



Department of Transformation and Shared Services
 Governor Asa Hutchinson
 Secretary Mitch Rouse
 Director Kay Barnhill

August 24, 2022

The Honorable David Wallace, Co-Chairperson
 The Honorable David Hillman, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Joint Budget Committee
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Commerce, Division of Workforce Services (DWS) for your review. DWS is requesting five (5) surrender pool positions while surrendering seven (7) positions. The classifications requested and positions for surrender are listed below:

CLASSIFICATIONS SURRENDERED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>POSITION</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
C087C	Administrative Specialist I	22093254	GS02	\$23,335 - \$33,836
C087C	Administrative Specialist I	22136377	GS02	\$23,335 - \$33,836
C087C	Administrative Specialist I	22137752	GS02	\$23,335 - \$33,836
C087C	Administrative Specialist I	22137753	GS02	\$23,335 - \$33,836
G217C	DWS Workforce Specialist	22093535	GS06	\$36,155 - \$52,424
G217C	DWS Workforce Specialist	22076554	GS06	\$36,155 - \$52,424
G217C	DWS Workforce Specialist	22093507	GS06	\$36,155 - \$52,424

CLASSIFICATIONS REQUESTED (Surrender Pool)

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
G110C	ACOM DWS Program Manager	GS09	\$50,222 - \$72,822
G110C	ACOM DWS Program Manager	GS09	\$50,222 - \$72,822
G110C	ACOM DWS Program Manager	GS09	\$50,222 - \$72,822
G110C	ACOM DWS Program Manager	GS09	\$50,222 - \$72,822
D007C	Information Systems Manager	IT08	\$71,704 - \$103,970

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
August 24, 2022
Page 2.

JUSTIFICATION

DWS currently has nine (9) positions authorized as G110C, ACOM DWS Program Manager. The agency needs three (3) additional positions responsible for managing fiscal operations within their Temporary Assistance for Needy Families (TANF) Program, Unemployment Insurance (UI) Program, and other programs authorized through the Workforce Innovation and Opportunity Act.

The agency needs one (1) additional position responsible for managing their Unemployment Insurance Technical Unit. DWS currently has thirty-seven (37) positions within its Information Technology section. This additional position will be responsible for supporting the new cost allocation and future grants management system. Knowledge of an SAP ERP system and a financial system skillset will be necessary to support the new platform. Supplemental responsibilities will include supervising a minimum of twelve (12) subordinate IT positions.

RECOMMENDATION

The Office of Personnel Management has reviewed this request from (DWS) and recommends the approval of five (5) positions from the OPM surrender pool. The cost for these five (5) pool positions is approximately \$320,547. DWS guarantees that sufficient funding is available to support this pool position request.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED SERVICES

DATE



#1447



Michael Preston
SECRETARY OF COMMERCE

Charisse Childers, Ph.D.
DIRECTOR
DIVISION OF WORKFORCE SERVICES

August 4, 2022

Kay Barnhill, Administrator
Office of Personnel Management - OPM Department of Transformation and Shared Services
1509 West Seventh Street, Suite 200
Little Rock, Arkansas 72201

RE: Surrender Pool Request

Dear Ms. Barnhill:

The Division of Workforce Services (DWS) requests to utilize OPM Surrender Pool to gain an Information Systems Manager, grade IT08, and four DWS Program Managers, grade GS09. In accordance with the Uniform Classification and Compensation Act, DWS plans to surrender the following positions. All 5 positions are 100% federally funded; however, DWS pays the match and will realize an annual savings of \$20,000.

Position Number	Classification Title	Grade	Class Code
22093254	Administrative Specialist I	GS02	C087C
22136377	Administrative Specialist I	GS02	C087C
22137752	Administrative Specialist I	GS02	C087C
22137753	Administrative Specialist I	GS02	C087C
22093535	DWS Workforce Specialist	GS06	G217C
22076554	DWS Workforce Specialist	GS06	G217C
22093507	DWS Workforce Specialist	GS06	G217C

The Information Systems Manager position will support the new cost allocation and future grants management system. As part of the DWS strategy to improve financial transparency and accountability for each program unit within the division. This position will support the new system and not rely 100% on contractors, DWS requires a qualified Information Systems Manager with specialized SAP ERP system, cloud management, and financial system skills to support the new platform. Due to the current workload and specificity of the required skills, this role cannot be absorbed by current DWS IT resources.

Three of the GS09s are needed because the skill set required for our complex federal programs needs to attract and retain individuals with higher level management and analytical skills and provide overall detailed review of these programs – TANF, WIOA, and Unemployment Insurance. These positions will be responsible for the oversight and administration of all fiscal activities for DWS programs, which have ever-expanding state and federal fiscal responsibilities. It is imperative for DWS to be able to attract highly qualified individuals with extensive knowledge and experience with governmental accounting, Federal and State laws, complex grant management requirements (including historical knowledge of funding and acquisitions), and public assistance cost allocation plans. As a perspective to the importance of being able to recruit highly qualified candidates, DWS has an annual budget of \$6.5 Billion, including the state's unemployment trust fund, and a fiscal staff of over 110. The inability to attract and retain highly qualified candidates will put the State of Arkansas at risk of mismanaging federal grants, with the potential for significant monetary penalties.

The fourth GS09 is for the Unemployment Insurance Technical unit, which requires unique UI knowledge to properly handle UI issues as identified by lower-level staff. This position will supervise over 12 staff. We are working to streamline and revise our UI processes to better serve Arkansans, while still providing a high level of oversight.

Sincerely,

Charisse Childers
Charisse Childers, Ph.D., Director

cc: DeCarlia Smith, ACOM Director of Human Resources

Arkansas Department of Commerce
Division of Workforce Services
P.O. Box 2981 • Little Rock, AR 72203
dws.arkansas.gov

Equal opportunity, employer program. Auxiliary aids and services are available, upon request, to individuals with disabilities.