

STATE OF ARKANSAS
**Department of Transformation
and Shared Services**
Governor Asa Hutchinson
Secretary Amy Fecher

OFFICE OF PERSONNEL MANAGEMENT
Director Kay Barnhill
1509 West Seventh Street, Suite 201
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1823

December 17, 2019

Senator David Wallace, Co-Chairperson
Representative Jim Wooten, 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 Department of Labor and Licensing for your review.

The Division of Labor is requesting two (2) positions from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classification requested along with the positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22093931	Administrative Specialist II	C073C	GS03	\$26,034 - \$37,749
22093966	Administrative Specialist II	C073C	GS03	\$26,034 - \$37,749
22093959	Administrative Specialist III	C056C	GS04	\$29,043 - \$42,116
22093970	Administrative Specialist III	C056C	GS04	\$29,043 - \$42,116

CLASSIFICATIONS REQUESTED

(2) Computer Support Specialist	D063C	IT05	\$51,762 - \$75,054
---------------------------------	-------	------	---------------------

JUSTIFICATION

The Department of Labor and Licensing is requesting to surrender the four positions listed above and requests two (2) Computer Support Specialist, grade IT05 from the position pool.

The division wishes to utilize the two positions to fulfill the objectives of the Transformation and Efficiencies Act of 2019, within the department. As a result, the Department of Labor and Licensing is in the process of incorporating those merged agencies, employees, and programs within its IT environment.

Senator David Wallace, Co-Chairperson
Representative Jim Wooten, Co-Chairperson
December 17, 2019
Page 2

The Arkansas Department of Labor and Licensing is tasked with providing information systems to ensure the processing of licensures, permits, and conference registrations through its website to better serve Arkansans.

The requested positions are needed to address the increased workload of integrating IT services of all divisions onto the main system within the department. These positions will also serve as internal leads in launching the onboarding project of Laserfiche, which is the department's internal database and document imaging management system. Because the positions being surrendered were unbudgeted in FY20, OPM estimates the cost of this action will be \$103,524. Positions at the Arkansas Department of Labor and Licensing are APERS-participating and therefore have a match rate of about 23%:

<u>Entry + Match</u>	<u>15% Above Entry + Match</u>	<u>30% Above Entry + Match</u>
\$68,707	\$78,255	\$87,805

The Office of Personnel Management has reviewed this request and **recommends** the approval of two (2) positions from the OPM surrender pool for the classification of Computer Support Specialist, D063C, grade IT05.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Secretary, Transformation & Shared Services



Date

KB/jd: 1-2



STATE OF ARKANSAS

ARKANSAS DEPARTMENT OF LABOR AND LICENSING

10421 WEST MARKHAM • LITTLE ROCK, AR 72205-2190
Phone: 501-682-4500 Fax: 501-682-4506 TRS: 800-285-1131

September 30, 2019

Ms. Kay Barnhill
State Personnel Administrator
Office of Personnel Management
State of Arkansas
Little Rock, AR



Re: Request for Pool Positions: Computer Support Specialists - 2

Dear Ms. Barnhill:

The Arkansas Department of Labor and Licensing was created with the Transformation and Efficiencies Act. The new Agency has combined the Arkansas Department of Labor with a number of formerly independent State of Arkansas boards and commissions. The Agency is in the process of incorporating these entities, their employees, and programs into the Department of Labor and Licensing.

The requested IT positions are needed due the increased workload of integrating the entities into the Agency's IT environment. Arkansas the Division of Labor provides most of the processing of licensures, permits and conference registrations through the Agency's website to better serve the citizens of the State. These functions for the other entities will be moved to the Agency's website also. They will also be onboarded to Laserfiche, the Agency's internal database and document management system.

A Request for Pool Position Form is attached for your consideration. The Agency is surrendering four (4) unbudgeted positions to substitute for the pool positions and this will not adversely impact any current employees. Please do not hesitate to contact our office if additional information is needed.

Sincerely

A handwritten signature in black ink, appearing to read "S. Guntharp".

Steven Guntharp
Chief of Staff



DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
9910/0800	Department of Labor and Licensing	09/30/19

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22093931	Administrative Specialist II	GS03	C073C
22093966	Administrative Specialist II	GS03	C073C
22093959	Administrative Specialist III	GS04	C056C
22093970	Administrative Specialist III	GS04	C056C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Computer Support Specialist	IT05	D063C
	Computer Support Specialist	IT05	D063C

I Hereby Certify / Understand That:

- A. The position requested is critical to the operation of this Agency/Institution 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 ^{are unbudgeted} is the highest grade position available and the loss of this position will not adversely affect the operation of this Agency/Institution.
- E. No current employee will be displaced by this action.

Agency Personnel Rep	Date
	9/30/19

Agency Director	Date
	9.30.19