



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
 www.dfa.arkansas.gov

August 19, 2015

Senator Uvalde Lindsey, Co-Chairperson
 Representative Lanny Fite, 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 Department of Veterans Affairs (ADVA) for your review.

The ADVA is requesting two (2) positions from the position pool established by Arkansas Code Annotated §21-5-225 (a) (1). The classifications requested along with the positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22094491	Fiscal Support Analyst	A091C	C115
22094505	Administrative Specialist III	C056C	C112

CLASSIFICATIONS REQUESTED

Veterans Service Officer	G253C	C118
Veterans Service Officer	G253C	C118

JUSTIFICATION

This request is part of the strategic plan approved by the Governor in June of 2015.

The ADVA has decided to establish regional offices in 8 regions. Locations include Bentonville, Mountain Home, Russellville, Jonesboro, Baring, Hazen, Texarkana, and Warren. The agency believes that better service will be provided to Veterans in the state of Arkansas by utilizing this regional approach. The agency states that there is no longer a need for the Fiscal Support Analyst and the Administrative Specialist III at the Ft. Roots operation.

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, Co-Chairperson
August 19, 2015
Page 2

The Office of Personnel Management has reviewed this request and **recommends** the approval of two pool positions for the classification of Veterans Service Officer, G253C, grade C118 for Fiscal Year 2016.

Your approval of this request is greatly appreciated.

Sincerely,



Kay B. Terry
State Personnel Administrator



Chief Fiscal Officer of the State

AUG - 3 2015

Date

KBT/cls:1-2



Office of the Director, Fiscal and Human Resources
 501 Woodlane Drive, Suite 230C, Little Rock, AR 72201
 Phone: (501) 683-1787 | Fax: (501) 682-4833

Executive Office, Claims and Appeals, and Field Services
 2200 Fort Roots Drive, Building 65, Room 119, North Little Rock, AR 72114-1766
 Phone: (501) 370-3820 | Fax: (501) 370-3829

Asa Hutchinson
 Governor

Matt Snead
 Director

July 17, 2015

Ms. Kay Barnhill Terry
 Administrator
 Office of Personnel Management
 1509 West 7th Street, Room 201
 Little Rock, AR 72201



RE: Pool Position Request – (2) Veterans Service Officers / Class Code G253C / Grade C118

Dear Ms. Terry,

Toward our vision of providing outstanding service to the 250,000 Veterans across the State as their leading advocate, responsive to their changing needs and those of their families in attaining the highest quality of life, we are in the process of increasing the overall effectiveness of the Veterans Service Office (VSO) program.

Our strategic plan includes forward deploying VSOs throughout the state to the following eight (8) regions: Bentonville, Mountain Home, Russellville, Jonesboro, Barling, Hazen, Texarkana and Warren.

This pool position request is essential to the successful execution of our strategic plan. The administrative needs of the Ft. Roots Veterans Service Office will decline as we forward deploy VSOs; and we have a vacant Fiscal Analyst position that we do not need to fill at this time.

We would therefore like to surrender the following two vacant positions in return for two (2) Veterans Service Officer positions (Grade C118, Class Code G253C):

- Fiscal Support Analyst (Grade C115, Class Code A091C, Position# 22094491)
- Administrative Specialist III (Grade C112, Class Code C056C, Position# 22094505)

The above two positions to be surrendered are the highest grade ADVA vacant positions that are not scheduled to be filled. The net change to the ADVA's number of authorized positions as a result of this request is zero.

Thank you for your consideration of our request. If you have questions or require additional information, please contact me at 501-683-1643.

Sincerely,

Karen Watkins
 CFO

Cc: Matt Snead, Director
 Sara Terry, Assistant Personnel Manager