

From: [Freeburn, Vicki](#)
To: [Freeburn, Vicki](#)
Subject: FW: DHS Emergency Positions
Date: Thursday, September 22, 2016 09:27:40 AM
Importance: High

From: Keesa Smith [<mailto:Keesa.Smith@dhs.arkansas.gov>]
Sent: Thursday, September 22, 2016 9:16 AM
To: Garrity, Marty
Cc: Kelley Linck
Subject: DHS Emergency Positions
Importance: High

Marty-

Thank you for your availability this morning and discussing the process for which to submit the following positions. The three positions that the Department of Human Services is requesting are as follows:

- DHS General Counsel, N905 Pool Source: Growth
- DHS Fairness Officer, C124 Pool Source: Surrender
- DHS Senior Technical Writer, C124 Pool source: Surrender

Recently, the Department of Human Services underwent a reorganization that created the DHS Office of Procurement. This office is now the central source of all procurements occurring with our agency. While many of the positions within this new office have been obtained by pooling staff that were previously located within the divisions of the agency, DHS did not have the positions listed above that are needed in order to properly write, review and evaluate the numerous solicitations that are needed for our operation. The DHS Office of Procurement is currently engaged in several high-profile, high-spend solicitations to drive forward transformation within Medicaid and for special needs populations. For example, the Dental Managed Care solicitation is estimated to result in contracts worth approximately \$1.1 billion over seven years. Even on solicitations handled by the Office of State Procurement at DFA, there is significant work performed by both the Office of Procurement and the Office of Chief Counsel to ensure a high quality specifications, proposals, and resultant contracts with damages and penalties, in accordance with laws and regulations. Below are the items under development:

Service to be Delivered	Division	Anticipated Start Date	Solicitation Release Date
Dial-In Newspaper Service for the Blind	DSB	1-Oct-16	n/a
Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP)	DCCECE	1-Nov-16	
National School Lunch Program (NSLP)	DCCECE	1-Nov-16	
Headstart	DCCECE	Mar-17	
Residential Group Home	DCFS		
Tutoring	DCFS		
DHS On Call Architect	OP		
DHS On Call Engineer	OP		
DHS Independent Assessments	OF	7/1/2017	10/15/2016
DHS Provider Transition	OF	7/1/2017	10/15/2016
DHS Care Coordination	OF	7/1/2017	1/1/2017
DHS Consultants	OF		
DDS Specialized Foster Homes	DDS		
EBT	DCO	4/1/2017	
OJJDP Compliance Monitoring	DYS	3-Oct-16	
Residential - Interstate Compact	DYS	FY 18?	
Community based services	DYS	FY 18?	
Residential - Specialty	DYS	FY18?	
Medicare/Medicare Cost Report Services	DBHS	date of signed award	8/17/2016
Print & Mail Processing Service	DCO	12/1/2016	9/14/2016
Podiatry Services	DDS	date of signed award	
HIPP	DMS	7/1/2017	11/1/2016
Asset Verification System	DMS	7/1/2017	11/1/2016
TPL Collections	DMS	7/1/2017	11/8/2016
Utilization Review	DMS	7/1/2017	
PCMH	DMS	7/1/2017	
PCMH/NET	DMS	7/1/2017	
PCMH	DMS	7/1/2017	
Utilization Review	DMS	7/1/2017	
Utilization Review	DMS	7/1/2017	
Dental/Vision	DMS	7/1/2017	

If any additional information is needed, please let me know. Thank you.

Sincerely,

Keesa M. Smith
Deputy Director
Arkansas Department of Human Services
700 Main Street
Little Rock, AR 72203
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STATE OF ARKANSAS
**Department of Finance
and Administration**

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Administrator's Office**
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September 23, 2016

Senator Bill Sample, Co-Chairperson
Representative David Branscum, Co-Chairperson
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits the following request from the Arkansas Department of Human Services (DHS).

DHS requests three (3) positions from the Central Growth Pool established by Ark. Code Ann. §21-5-225(b) and the establishment of new titles for these pool positions. DHS's growth pool requests are as follows:

<u>Classification Requested</u>	<u>Class Code</u>	<u>Grade</u>	<u>Number of Positions</u>
DHS General Counsel	NEW	N905	1
DHS Fairness Officer	NEW	C124	1
Senior Technical Writer	NEW	C124	1

DHS states that the need for these positions is to complete organizational restructuring and to streamline agency operations to ensure accountability and responsibility. The DHS General Counsel will be responsible for managing, directing, and coordinating the operations of the department's legal services. The DHS Fairness Officer will ensure that all solicitations and contract awards are administered in a fair, open, and transparent manner. The Senior Technical Writer will be responsible for conducting research, writing, and supervision of solicitations throughout the procurement process.

Upon review and analysis, OPM **recommends** DHS's request for the establishment of three (3) positions from the Central Growth Pool with the proposed new titles DHS General Counsel, N905, DHS Fairness Officer, C124, and Senior Technical Writer, C124.

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, Co-Chairperson
September 23, 2016
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Your approval of this request is greatly appreciated.

Respectfully submitted,



Herbert Scott
Deputy OPM Administrator



Chief Fiscal Officer of the State



Date

HS/cmb



Office of Director

P.O. Box 1437, Slot S201 · Little Rock, AR 72203-1437
501-682-8650 · Fax: 501-682-6836 · TDD: 501-682-8820



September 21, 2016

Ms. Kay Barnhill
State Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, Arkansas 72203

RE: Supplemental Pool Position Request
Department of Human Services

Ms. Barnhill:

The department is requesting three (3) positions from the Central Growth Pool established by Arkansas Code 21-5-225 (b) (1). Each of these growth positions requires the establishment and implementation of new classification titles as well. The need for these positions is to complete organizational restructuring and address the inconsistent visibility into the core business functions of the department as well as lack of clarity on accountability and responsibility.

We are asking for the following:

<u># Positions</u>	<u>New Title</u>	<u>Grade</u>	<u>Cost</u>	<u>Division</u>
1	DHS Senior Technical Writer	C124	\$45,377	DAS
1	DHS General Counsel	N905	\$76,041	OCC
1	DHS Fairness Officer	C124	\$45,377	DAS

If you have any questions or need any additional information, please give me a call at (501) 682-8649.

Sincerely,

A handwritten signature in black ink, appearing to read "Keesa M. Smith".

Keesa M. Smith
DHS Deputy Director

KMS:gmb

CLASS SUMMARY

The DHS General Counsel reports to the DHS Chief of Counsel. This position is responsible for managing, directing, and coordinating the operations and functions of the department's legal services. This position is governed by state and federal laws and agency/institution policies.

TYPICAL FUNCTIONS

- Supervises a small staff by providing advice and guidance on legal matters and administrative policies and procedures affecting operational activities within the department.
- Ensures the department and its interests are represented at all applicable forums; directs the activities of staff attorneys, including the development, preparation, and presentation of cases under litigation or dispute and the representation of the department and its employees.
- Evaluates, drafts, and recommends legislation governing significant operational activities.
- Ensures the department's programs are in compliance with applicable state and federal laws, rules, and guidelines and appropriate department procedures are promulgated.
- Represents DHS at Claims Commission hearings and employee grievance appeals.
- Organizes budget, staff, and resources of the assigned area.
- May serve as DHS representative at official meetings involving legal issues related to departmental operations.
- Performs other duties as assigned.

SPECIAL JOB DIMENSIONS

Occasional in-state travel may be required.

KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of agency/institution service programs and service-delivery systems.
- Knowledge of supervisory practices and principles.
- Knowledge of legal principles and their application in a human service environment.
- Knowledge of state and federal laws and regulations.
- Knowledge of trial and hearing procedures.
- Ability to conduct litigation.
- Ability to prepare, present, and review oral and written information and reports.
- Ability to research, interpret, and apply legislation and cause related information.
- Ability to plan, organize, and direct the work of others.

MINIMUM QUALIFICATIONS

Licensed to practice law and admitted to the Arkansas State Bar per ACA 16-22-201; plus six years of legal experience, including one year in a supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

SENIOR TECHNICAL WRITER – C124

CLASS SUMMARY

The Senior Technical Writer is responsible for conducting research, writing and overseeing the development of solicitations. This includes managing the written solicitation process from receipt of Divisions/Offices' inquiry through the approval of the final negotiated contract. The position will support the procurement and contracting process. This position is governed by state and federal laws and agency/institution policy.

TYPICAL FUNCTIONS

Develops high-quality solicitation documentation that meets applicable standards and deadlines by establishing priorities and target dates for information gathering, writing, review, editing, formatting and approving; entering and monitoring tracking data; coordinating requirements with Divisions/Offices; presenting solicitation status information to review meetings/committees. Gathers and analyzes critical information from Divisions/Offices to formulate a solicitation that meets the requirements, in addition to managing the production and distribution of all working documents. Researches project information using existing internal documentation, self-directed external investigation and interviews with subject matter experts and system users. Maintains quality results by using templates, and following solicitation writing standards; including readability, consistency, and tone. Builds and manages a solicitation intellectual repository to improve response efficiency and maintains solicitation support databases. Writes and explains technical ideas in simple language and ensures technical verbiage is easy to understand by the layperson and the targeted vendor community.

Special Job Dimensions:

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of Arkansas procurement law. Knowledge of the solicitation development process in Arkansas and a complete understanding of solicitation development as a part of business development & capture. Ability to plan, research, and analyze effectively. Ability to process complex issues and perform sound, objective, data-based analysis to draw logical conclusions; consistent application of logical reasoning to identify opportunities and manage risk. Ability to successfully manage workload in a deadline intensive environment. Strong organizational, time management and coordination skills. Ability to communicate project goals, and problem solutions to supervisors, co-workers, and subordinates in written or verbal form. Ability to present oral and written information to top management, subordinates, agencies and institutions. Ability to plan and direct the work of others.

Preferred Skills: Appropriate professional certification is desired. Self-motivated, and detail-oriented. Well-organized, and can work on multiple proposals and tasks simultaneously. Excellent proposal writing skills. Must be able to edit and develop proposal elements from existing materials, and interviews with Division staff. Strong computer experience including Microsoft Office.

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in business administration, finance or a related field; plus three years of related technical writing experience; plus two years of supervisory experience. **OR** the formal education equivalent of bachelor's degree in communication, rhetoric & writing, or a related field; plus three years of relevant experience in business, finance, or related fields, plus two years of supervisory experience. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Fairness Officer – C124

CLASS SUMMARY

The Fairness Officer is responsible to help ensure all solicitations and contract awards are fair, open and transparent competition, supports the adoption of best practices and active measure to reduce correction. This position is governed by state and federal laws and agency/institution policy.

TYPICAL FUNCTIONS

Execute procurement function according to the highest standards of professionalism and in the respect of the values, objectives and interests of the agency. This implies the fairness officer must adhere to the principles of fairness, impartiality, transparency, stewardship, to avoid conflict of interest and any impropriety, and to respect and apply the agencies relevant policies, rules and procedures.

Stand by decisions that are in the agencies interest even if they are unpopular; understand the rules and regulations pertaining to the agency; know why the rules and regulations are necessary; know what caused the rules and regulations to be enacted; respect the need for the formality of rules and regulations; interpret and apply rules in accordance with their intent and be able to perform procurement responsibilities effectively and efficiently and still abide by the pertinent rules.

Perform regulated tasks consistently according to the specified procedures and take a leadership role to help co-workers and stakeholders understand and follow them as well.

Must always conduct themselves in such a way that any scrutiny would not damage the agency or its leaders, staff, or programs.

Provides guidance to staff and agency procurement personnel on proper methods of procurement, in accordance with the state procurement laws, regulations, policies, and best practices in compliance with state, federal and agency laws, rules, regulations and processes.

Performs other duties as assigned.

Special Job Dimensions:

KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of state and federal laws and regulations governing state procurement.
- Knowledge of legal research and writing protocols.
- Ability to review and analyze vendor and agency issues as they pertain to the procurement process and recommend proper course of action to meet their goals and objectives.

- Ability to perform mediation.
- Strong organizational, time management and coordination skills.
- Ability to communicate orally and in writing.
- Ability to develop and present a variety of procurement training to internal and agency/institution staffs.

MINIMUM QUALIFICATIONS

The formal education equivalent of a law degree from an accredited law school. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

CERTIFICATES, LICENSES, REGISTRATIONS

Licensed to practice law and admitted to the Arkansas State Bar per ACA 16-22-201.