

## Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

June 15, 2021

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 Department of Finance and Administration (DFA) – Assessment Coordination Division (ACD) for your review. The DFA is requesting one (1) position 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:

**POSITION SURRENDERED**

<b><u>POSITION NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>	<b><u>RANGE</u></b>
22083083	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,117
22083086	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,117

**CLASSIFICATION REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>RANGE</u></b>
X049C	Property Assessment Coordination Manager	GS07	\$40,340 - \$58,493

**JUSTIFICATION**

The DFA is requesting the above listed position in order to adhere to the rules mandated by Act 819 of 2019. These rules require the Assessment Coordination Division to maintain records of all properties in the State of Arkansas that are exempt

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
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from property tax and audit each County Assessor's records in order to ensure exemptions are accurately granted. The requested classification of Property Assessment Coordination Manager is responsible for overseeing the field operations section of the Assessment Coordination Division which requires prioritizing and scheduling field audits, advising county assessors on new or uncommon appraisal situations and conducting appraisals to ensure that valuations reflected in assessment manuals are accurate.

**RECOMMENDATION**

The Office of Personnel Management has reviewed this request from the Department of Finance and Administration (DFA) – Assessment Coordination Division (ACD) and recommends approval of one (1) surrender pool position.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



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SECRETARY OF TRANSFORMATION & SHARED  
SERVICES

05/20/21

DATE

KB/ca: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](http://www.arkansas.gov/dfa)

May 4, 2021

Transformation and Shared Services  
Kay Barnhill, State Personnel Administrator  
1509 W 7<sup>th</sup>, 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 Property Assessment Coordinator Manager, GS07, X049C and submits 1 current position to surrender (see attached).

The Assessment Coordination Division continues the process of promulgating rules for exempt properties as mandated by Act 819 of 2019. These rules will require our division to maintain detailed records of all properties in the State of Arkansas that are exempt from property tax. We will also be required to audit each County Assessor's records to ensure they are granting these exemptions fairly, accurately, and uniformly. These will be ongoing tasks and will require someone that is organized, efficient, and detail oriented. This person must be able to communicate with county elected officials, CAMA software vendors, and field staff.

DFA-ACD currently has a vacant GS04, position # 22083083, and DFA requests to surrender this position in exchange for one new GS07 position.

Thank you for your consideration.

Sincerely,

  
Larry W. Walther  
DFA Secretary

#731



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

Business Area: 0490  
Department Name / Agency Name: DFA - Assessment Coordination Division (ACD)  
Date: 5/3/2021

**Position(s) to be Surrendered**

Position/Item Number: 22083083  
Classification Title: ADMINISTRATIVE SPECIALIST III  
Pay Grade: GS04  
Class Code: C056C

**Classification(s) Requested**

Classification Title: Property Assessment Coordinator Manager  
Pay Grade: GS07  
Class Code: X049C

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

Date

5/4/2021

Department Secretary's Signature

Date



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

**Assessment Coordination Division**  
1900 W 7th Street, Room 2140 Ragland Bldg.  
Little Rock, Arkansas 72201  
Phone: (501) 324-9240  
Fax: (501) 324-9242  
[www.arkansasassessment.com](http://www.arkansasassessment.com)

April 20, 2021

Ms. Amy Valentine  
Arkansas Department of Finance and Administration  
DFA Human Resources

Re: Personnel Position Request

Dear Ms. Valentine:

Please accept this request for a new position for Assessment Coordination Division.

Our division is in the process of promulgating rules for exempt properties. These rules were mandated by Act 819 of 2019 and we hope to have the process completed by end of summer.

These rules will require our division to maintain detailed records of all properties in the State of Arkansas that are exempt from property tax. We will also be required to audit each County Assessor's records to ensure they are granting these exemptions fairly, accurately, and uniformly. These will be ongoing tasks and will require someone that is organized, efficient, and detail oriented. This person must be able to communicate with county elected officials, CAMA software vendors, and field staff.

We currently have a GS04 (position # 22083083) that is open. I am requesting to exchange that position for a new GS07 position.

Please do not hesitate to contact me with additional questions or discussion.

Sincerely,

Sandra Cawyer  
Director