



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

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
1509 West Seventh Street, Suite 201
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June 18, 2014

Senator Uvalde Lindsey, Co-Chairperson
Representative Andrea Lea, 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 a request for the establishment of two OPM pool positions for the Disability Determination for Social Security Administration (DDSSA).

The positions to be surrendered from the agency are as follows:

Position Number	Class Code	Title	Grade
22095323	C056C	Administrative Specialist III	C112
22151710	C073C	Administrative Specialist II	C109
22095456	C073C	Administrative Specialist II	C109
22095321	C073C	Administrative Specialist II	C109
22095293	C073C	Administrative Specialist II	C109
22095280	C073C	Administrative Specialist II	C109

The positions requested from the OPM Surrender Pool are as follows:

Class Code	Title	Grade	Entry
G233C	DDSSA Section Manager	C122	\$41,159
G233C	DDSSA Section Manager	C122	\$41,159

JUSTIFICATION

The DDSSA requests the establishment of two surrender pool positions and will relinquish five Administrative Specialist II and one Administrative Specialist III positions. The agency has recently had their federal hiring freeze lifted, allowing DDSSA to hire 77 new adjudicators. Forty-two of these positions have already been filled and the remaining 35 will be filled with a new adjudicator class in June 2014. Under the current agency organizational chart, each DDSSA Section Manager supervises three separate units, amounting to approximately 35 employees. Therefore, the addition of 77 adjudicators will require two new DDSSA Section Managers for supervision purposes.

The minimum qualifications for this classification are a bachelor's degree in social work, psychology, or health administration, or a related area, and five years of experience in social security disability determination, including four years in a supervisory or leadership role. The employees in this classification usually promote from a DDSSA Unit Supervisor, G112C, grade C121. The cost of the positions surrendered is approximately equal to the cost of two employees promoting through the agency organizational structure.

After review of the request, the Office of Personnel Management **recommends** the approval of the establishment of two DDSSA Section Manager positions through the OPM Surrender Pool for FY15. Your consideration of this request is greatly appreciated.

Sincerely,



Kay B. Terry
State Personnel Administrator



Chief Fiscal Officer of the State

MAY 20 2014

Date

KBT/sd:1-2



STATE OF ARKANSAS
Disability Determination for Social Security Administration

701 SOUTH PULASKI STREET
 LITTLE ROCK, ARKANSAS 72201-9750
 TELEPHONE 501-682-3030

MIKE BEEBE
 Governor

ARTHUR BOUTIETTE
 Director

May 12, 2014

Kay Terry
 Office of Personnel Management
 1509 West 7th Street, Suite 201
 Little Rock, AR 72201

Dear Mrs. Terry:

Please accept this letter as detailed justification in our agency's request to exchange the following positions:

Positions to be surrendered:

Position Number	Classification Title	Pay Grade	Class Code	Entry Salary
22095323	Administrative Specialist III	C112	C056C	\$25,268
22151710	Administrative Specialist II	C109	C073C	\$21,827
22095456	Administrative Specialist II	C109	C073C	\$21,827
22095321	Administrative Specialist II	C109	C073C	\$21,827
22095293	Administrative Specialist II	C109	C073C	\$21,827
22095280	Administrative Specialist II	C109	C073C	\$21,827

Positions requested:

Classification Title	Pay Grade	Class Code	Entry Salary
DDSSA Section Manager	C122	G233C	\$41,159
DDSSA Section Manager	C122	G233C	\$41,159

The Federal government recently removed the hiring freeze, which allowed our Agency to hire 77 adjudicators. Due to the extensive training which new adjudicators must complete, the DDSSA new hires were broken into two groups. Stationed at the Sebco Building, DDSSA currently has 30 recently hired adjudicators in a training program and 12 adjudicators that are in the mentoring program. The agency plans to hire the additional 35 adjudicators in June of 2014.

Under the current organizational system, each DDSSA Section Manager supervises three separate Claim Adjudicator Units, which is equivalent to approximately 35 employees. With the Agency hiring an additional 77 adjudicators that need supervision, we are requesting an additional two DDSSA Section Manager positions.

I am hopeful to get this matter on the agenda for the June Personnel Committee Meeting. Although it is not likely, it would be nice to sneak this into the meeting on Wednesday, May 14th.

Your positive review and that of the Legislature would be greatly appreciated. If I can answer any further questions, I am at yours and the committee's disposal to do so.

Respectfully,


 Arthur Boutiette
 Agency Director



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

Business Area	Agency/Institution	Date
0311	Disability Determination for SSA	05/09/14

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22095323	Administrative Specialist III	C112	C056C
22151710	Administrative Specialist II	C109	C073C
22095456	Administrative Specialist II	C109	C073C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	DDSSA Section Manager	C122	G233C

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
Melissa Thomas	05/09/14

Agency Director	Date
Arthur Boutiette	05/09/14



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

Business Area	Agency/Institution	Date
0311	Disability Determination for SSA	05/09/14

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22095321	Administrative Specialist II	C109	C073C
22095293	Administrative Specialist II	C109	C073C
22095280	Administrative Specialist II	C109	C073C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	DDSSA Section Manager	C122	G233C

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- 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.
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Melissa Thomas	05/09/14

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