



February 28, 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 Surrender Pool established by Ark. Code Ann. §21-5-225(a)(1). The classifications requested, along with the positions being surrendered, are listed below:

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22083069	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,116

POSITIONS REQUESTED

<u>CLASS 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 surrendered position is currently vacant. The estimated cost for this surrender pool request is \$20,316 and the department has current funding for this action.

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After review of the request, the Office of Personnel Management **recommends** the approval of the one (1) surrender 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

2/28/2022
DATE

KB/vp:1-2



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

OFFICE OF THE SECRETARY
1509 West Seventh Street, Suite 401
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-2242
Fax: (501) 682-1029
www.arkansas.gov/dfa

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 and surrender a vacant Administrative Specialist III, 2208-3069, GS04, C056C.

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 knowledge 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,

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 Department	2/9/2022

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
2208-3069	Administrative Specialist III	GS04	C056C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
ACD Division Administrator	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

2/9/2022
Date

Department Secretary's Signature

2/9/2022
Date