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Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

July 21, 2021

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Legislative Council  
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 Securities (ASD), for your review.

The Arkansas Department of Securities (ASD), is requesting one 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 is listed below:

**POSITIONS SURRENDERED**

<b><u>NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>CODE</u></b>	<b><u>GRADE</u></b>	<b><u>RANGE</u></b>
22088680	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,117
22088683	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,117

**CLASSIFICATIONS REQUESTED**

<b><u>CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>RANGE</u></b>
P013C	Public Information Coordinator	GS07	\$40,340 - \$58,493

**JUSTIFICATION**

ASD is requesting the above position to meet the needs of the department. The Arkansas Securities Department (ASD) has identified cost savings and mission driven benefits from receiving a position authorized as Public Information Coordinator focused on investor education and outreach in return for surrendering two (GS04) administrative support positions whose duties have been absorbed by other staff. ASD has identified the need for greater understanding of the signs of fraud, how financial markets work, and the

The Honorable David Wallace, Co-Chairperson  
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July 21, 2021  
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## **JUSTIFICATION**

ASD is requesting the above position to meet the needs of the department. The Arkansas Securities Department (ASD) has identified cost savings and mission driven benefits from receiving a position authorized as Public Information Coordinator focused on investor education and outreach in return for surrendering two (GS04) administrative support positions whose duties have been absorbed by other staff. ASD has identified the need for greater understanding of the signs of fraud, how financial markets work, and the importance of basics such as budgeting, saving, and planning for retirement. The position requested encompasses the duties needed by the department. The obligations of the individual will eliminate the needs that were identified by (ASD). The higher grade is requested to enable the department to recruit and retain an individual with the specific skills and knowledge required. Since the two surrendered positions are vacant the cost of this pool position is approximately \$34,340. ASD has sufficient revenue and appropriation to support this request.

The Office of Personnel Management has reviewed this request and **recommends** the approval of one position from the OPM surrender pool.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator

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**Secretary of Transformation & Shared Services**

**Date**

KB/:1-2

#788

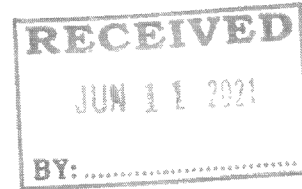


Asa Hutchinson  
GOVERNOR

Michael Preston  
SECRETARY OF COMMERCE

June 9, 2021

Ms. Kay Barnhill  
Office of Personnel Management  
Department of Transformation and Shared Services  
501 Woodlane, Suite 201  
Little Rock, AR 72201



Dear Ms. Barnhill:

The Arkansas Securities Department (ASD) has identified cost savings and mission driven benefits from receiving a GS07 position focused on investor education and outreach in return for surrendering two GS04 administrative support positions whose duties have been absorbed by other staff.

Investor education is a key mission of the Arkansas Securities Department. The need to improve financial literacy in Arkansas has been highlighted in several ways. First, policy makers and non-profit organizations have highlighted the need to improve financial literacy in Arkansas in recent years. Second, the global pandemic caused by COVID-19 created additional opportunities for scammers and fraudsters to take advantage of the fear and isolation caused by the pandemic. Third, the increased popular awareness of virtual/crypto currencies (Bitcoin, Dogecoin), increase in access and gamification of trading stocks through popular apps (Robinhood), and the rise of "meme trading" (GameStop). Each of these demonstrate the need for greater understanding of the signs of fraud, how financial markets work, and the importance of basics such as budgeting, saving, and planning for retirement.

While the Arkansas Securities Department has a position dedicated to investor education, the demand for the education described above far exceeds the ability of one person. The Department plans to utilize the requested GS07 to support investor education through planning, material design, research, outreach, and dissemination of information through the department's website and social media. The higher grade is requested to enable the department to recruit and retain an individual with the specific skills and knowledge required.

The department is requesting to surrender two administrative support positions in exchange for the higher graded position described above. Cost savings of \$27,830 have been identified as a result of this request. ASD has sufficient revenue and appropriation to support this request.

Your consideration of this request is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Preston'.

Michael Preston  
Secretary



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

Business Area	Department Name / Agency Name	Date
0410	Arkansas Securities Department	06/09/2021

**Position(s) to be Surrendered**

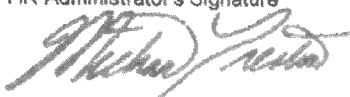
Position/Item Number	Classification Title	Pay Grade	Class Code
22088680	ADMINISTRATIVE SPECIALIST III	GS04	C056C
22088683	ADMINISTRATIVE SPECIALIST III	GS04	C056C

**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
PUBLIC INFORMATION COORDINATOR	GS07	P013C

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.

*Sharonice Childers*  
 HR Administrator's Signature  
  
 Department Secretary's Signature

06/09/2021

Date

6/9/21

Date