



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

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
 1509 West Seventh Street, Suite 201
 Post Office Box 3278
 Little Rock, Arkansas 72203-3278
 Phone: (501) 682-1823
<http://www.state.ar.us/dfa>

November 13, 2013

Representative Andrea Lea, Co-Chairman
 Senator Uvalde Lindsey, Co-Chairman
 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 a request from the Arkansas Public Employees Retirement System (APERS) for your review.

The Arkansas Public Employees Retirement System is requesting a position from the position pool established by Arkansas Code 21-5-225 (a) (1). The classification requested, along with the position being surrendered are listed below:

<u>POSITION SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22154797	Administrative Specialist II	C073C	C109
<u>CLASSIFICATION REQUESTED</u>			
Assistant Personnel Manager		R024C	C118

JUSTIFICATION

The Arkansas Public Employees Retirement System (APERS) is requesting to surrender one Administrative Specialist II position, grade C109 to obtain one Assistant Personnel Manager position, grade C118, from the position pool.

This position will be located in the human resources (HR) section of the Arkansas Public Employees Retirement System. This month APERS will begin a forty month implementation project for a new Pension Administration System (PAS). This will severely restrict the time managers and supervisors have to participate in the hiring process when vacancies occur. The agency's request for this position is based on the need to make informed decisions and respond to the administrative processes when vacancies occur. This position will allow the HR staff to perform the entire hiring process of positions. This will reduce the time required to fill a vacancy.

Representative Andrea Lea, Co-Chairman
Senator Uvalde Lindsey, Co-Chairman
November 13, 2013
Page 2

The process includes review of applications for minimum qualifications, scoring, conducting the interviews and making a recommendation to management. The new position will allow for more cross training within the various HR, payroll, and benefits functions for current staff. Consolidating functions will result in more efficient agency operations.

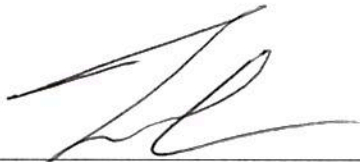
The Office of Personnel Management has reviewed this request and **recommends** approval of a pool position for the classification of Assistant Personnel Manager, grade C118.

Your approval of this request is greatly appreciated.

Sincerely,



Herbert M. Scott
State Personnel Administrator



Chief Fiscal Officer of the State

NOV - 4 2013

Date

HMS

HMS/glj

MEMORANDUM

TO: Herb Scott, State Personnel Administrator

FROM: Gail H. Stone, Executive Director *ghs*

DATE: September 30, 2013

SUBJ: Request for Position from OPM Pool

RECEIVED

SEP 30 2013

OFFICE OF PERSONNEL MGT
DEPT. OF FIN. & ADMIN

The Human Resources (H/R) Section at APERS consists of an Administrative Services Manager/C124 position, a Business Operations Specialist/C116 position and an Administrative Specialist III/C112 position. APERS requests an Assistant Personnel Manager/Grade C118 position (class spec attached) from the OPM Pool. We would surrender an Administrative Specialist II/C109 position to the pool.

This month APERS embarks on a forty month implementation project for a new Pension Administration System (PAS) that is going to severely restrict the time that managers and supervisors will have to participate in the interview process when vacancies occur. The Assistant Personnel Manager position will allow H/R staff to perform the entire hiring process for all positions grade C116 and lower (the process includes review of applications for minimum qualifications, scoring the written interviews, conducting the office interviews of the top scoring applicants and making a recommendation to the section manager and agency management). Since the lower grade positions normally have the highest turnover rate, this frees the managers/supervisors to concentrate solely on managing their section's functions and completing implementation tasks. The manager and supervisor will always have the option of conducting a final interview with the top two applicants.

For the positions grade C117 and above, H/R would complete the hiring process functions through scoring the written interviews. Then the section manager/supervisor would conduct the office interviews (after reviewing the written interviews/scores). Having H/R complete the bulk of the hiring process will reduce the time required to fill a vacancy, which will result in better service to our membership. The new position will also afford the opportunity for more cross-training of the various personnel, payroll and benefits functions performed by the current staff. Some functions currently performed by the Administrative Services Manager cannot be assigned to or cross-trained with current staff due to the grade level of the positions. The C118 grade of the Assistant Personnel Manager position should be sufficient to assign or cross-train some of those functions.

The addition of the Assistant Personnel Manager position would also provide an opportunity for the Business Operations Specialist position in H/R to perform some "agency support" functions that are currently being performed by various agency staff, such as managing the mail room functions, maintaining/requesting office supplies, maintaining coordinating furniture purchases and office moves, agency vehicle maintenance, and assisting the purchasing coordinator with M & R activities and asset inventory. Consolidating these functions in one area will result in more efficient agency operations.

Your favorable consideration of our request is appreciated. Please contact Becky Walker, Administrative Services Manager, at becky.walker@arkansas.gov or 682-7820 should you need additional information.



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
0370	AR Public Employees Retirement System	09/30/13

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
2215-4797	Administrative Specialist II	C109	C073C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Assistant Personnel Manager	C118	R024C

I Hereby Certify / Understand That:

- A. The position requested is critical to the operation of this Agency/Institution 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/Institution.
- E. No current employee will be displaced by this action.

Agency Personnel Rep	Date
<i>Becky Walker, Admin Services Mgr.</i>	09/30/13

Agency Director	Date
<i>Paul H. Stone</i>	09/30/13