



Department of Transformation and Shared Services

Governor Asa Hutchinson
 Secretary Amy Fecher
 Director Kay Barnhill

February 10, 2022

The Honorable Breanne Davis, Co-Chairperson
 The Honorable Jim Wooten, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 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 Department of Finance and Administration (DFA) for your review.

DFA is requesting one (1) position from the OPM Growth Pool established by Ark. Code Ann. §21-5-225(b)(1). The classifications requested are listed below:

POSITIONS REQUESTED

<u>CLASS</u>				
<u>CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>PAY RANGE</u>	
X046C	ACD Division Administration	GS08	\$45,010 - \$65,264	

JUSTIFICATION

The Department of Finance and Administration is requesting the above position to improve the Assessment Coordination Department's (ACD) recruitment efforts. The responsibilities were previously performed by a lower graded position, but ACD has not been able to attract applicants with the necessary experience. The position supervises support staff, monitors agency's financial status, and conducts the ratio study guaranteeing that a county has properly executed reappraisal and that the valuations are correct. The estimated cost for this growth pool request is \$61,362 and the department has current funding for this action.

The Honorable Breanne Davis, Co-Chairperson
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After review of the request, the Office of Personnel Management **recommends** the approval of the one (1) growth pool position listed above. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED SERVICES

02/15/2022

DATE

KB/vp:1-2

1177



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

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February 9, 2022

Transformation and Shared Services
Kay Barnhill, State Personnel Administrator
1509 W 7th, Room 201
Little Rock, Arkansas 72201



Ms. Barnhill,

The Department of Finance and Administration (DFA), Assessment Coordination Division (ACD) respectfully requests approval to create one new position using title ACD Division Administrator, GS08, X046C from the Central Growth Pool.

The ACD Division Administrator is responsible for the Ratio Study, which is the ultimate test guaranteeing a county has properly executed a reappraisal and that their valuations are correct and sound. Property taxes are the foundation of the public-school budget returning 80% of every dollar collected to the schools for funding. Guaranteeing a fair and equitable valuation for property values is the highest duty performed at the Assessment Coordination Division.

The responsibilities of this position have previously been performed by a lower graded position but ACD has not been able to attract applicants with the necessary experience. This position requires education and experience performing a statistical study that calls for knowledge of specialized statistical software. Experience in the ad valorem field is the most important quality for any candidate.

Approval of this request will also save the ACD money, as this position has been filled with contract employees over the last 2 years.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads 'Larry W. Walther'.
Larry W. Walther
DFA Secretary



Department of Transformation and Shared Services
 Office of Personnel Management
 Request for Pool Position

Business Area	Department Name / Agency Name	Date
0490	DFA - Assessment Coordination Division	2/9/2022

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
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Classification(s) Requested

Classification Title	Pay Grade	Class Code
ACD Division Administration	GS08	X046C

I hereby certify that:

- A. The position requested is critical to the operation of this Agency 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.
- E. No current employee will be displaced by this action.

HR Administrator's Signature

Amy K. Valentine

Date

2/10/2022

Department Secretary's Signature

Laura W. Walker

Date

2/9/2022