



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

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
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August 6, 2014

Senator Uvalde Lindsey, Co-Chairman
Representative Andrea Lee, Co-Chairman
Personnel Subcommittee of the Joint Budget Committee
Bureau of Legislative Research
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Arkansas Social Work Licensing Board (Board) for your review.

The Board has submitted a request for one (1) position from the OPM growth pool. The justification for this position request is to ensure that the mission of the agency is accomplished on a continuous basis. The agency currently employs one full-time, regular position, Social Work Licensing Board Executive Director, X135C, grade C115. If the employee is out of the office due to meetings, vacation, illness, etc., the office is closed and the public is not served.

There are approximately 3,100 social workers licensed by the agency, an increase of 500 licenses over the course of six years. In addition to the primary function of licensure, the agency is required to perform all other administrative functions on an annual basis. Similar state licensure agencies employ at least two, and sometimes more, employees to handle the workload.

The following position is requested:

# Requested	Class Code	Job Title	Grade
1	C056C	Administrative Specialist III	C112

OPM has received a biennial budget request from the agency for this additional position; however, based on the current need, the Board has requested the immediate establishment of this

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Administrative Specialist position. OPM recommends this pool position in order to ensure efficient and effective agency operations.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill Terry
State Personnel Administrator



Chief Fiscal Officer of the State

JUL 31 2014

Date

KBT/1-2



Mike Beebe
Governor

STATE OF ARKANSAS SOCIAL WORK LICENSING BOARD

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Ruthie Bain
Executive Director

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Website: arkansas.gov/swlb

June 19, 2014

Kay Barnhill-Terry
State Personnel Administrator
1509 West 7th
Little Rock, AR 72203

Dear Ms. Barnhill-Terry;

The Social Work Licensing Board is requesting the addition of a new position. This letter serves as justification for the requested position.

The mission of the Social Work Licensing Board is to protect the public by setting standards of qualification, training and experience for those who seek to represent themselves to the public as social workers and by promoting high standards of professional performance for those engaged in the practice of social work.

The Board employs one staff member. In the event of meetings, vacation or illness the office is closed. In the past year I experienced a major medical situation in which fortunately, I am recovering. During the time in which I was recovering the office was closed. Should I not have been able to work from home or return to work; there was no one who was familiar with the operation of the Board.

There are currently 3,100 social workers licensed by the State of Arkansas. Similar Boards have at least two if not three employees. (Counseling, Physical Therapy and Massage Therapy Boards) In the last six-seven years the number of licensed social workers has increased by approximately 500. The Board processes 400-450 new license applications per year and renewals are due monthly depending on the issue date of the license.

As a state agency the Social Work Licensing Board is required to complete the same reports as all state agencies, regardless of staff. Examples include: Closing Books, Budgets, Risk Assessment, Minority Reporting, Contract and Grant Disclosures, Employee Disclosures, Office of Child Enforcement, Manpower Reports, AASIS, and Employee Reports.

Daily functions of current staff include but are not limited to:

Process Renewal Applications
Process Applications for New Licenses
Maintain Database
Background Checks

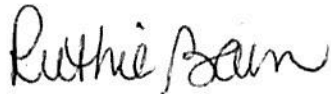
Endorsement Request
License Verification Request
Bill processing
Budget Reports

Answering Telephone	Newsletter publication
Audits	Receiving and Processing Complaints
Prepare for Board Meetings	Purchasing and Maintaining Office Supplies
Attend Board Meetings	AASIS Reports
Board Meeting Minutes	Public Protection Database Filing
Certificates of Registration	General correspondence
Filing	Maintaining Forms
Scanning and saving	Maintaining Website
Mail Processing	Processing Payments
License issuance	Processing Deposits
Supervision verification and documentation	Email processing
Name and Address changes	Compose and type letters
Renewal reminder notification	Agency Inventory
Maintain mailing list	Maintain Licensee paper files
Provide Administrative support to Board members	
Coordinate with legal counsel for meetings, hearings, and legal documentation.	
Provide support to State University Social Work Programs	
Attend trainings as needed and required by State	
Reviewing, drafting, updating and coordination all agency contracts	

As you can see, the functions of the Executive Director are many and vary widely. We are not able to have segregation of duties since there is only one staff. This is noted each time the Board is audited.

Thank you for consideration of this request.

Sincerely,



Ruthie Bain
Executive Director