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Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

August 18, 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 Department of Commerce, Division of Workforce Services (DWS). DWS is requesting to obtain one position and a new classification established by Ark. Code Ann. §21-5-225(a)(1). The classification requested along with the positions being surrendered are listed below:

POSITIONS SURRENDERED

<u>NUMBER</u>	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>	<u>RANGE</u>
22093230	Institutional Service Assistant	S087C	GS01	\$22,000 - \$31,900
22136375	Administrative Specialist I	C087C	GS02	\$23,335 - \$33,836
22093295	Administrative Specialist I	C087C	GS02	\$23,335 - \$33,836
22136374	Administrative Specialist I	C087C	GS02	\$23,335 - \$33,836
22136378	Administrative Specialist I	C087C	GS02	\$23,335 - \$33,836

CLASSIFICATIONS REQUESTED

<u>CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>RANGE</u>
A139C	Chief Financial Officer	GS15	\$96,960 - \$140,392

JUSTIFICATION

The Division of Workforce Services is requesting the above new classification and position to meet the needs of the agency. Based on ever-growing state and federal fiscal responsibilities, DWS needs the ability to attract highly qualified individuals with extensive knowledge of governmental accounting, federal and state laws, complex grant requirements and public assistance cost allocation plans. DWS fears that if the federal grants requirements are not satisfied, the state of Arkansas risks significant monetary penalties.

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The Chief Financial Officer (GS15) position will be responsible for the oversight and administration of all fiscal activities for DWS. The potential cost of this new position would be approximately \$95,086.27 including matching costs if the position is filled at the entry level. The agency has guaranteed our office that it possesses sufficient funding to support this request. The Office of Personnel Management has reviewed this request and recommends the approval of one new classification and one pool position authorized as this new classification from the OPM surrender pool.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management


SECRETARY OF TRANSFORMATION & SHARED
SERVICES

8/18/21
DATE

KB/jlh:1-2

#840



Asa Hutchinson
GOVERNOR

Michael Preston
SECRETARY OF COMMERCE



July 1, 2021

Kay Barnhill, Administrator
Office of Personnel Management
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 the Office of Personnel Management's (OPM) Surrender Pool to gain a DWS Chief Financial Officer position, grade GS15. In accordance with the Uniform Classification and Compensation Act, DWS plans to surrender the positions listed below. All five positions are 100% federally funded; however, DWS pays the match and will realize an annual savings of \$18,380.

<u>Position Number</u>	<u>Classification Title</u>	<u>Grade</u>	<u>Class Code</u>
22093230	Institutional Service Asst.	GS01	S087C
22136375	Administrative Specialist I	GS02	C087C
22093295	Administrative Specialist I	GS02	C087C
22136374	Administrative Specialist I	GS02	C087C
22136378	Administrative Specialist I	GS02	C087C

This position will be responsible for the oversight and administration of all fiscal activities for DWS. Based on ever-growing state and federal fiscal responsibilities, it is imperative for DWS to be able to attract highly qualified individuals with extensive knowledge of governmental accounting, Federal and State laws, complex grant 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.

Your consideration of this request is appreciated.

Sincerely,

Michael Preston
Secretary

Arkansas Division of Workforce Services
FMAS-Chief Financial Officer Functional Job Description

Position Number:

Classification Title: DWS Chief Financial Officer **Class Code:** **Grade:** GS15

Position Summary

The Division of Workforce Services Chief Financial Officer is responsible for directing the operation of the automated fiscal and budget systems and planning and coordinating state budgetary activities. This position ensures the integrity of the financial systems, transactions, and report. The CFO provides strategic planning and direction, while working closely with DWS-Division Heads concerning fiscal responsibilities in accordance with Generally Accepted Accounting Principles (GAAP). In addition, this position is governed by state and federal laws and agency policy.

This position is funded with 100% federal dollars and is a position that is required to fulfill State of Arkansas obligations pursuant to the Workforce Innovation and Opportunity Act (WIOA).

Education and Professional Work Experience

The formal education equivalent of a bachelor's degree in accounting, finance, economics, business administration, public administration, or a related field; plus, two years of experience as a Senior State Budget Analyst, including two biennial and four annual budget cycles and three years in a professional managerial or supervisory capacity; or the formal education equivalent of a bachelor's degree in accounting, finance, economics, business administration or public administration; plus, six years of progressively more responsible experience in budget administration, fiscal analysis, or state level public administration, including three years in a professional managerial or supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

Job Duties and Responsibilities

Serve as a member of the Executive Leadership team. Direct the activities of financial personnel through lower- level managers and supervisors by determining overall financial goals and objectives, managing subordinate staff, including interviewing, hiring, providing training, assigning and reviewing work, evaluating the performance of immediate subordinates, and serving as performance evaluation reviewing official for lower- level financial employees. Contributes to the development, revision, implementation, and monitoring of administrative policies and procedures, biennial and interim budgets, and reallocation needs of agency divisions or population driven components of DWS. Prepares and provide information to agency management, the legislative and executive branches, and others. Performs other duties as assigned.

Conducts and attends meetings, conferences, and/or workshops to disseminate technical and fiscal information. Performs other duties as assigned.

Arkansas Division of Workforce Services
FMAS-Chief Financial Officer Functional Job Description

Position Number:

Classification Title: DWS Chief Financial Officer **Class Code:** **Grade:** GS15

Oversees Controllershship, Fiscal Operations, and the contributes to the strategic direction of the agency. This position is responsible for the continuous improvement, system design, policy and procedure development that support the grant reporting functions.

Staff must demonstrate leadership, strong interpersonal skills, a high degree of organizational and systems knowledge and self-management in the course of their day-to-day behavior. Demonstrated experience working with diverse communities. Skill in collaborative problem-solving and collegial relationship-building with partner agencies and stakeholder groups to ensure commitment to common goals, including effectively communicating, coordinating, and working with administrators, members of boards and commissions, and other stakeholders in the education and/or workforce field.

Providing strategic recommendations to the CEO/president and member of the executive management team AND advising on long-term business and financial planning:

- Monitors agency/institution budgets, reviews and approves expenditures, advises management of potential budget issues, and makes strategic recommendations.
- Operational Support- Plans and directs division activities by establishing goals, objectives, and short and long-range plans to ensure consistency with overall agency/institution mission.
- Coordinates activities with other state and federal personnel, responds to requests for information from executive and legislative officials, and serves on committees or task forces to express ideas and needs or provide recommendations or solutions.

Providing leadership, direction and management of the finance and accounting team AND managing the processes for financial forecasting and budgets, and overseeing the preparation of all financial reporting

1. Directs the activities of a professional and administrative support staff through lower-level managers including interviewing applicants, approving hire recommendations, and evaluating and reviewing work performance of subordinates.
2. State and Grant Accounting/Budgeting:
 - Provides technical assistance, guidance, and information to internal and external contacts, legislators, vendors, and other customers by researching and interpreting federal and state laws and agency policies and procedures.
3. Controllershship:
 - Reviews and approves fiscal operating policies and procedures, reviews and evaluates programs and services with departmental leaders, and makes recommended changes as necessary.

Program Management: