



Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

December 15, 2020

The Honorable David Wallace, 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

The Office of Personnel Management (OPM) submits a request from the Department of Finance and Administration (DFA) for your review.

The DFA is requesting two (2) positions 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>NUMBER</u>	<u>BA</u>	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>	<u>RANGE</u>
22080049	610	Fiscal Support Specialist	A098C	GS04	\$29,046 - \$42,116
22080027	610	Fiscal Support Specialist	A098C	GS04	\$29,046 - \$42,116
22080050	9906	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,116
22080060	9906	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,116
22080168	9906	Fiscal Support Analyst	A091C	GS05	\$32,405 - \$46,987

CLASSIFICATIONS REQUESTED

<u>TITLE</u>	<u>BA</u>	<u>CODE</u>	<u>GRADE</u>	<u>RANGE</u>
DFA Statewide Program Manager	610	R040C	GS13	\$77,862 - \$112,899
DFA Statewide Program Manager	9906	R040C	GS13	\$77,862 - \$112,899

JUSTIFICATION

The DFA is requesting the above listed positions in order to meet the needs of the department. The first position requested will serve as a DFA Office of Accounting Appropriation Manager. This position will be responsible for ensuring the authorized appropriation for each state entity is loaded into the state accounting system correctly, serving as a liaison between the Office of Accounting and the AASIS Service Center, reviewing and validating appropriation information included in the Annual Operation Plans of all state agencies and corresponding with the Office of Budget to ensure

Office of Personnel Management

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The Honorable David Wallace, Co-Chairperson
The Honorable Jim Wooten, Co-Chairperson
December 15, 2020
Page 2

all new appropriations are assigned the proper coding in AASIS. The second requested position will serve as a DFA Statewide Program Manager. This position will be responsible for providing guidance and assistance with the budget creation process for all divisions of the DFA, verifying that all purchasing transactions follow State Procurement regulations, and monitoring the Administration of Justice Fund (AOJ) to ensure that enough cash is received to process allocations and advise management on any issues. The DFA is surrendering five positions totaling a cost of \$148,589. The two requested positions will cost \$155,724 up to \$202,440 if filled at 30% above the minimum pay level for the grade.

The Office of Personnel Management has reviewed this request and **recommends** the approval of two (2) positions from the OPM surrender pool.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED
SERVICES

12/08/2020
DATE

KB/ca:1-2



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

DFA Office of Human Resources
1515 West 7th Street
P. O. Box 2485
Little Rock, AR 72203-2485
Phone: 501.324.9065
Fax: 501.683.2174
www.arkansas.gov/dfa

September 23, 2020

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) respectfully requests approval for 2 OPM Pool positions, DFA Statewide Program Manager, R040C, GS13. DFA offers 5 positions to surrender to offset the cost.

The first requested position will serve as a DFA Office of Accounting Appropriation Manager for the Office of Accounting and will be charged with the following responsibilities:

- Responsible for ensuring the authorized appropriation for each state agency, constitutional office, institution of higher education and small board/commission is loaded to the State's accounting system (AASIS) in the correct amounts by correct line item per the appropriation act;
- Assist with special projects and serve as a liaison between the Office of Accounting and the AASIS Service Center (ASC) for all future system modifications.
- Assist the DFA Accounting Assistant Administrator in maintaining/updating the Financial Management Guide as well as the State Travel Regulations.
- Verify and validate the appropriation information from the Annual Operation Plans (AOPs) produced in PBAS by state agencies. This is the last stop for the accuracy of the appropriation load into AASIS for the new fiscal year.
- Will work with the Office of Budget to ensure all new appropriations created by the General Assembly or through actions of PEER/ALC Committee are assigned the proper coding in AASIS so that expenditures are made in accordance with the law.

Currently, these job duties have been performed by the DFA Accounting Assistant Administrator in addition to the job duties for that position. With the increase in special projects over the past few years, the need for this position has grown and the high-level work volume is greater than one person can effectively and efficiently manage. This becomes even more difficult during specific times, such as when the General Assembly is in session and fiscal year-end close out.

This position will report to the DFA Deputy Director and Comptroller and the DFA Office of Accounting Assistant Administrator.



The second requested position will serve as a DFA Statewide Program Manager and will be charged with the following:

- Assisting with the budget creations for all 11 divisions of DFA.
- Responsible for approving payable transaction in AASIS and verifying that the entries are correct.
- Responsible for verifying that all purchasing transactions follow the State Procurement regulations.
- Responsible for verifying that deposits are correct and that refunds to expenditures and expense error corrections are properly handled.
- Monitor the Administration of Justice Fund (AOJ) to verify that enough cash is received to process allocations and advise management on any issues.
- Responsible for overseeing all personnel activities such as interviewing, hiring, disciplinary actions, and terminations within the Office of Administrative Services.

DFA proposes to surrender the following 5 positions to offset the cost of the 2 requested positions:

Pos Number	Class Code	Grade	Title
22080049	A098C	GS04	FISCAL SUPPORT SPECIALIST
22080027	A098C	GS04	FISCAL SUPPORT SPECIALIST
22080050	C056C	GS04	ADMINISTRATIVE SPECIALIST III
22080060	C056C	GS04	ADMINISTRATIVE SPECIALIST III
22080168	A091C	GS05	FISCAL SUPPORT ANALYST

This position will report to the Office of Administrative Services Administrator.

Thank you for favorable consideration.

Sincerely,


Larry W. Walther
DFA Secretary



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

Business Area	Agency	Date
0610	DFA	9/28/2020

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
SEE ATTACHED			

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	DFA Statewide Program Manager	GS13	R040C
	DFA Statewide Program Manager	GS13	R040C

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.

Amy K Valentine
HR Official's Signature

9/28/2020
Date

Lay Walther
Department Secretary's Signature

9/28/2020
Date

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22080049	A098C	GS04	FISCAL SUPPORT SPECIALIST
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22080050	C056C	GS04	ADMINISTRATIVE SPECIALIST III
22080060	C056C	GS04	ADMINISTRATIVE SPECIALIST III
22080168	A091C	GS05	FISCAL SUPPORT ANALYST