



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

**OFFICE OF PERSONNEL MANAGEMENT  
Administrator's Office**  
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December 16, 2014

Senator Uvalde Lindsey, Co-Vice 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 from the Arkansas Economic Development Commission (AEDC) for your review.

AEDC has requested to retain the salary of one employee who was displaced due to a Reduction in Force within the Department of Finance and Administration. This employee transferred from a position authorized as DFA ERP Analyst, D033C, C124 into a position authorized as Agency Human Resources Manager, R013C, C123. Her annual salary upon position transfer was \$47,556.91. Her current annual salary is \$48,032.40, resultant from the 1.0% Cost of Living Adjustment. This employee possesses a Master of Business Administration and fifteen years' work experience, including seven years' experience in the field of human resources. This significantly exceeds the essential requirements for her current classification.

According to ACA §21-5-214 (f) 2:

*An employee who is placed in a lower-graded position on either compensation plan because the original position has expired due to lack of funding, program changes, or withdrawal of federal grant funds may continue to be paid at the same rate as the employee was being paid in the higher-graded position upon approval of the office after seeking the review of the Personnel Subcommittee of the Legislative Council.*

Based on review of the request, the Office of Personnel Management **recommends** approval of the continued salary of \$48,032.40 for the employee displaced in the classification of Agency Human Resources Manager, R013C, C123. Your consideration of this request is appreciated.

Sincerely,

Kay B. Terry  
DFA State Personnel Administrator

Chief Fiscal Officer of the State

NOV 25 2014

Date

KBT/JLH

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**OFFICE OF PERSONNEL MGMT  
CLASS & COMP**

October 31, 2014

Ms Kay Terry, Personnel Administrator  
Department of Finance and Administration  
Office of Personnel Management  
1509 West 7<sup>th</sup> Street  
Little Rock, AR 72201

Dear Kay:

We are requesting approval to retain the current salary level of \$47,556.91 for Ms Janet Bayless. On October 31, 2014, Ms. Bayless will lose her position as Training Lead, Grade C124, in the AASIS Section of the Department of Finance and Administration due to a reduction in force (RIF). We have interviewed Ms. Bayless for the position of Human Resources Director, which recently became open and available in the Arkansas Economic Development Commission, and we have offered her that position and she has accepted the offer. Normally, this move with its associated reduction in grade level would result in a demotion and an accompanying 10% reduction in salary. We, however, are asking you to consider the circumstances of her RIF and her qualifications as justification to allow us to retain her current salary level.

The minimum qualifications for the Human Resources Director are a bachelor's degree in human resources, business administration, public administration, or a related field plus five (5) years of human resources experience, including three (3) years in supervisory capacity. Ms. Bayless has a master's degree in education, a master's degree in business administration and a bachelor's degree in management plus seven (7) years of direct human resources experience and over fifteen (15) years of supervisory experience in related fields.

I feel Ms. Bayless far exceeds the minimum qualifications for the Human Resources Director. The salary of the previous Human Resources Director far exceeded the salary that Ms. Bayless is leaving and that we would like to continue. The budgeted salary for the Human Resources Director is \$55,490, therefore, it can readily be seen that continuing her current salary will not cause detriment to the agency budget and, in fact, will result in a savings of approximately \$8,000.

Your consideration and approval of this request will be greatly appreciated.

Sincerely,



Grant Tennille  
Executive Director

cc: Harold Sharp