



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

**OFFICE OF PERSONNEL MANAGEMENT  
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March 24, 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 for the establishment of two OPM pool positions for the Arkansas Department of Labor (ADL).

The positions to be surrendered from the agency are as follows:

<b>Position Number</b>	<b>Class Code</b>	<b>Title</b>	<b>Grade</b>
22093919	C073C	Administrative Specialist II	C109
22094003	C073C	Administrative Specialist II	C109

The positions requested from the OPM Surrender Pool are as follows:

<b>Class Code</b>	<b>Title</b>	<b>Grade</b>	<b>Entry</b>
R013C	Agency Human Resources Manager	C123	\$43,217
R024C	Assistant Personnel Manager	C118	\$33,861

**JUSTIFICATION**

ADL requests the establishment of two surrender pool positions and will relinquish two Administrative Specialist II positions. ADL is currently reorganizing its Finance and Human Resources areas to separate the two functions and create a new Human Resources division. The Agency Human Resources Manager would oversee the division and the Assistant Personnel Manager would assist the Agency Human Resources Manager with related activities. The current employee that is over both areas will remain in charge of the Finance

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Division and utilize the Human Resources employees as needed, which would allow her to allot more time to Finance division activities.

The Office of Personnel Management has reviewed this request and **recommends** the approval for the remainder of FY 15, as well as for FY 2016, of the establishment of the requested positions through the OPM Surrender Pool. Your consideration of this request is greatly appreciated.

Sincerely,



Kay B. Terry  
State Personnel Administrator



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Chief Fiscal Officer of the State

MAR 20 2015

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Date

KBT/dc:1-2



STATE OF ARKANSAS

**ARKANSAS DEPARTMENT OF LABOR**

10421 WEST MARKHAM • LITTLE ROCK, ARKANSAS 72205-2190  
(501) 682-4500 • Fax: (501) 682-4535 • TDD: (800) 285-1131

TO: Kay Terry  
FROM: Leon Jones Jr.  
DATE: ~~3/17/15~~ 3/19/15 *lw*  
SUBJECT: Agency organizational changes

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Kay,

As a follow-up to the meeting we had on 3/16/15, here are my ideas regarding changes I want to make at the Department of Labor and this is a request for assistance from your team and you to help me implement these changes.

I have an interest in restructuring my current Finance/Personnel role into two separate areas; which will create more efficiency and ultimately save time and money. I propose to have a Finance/Accounting and a separate HR division. Currently the role of Finance/Personnel division head is filled by one person, who has been in this role for over 20 years. This person has been with the agency over 30 years and has a vast amount of knowledge and experience; however, she is the only one with this knowledge and it puts our agency in a place of vulnerability in the event something happens to this person. The current person has also retired once and returned.

I am proposing to allow this person to remain in the role of Finance Division Head; which will allow us to utilize the people in her direct supervision to work more efficiently. Currently each of the five (5) divisions that accept payments have 5 different people touching the money and accounting for the checks and cash received. This process could be more streamlined with one person sorting mail for all divisions and will be responsible for disbursing the required documentation to each division. This person would then utilize someone from the newly created HR division to verify the checks and cash received at the point the mail is opened. Once verified, the Finance person would follow the current workflow and send the deposits up for the next step in the process to be entered into AASIS and processed accordingly. Having one division to do all financial functions for the agency, working with HR on verification, will eliminate risks for theft and misappropriation.

I would then like to create the HR division head position; which would be a new C123 position for the agency. This person would oversee all aspects of HR. With this person concentrating completely on personnel matters, it would allow for the Finance division head more time to effectively lead and oversee the budget and other financial matters of the agency. With the HR aspect the agency needs a HR manager; which would be classified as a C118, to assist with HR division head with related functions. This plan would create two (2) new positions; however, the agency has 2 funded, but unfilled positions which could be used to replace the newly created positions.

I also need assistance in rewriting functional job descriptions; which will allow for more flexibility and efficiency. I plan to move the IT department from the Finance/Personnel department and make it its own standalone department. This move will not create additional cost, but should make work more efficient as the Division head will report directly to the Deputy Director rather than the Finance/Personnel division head. Planning and Publication; which is currently reporting to Legal, will begin reporting to IT; which again will create a more efficient workflow.

I would also like to utilize one funded, unfilled, position to hire two (2) legal interns for the summer. This could be accomplished by moving a portion of the funds retained by not filling a fulltime position.

Thank you for your assistance and should you have any question, please contact me at the number listed above.

Best regards,



Leon Jones, Jr.  
Director