



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

**OFFICE OF PERSONNEL MANAGEMENT  
 Administrator's Office**  
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September 17, 2014

Senator Uvalde Lindsey, Co-Chairman  
 Representative Andrea Lea, 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 Department of Human Services, Division of Aging and Adult Services (DHS/DAAS), for your review.

The DHS/DAAS is requesting to obtain one (1) pool position from the position pool established by Arkansas Code 21-5-225 (a) (1). The classification requested along with the positions being surrendered are listed below:

<b><u>POSITIONS SURRENDERED</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>
22102643	Administrative Specialist II	C073C	C109
22103381	Program Eligibility Specialist	M066C	C114

**CLASSIFICATION REQUESTED**

Information Systems Manager	D007C	C128
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**JUSTIFICATION**

The Arkansas Department of Human Services, Division of Aging and Adult Services (DHS/DAAS), is requesting to surrender the two positions listed above and requests an Information Systems Manager, grade C128, from the position pool.

DAAS is implementing a new health software assessment tool, within a few months. The new software will be integrated with existing DHS Medicaid supported applications, utilized to provide services to Arkansans across the state. In addition, this position will supervise three Information Technology (IT) employees, which includes one Information Systems Business Analyst, one Computer Support Specialist, and one Software Support Specialist, as well as, contract personnel that are developing DHS IT systems.

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This position will represent the Division of Aging and Adult Services needs with DHS, Office of Information System Technology, and Northrup Grumman. Funding for this position is 50% federal and 50% general revenue.

The Office of Personnel Management has reviewed this request and **recommends** the approval of one (1) pool position for the classification of Information Systems Manager, D007C, grade C128.

Sincerely,



Kay B. Terry  
State Personnel Administrator



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**Chief Fiscal Officer of the State**

SEP -'8 2014

\_\_\_\_\_  
**Date**

KBT/JD:1-2



Division of Aging  
and Adult Services

P O. Box 1437, Slot S-530 · Little Rock, AR 72203-1437  
501-682-2441 · Fax 501-682-8155



July 7, 2014

Ms. Kaye Barnhill Terry  
State Personnel Administrator  
Department of Finance and Administration  
Office of Personnel Management  
1509 West 7<sup>th</sup> Street  
Little Rock, AR 72203

SUBJ: Request to obtain pool position

Dear Ms. Terry,

Please consider this request to obtain a pool position for the Division of Aging and Adult Services (DAAS). The division will surrender 2 vacant positions (position 22102643, C109, Administrative Specialist II and position 22103381, C114, Program Eligibility Specialist) for an Information Systems (IS) Manager, D007C, C128 position. DAAS does not have a vacant position that meets the necessary classification and specifications for the Information Systems (IS) Manager position. Currently, there are three Information Technology (IT) employees providing IT assistance for the 200+ DAAS employees. DAAS IT responds to on average 100 requests for IT assistance per month, not including numerous other job duties. Our division will be implementing a new health assessment software package in the near future, and the IS Manager will coordinate the integration of MMIS, EEF/Answer, DHS EHR (electronic health record) system, and other DHS Medicaid supported applications with the new health assessment tool. The manager will oversee all other DAAS projects including the analytics engine that will support the Arkansas PII (Payment Improvement Initiative) efforts to ensure timelines are delivered promptly. The IS Manager will direct the day-to-day activities and projects assigned or developed by the IT team, including the implementation and monitoring of the projects. The manager will help resolve reoccurring and complex IT related issues by working closely with the Office of System Technology and Northrup Grumman. The manager will research new innovated technology to address the division's needs. This position will be responsible for making recommendations for multi-million dollar software projects. The manager will serve as the division's liaison for all DHS IT committees, including but not limited to, DHS IT Steering Committee, Universal Assessment/Payment Improvement Initiative (PII) IT team, Home and Community Based Services Weekly PII meeting, and DHS Security team. This position will supervise all DAAS IT staff which includes one Information Systems Business Analyst, one Computer Support Specialist, and one Software Support Specialist. The manager will identify areas within DAAS where work efficiencies and effectiveness could be achieved through technological solutions.

The position will be funded with 50% SGR matched with 50% Federal. Attached is a functional job description, the Position Classification Questionnaire and a DAAS Organizational Chart to show where the hierarchal location of the position. We appreciate your consideration of this request and will be glad to provide further details if needed.

Sincerely,

A handwritten signature in black ink, appearing to read "Krista M. Hughes". The signature is fluid and cursive, with a long horizontal line extending to the right.

Krista M. Hughes  
Director