



April 20, 2022

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 – Office of Accounting (DFA) for your review.

The Department of Finance and Administration is requesting the establishment of a salary administration grid for two (2) classifications. The classifications impacted as well as an explanation of the proposed grid are listed below:

CLASSIFICATIONS IMPACTED

Class Code	Title	Grade	Salary range
A058C	DFA CAFR Accountant	GS10	\$56,039-\$81,256
R041C	DFA Statewide Program Coordinator	GS11	\$62,531-\$90,669

The DFA has requested this salary administration grid to address recruitment and retention issues within the department. The overall turnover for the classifications specified above within the DFA Office of Accounting has been 7.7% within the past year. There are 17 current incumbents within the classifications, and under the proposed grid all employees will receive the 5% increase.

If approved, upon implementation, incumbents within the specified classifications would be eligible to receive a 5% salary increase dependent upon their years of service and performance evaluation score.

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
April 20, 2022
Page 2.

The initial cost of implementation will be \$35,024.

Sincerely,


Kay Barnhill, Director



SECRETARY OF TRANSFORMATION & SHARED
SERVICES

4/8/2022

DATE

KB/vp:1-2



Department of Finance and Administration
Office of Accounting

Salary Administration Grid for the Office of Accounting – Financial Reporting Section

The Office of Accounting – Financial Reporting Section, formally CAFR/SEFA Section, requests review and approval of this proposed plan to implement special rates of pay for the DFA CAFR Accountant and DFA Statewide Program Coordinator (Coordinator). This plan is for the purposes of hiring and retaining capable, qualified, and ultimately certificated candidates.

This proposal will be implemented at the discretion of the DFA Secretary and will be based on the availability of revenues.

In previous biennium's, the coordinator classification within the Office of Accounting – Financial Reporting Section has experienced an excessive turnover rate. Most coordinators enjoyed the work; however, the workload necessitates working numerous hours in excess of a 40-hour work week. Additionally, once a coordinator is proficient, other department offer added pay as a well-qualified applicant or the coordinator may leave state employment for other employment.

The result is a coordinator lost to competition at the point they are proficient and experienced to address complex accounting issues with other departments without oversight by supervisory and managerial personnel. The accounting profession has changed the educational requirements for certification, in addition to the ever-increasing difficulties of new accounting standards. Trained, certified, and experienced coordinator are vital to effectively manage the volume and complexity of the accounting and financial statement work. The State of Arkansas loses when a coordinator leaves employment for the private sector, DFA loses when an employee leaves for other department employment. Both of these situations create additional burden on existing staff and additional work hours in preparing the Annual Comprehensive Financial Report and Schedule of Federal Awards. It takes two to three years to replace the experience, competency, and expertise which is lost due to a lack of competitive salary and opportunities for growth.

1. DFA CAFR Accountant, Grade GS10

Request – After twelve (12) months of service as a CAFR Accountant, receipt of a “Solid Performer” (3) rating on the Employee Performance Evaluation or higher, and a recommendation by the Accounting CAFR Coordinator, Statewide Program Manager, and Assistant Accounting Administrator, the Statewide Program Coordinator will be eligible up to a 5.0% salary increase. Recommendations will be based on the progression towards educational requirements to be licensed as a Certified Public Accountant and acquiring additional skills, knowledge, and experience within duties of the grade. Any disciplinary action or managerial intervention will be taken into consideration before a recommendation is made.

The Maximum salary that can be reached by a CAFR Accountant for purposes of the special rates of pay will be the salary shown at the Maximum Pay Level for this position (GS10)

The CAFR Accountant job classification is authorized to pay up to the midpoint salary of the Career Service Pay Plan as a starting rate of pay if the minimum qualifications (as determined by the Office of Personnel Management), and the additional qualifications specified below are met by the prospective candidate for the job.



Department of Finance and Administration
Office of Accounting

Additional qualification would include the having sufficient education to be licensed as a Certified Public Accountant in the State of Arkansas or three years of work experience.

The Maximum salary that can be reached by a CAFR Accountant for purposes of the special rates of pay will be the salary shown at the Maximum Pay Level for this position (GS10)

The intention of this plan is to be reasonably competitive with the private sector and is considered vital in maintaining the current professional level of competency and ability of our certified accounting staff.

2. DFA Statewide Program Coordinator, Grade GS11

Request – After twelve (12) months of service as a Statewide Program Coordinator, receipt of a "Solid Performer" (3) rating on the Employee Performance Evaluation or higher, and a recommendation by the Accounting CAFR Coordinator, Statewide Program Manager, and Assistant Accounting Administrator, the Statewide Program Coordinator will be eligible up to a 5.0% salary increase. Recommendations for increase would include, but not be limited to, obtaining licensure as a Certified Public Accountant, mentoring and training new staff, conducting review of staff work, or assisting in duties within the area of specialized knowledge. Any disciplinary action or managerial intervention will be taken into consideration before a recommendation is made.

The Maximum salary that can be reached by a Statewide Program Coordinator for purposes of the special rates of pay will be the salary shown at the Maximum Pay Level for this position (GS11)

The Statewide Program Coordinator job classification is authorized to pay up to the midpoint salary of the Career Service Pay Plan as a starting rate of pay if the minimum qualifications (as determined by the Office of Personnel Management), and the additional qualifications specified below are met by the prospective candidate for the job.

Additionally, a formal education equivalent of a bachelor's degree in accounting with sufficient hours to be licensed as a Certified Public Accountant by the State Board of Public Accountancy plus, four years of progressively more responsible experience in general accounting or fiscal management. OR The formal education equivalent of a bachelor's degree in accounting and be licensed as a Certified Public Accountant; plus, two years of progressively more responsible audit experience is required.

The intention of this plan is to be reasonably competitive with the private sector and is considered vital in maintaining the current professional level of competency and ability of our staff.