



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

OFFICE OF PERSONNEL MANAGEMENT  
**Administrator's Office**  
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[www.dfa.arkansas.gov](http://www.dfa.arkansas.gov)

August 14, 2018

Senator John Cooper, Co-Chairperson  
Representative Les Eaves, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Legislative Council  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits the following request from the Arkansas Department of Career Education (ACE), for your review.

ACE is requesting to obtain one (1) position from the central growth pool established by Ark. Code. Ann. §21-5-225(b). The classification being requested is listed below:

<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>RANGE</u>
Information Systems Manager	D007C	IT08	\$71,704—\$103,970

The agency states the need for this position is to provide guidance and technical expertise to executive and senior level managers of four divisions within the agency. ACE provides various educational and rehabilitative services to clients through three (3) program initiatives – Adult Education (Adult Ed), Career and Technical Education (CTE), and the Office of Skills and Development (OSD). These programs are designed to prepare the workforce to be job-ready and meet the needs of Arkansas employers.

Currently, ACE receives some IT services using the CAI contract. Addition of this position will reduce reliance on the CAI contract and help make the agency self-sufficient with regard to IT services. This position will have the primary function of implementing Cybersecurity and WIOA (Workforce Innovation and Opportunity Act) initiatives. The agency has attested that funding for this position is available with 78.7% and 21.3% coming from federal and state fund sources respectfully. The salary range for this position is \$71,704 - \$103,970.

The Office of Personnel Management (OPM) has reviewed this request and **recommends** the approval of one (1) growth pool position for the classification of Information Systems Manager, D007C, grade IT08.

Senator John Cooper, Co-Chairperson  
Representative Les Eaves, Co-Chairperson  
August 14, 2018  
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Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



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Chief Fiscal Officer of the State

JUL 26 2018

Date

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Asa Hutchinson  
*Governor*

**Department of Career Education**  
**Arkansas Rehabilitation Services**  
D. Alan McClain, *Commissioner*

Charisse Childers, Ph.D.  
*Director*

July 6, 2018

Kay Barnhill Terry, State Personnel Administrator  
Office of Personnel Management, Suite 201  
Arkansas Department of Finance and Administration  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278



RE: Growth Request - Fiscal Year 2019 Information Systems Manager, D007C, Grade IT08

Dear Ms. Terry:

As you are aware, Federal, State, and local requirements governing our agency guidelines are complex and ever-changing. In order to maintain proper and legal guidance required to operate a combined budget in excess of \$160 million, a request to obtain an Information Systems growth position is included. The purpose of this position is to provide guidance and technical expertise. This position will also provide the Arkansas Department of Career Education (ARCareerEd) executives and senior managers with overall management, project coordination and priority-setting of all technical projects within the 590 Budget Area.

Given our current and previous challenges, readily accessible information systems assistance is essential to achieve our objective to expand and improve client services. A copy of detail duties and responsibilities governing this position is attached. Your assistance and support to obtain approval for an Information Systems position for this agency is needed and appreciated. Thank you for your consideration of this request.

Sincerely,

DeCarlia Smith, Human Resources Administrator  
Department of Career Education