/approval and updates as necessary
- Prepare quarterly IT budget reports for submission to DFA

Support

- database design and development for ad hoc projects
- maintain division and department web pages
- support DCIS & IS division - create presentations, draft correspondence, schedule meetings and calls, maintain records
- training & travel coordination
- assist with division annual report
- configure and run FOIA request searches
- maintain disaster recovery plan for department
- maintain department staff listing for state website directory

Audit

- perform IT audits
- research audit standards for compliance in record keeping
- assist in annual Dept of Finance/Admin & Legislative audit of IT inventory, practices & procedures
- run security access reports for entry into building and or specific areas
- role of source control for database edits by programming team

Systems

- download, run and upload results for agent appointment batch processing daily
- assist company problems with agent processing
- provide department user support for connectivity, software and hardware issues
- AASIS support/installations
- create new employee active directory and SQL accounts
- new system basic load – operating system, patching, applications
- procure, configure and deploy all department cell phones and wireless modems

Personnel Support

- new employee orientations for IT system use, responsibilities
- division employee time entry and leave reconciliation
- assist systems with staff resource coordination
- conduct state police background checks
- assign or remove building entry cards

Inventory

- bi-annual IT equipment asset costing for insurance requirements
- maintain inventory of IT equipment and software licenses
- processing of out-going equipment through approved triple pass over-write or hard drive removal, reinstallation of basic operating systems and/or freeware
- document out-going equipment to remove from state inventory through direct sales, donations and/or assignment to state's marketing and redistribution in accordance to state and department procedures
- equipment decommission for retiring – DOD certified overwrite, or hard drive removal, reinstallation of basic operating systems and/or freeware if donation

Security

- disaster recovery planning, plan input and maintenance for IT division
- run system back-up and restore capabilities as needed
- create/update/disable system access personnel accounts as required

Policy

- creation of IT security awareness program
- IT policy development to state specifications

Supervisory

- Interview, test and recommend secretarial job-share position employees
- Supervise, train, monitor and provide annual personnel evaluations on secretaries



DEPARTMENT OF FINANCE AND ADMINISTRATION
Office of Personnel Management
Special Entry Rate Request - Labor Market Conditions

Agency Name Arkansas Insurance Department						
Class Title System Specialist		Grade C124		Class Code D022C		
Current Entry Salary/Pay Level	Requested Entry Salary/Pay Level	Institutions Only Number of Positions			Agencies Only Number of Positions	
		Authorized	Budgeted	Filled	Authorized	Filled
\$67,801.14	\$72,257.00					

If current employee is to be moved to the requested rate attach OPM form 095.

Filled Positions by Pay Level				
Entry	Base	Mid-Point	Maximum	Career

Agency/Institution Personnel Representative	Date
Agency/Institution Head Russ Galbraith, Chief Deputy Insurance Commissioner	Date 01/19/17

OFFICE OF PERSONNEL MANAGEMENT - ACTION

Attach Salary Survey:	
Reviewed by:	Reviewed by:
OPM Personnel Representative	Date
Classification and Compensation Manager	Date