



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

EXHIBIT F
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
<http://www.state.ar.us/dfa>

September 21, 2016

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 State Claims Commission for your review.

The Arkansas State Claims Commission has a requested one position from the temporary transition pool established by Ark. Code Ann. §21-5-225(c), which states:

- (1) The office shall establish and maintain a temporary transition pool of twenty-five (25) career service positions at grade C130 and twenty-five (25) professional and executive positions at grade N922 to be used to establish additional temporary positions in state agencies of the proper classification and grade if the state agency does not have sufficient positions available with the appropriate classification and grade to address organizational transition issues such as succession planning or other changes in agency administration.*
- (2) Temporary transition pool positions are to be used by state agencies only if the personnel service needs exceed the number of positions in a classification authorized by the General Assembly and were not anticipated at the time of the passage of the agency's operating appropriation act.*
- (3) A position established under this section shall not exceed a salary rate in excess of the highest rate established by grade or by line item in the requesting agency's appropriation act.*
- (4) No position shall be authorized to the agency from the temporary transition pool until the specific positions are requested by the agency, recommended by the office, and reviewed by the Personnel Subcommittee of the Legislative Council.*
- (5) Temporary transition pool positions shall be authorized for not more than one hundred eighty (180) calendar days in a fiscal year and may not be renewed or extended.*

The agency is requesting the classification listed below:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
Claims Commission Director	N154N	N901

JUSTIFICATION

The Arkansas State Claims Commission is requesting this position due to the retirement of the Commission Director in January, 2017. Because, there is currently no one qualified to fulfill the duties for this position, the commission wants to hire someone and have them train alongside the current Director prior to retirement. The agency has stated that funding is available to support this temporary transition pool position.

After review of this request, the Office of Personnel Management **recommends** establishment of the requested temporary transition pool position classified as Claims Commission Director. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

SEP 08 2016

Date

ARKANSAS STATE CLAIMS COMMISSION

(501) 682-1619
FAX (501) 682-2823



BRENDA WADE
DIRECTOR

101 EAST CAPITOL AVENUE
SUITE 410
LITTLE ROCK, AR 72201-3823

August 26, 2016

Ms. Kay Terry, Director
Office of Personnel Management
1509 W. Seventh Street, Room 201
Little Rock, AR 72203



Dear Ms. Terry:

I am writing to notify personnel of my anticipated retirement date of January 31, 2017. As a result of my retirement the Claims Commission is requesting a Transitional Pool Position. At the present time there is no one on staff that would qualify for the position, and this will necessitate a period of time to subsequently train and educate a replacement.

This is the senior management position in the agency. Not only does this position handles all personnel issues, it serves as the spokesperson for the agency in legislative relations, writes legal documents concerning claims, and serves as the administrator on all claims.

Your attention to the request will be appreciated. Please feel to contact me if you have any additional questions.

Sincerely,

A handwritten signature in cursive script that reads "Brenda Wade".

Brenda Wade
Director



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

Business Area	Agency/Institution	Date
0360	Arkansas State Claims Commission	August 26, 2016

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Claims Commission Director	N901	N154N

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
	8-26-2016

Agency Director	Date
	August 26, 2016