

REPORT OF THE
UNIFORM PERSONNEL CLASSIFICATION AND COMPENSATION PLAN SUBCOMMITTEE OF THE
ARKANSAS LEGISLATIVE COUNCIL

November 19, 2010

Mr. Chairmen:

The Uniform Personnel Classification and Compensation Plan Subcommittee met on October 14, 2010 at 8:00 a.m., in Committee Room B, of the Big Mac Building and reviewed the following personnel-related items and respectfully request that they be filed with the Arkansas Legislative Council:

1. October Monthly Report - Pay Level IV for Grades C122-C130 Arkansas Department of Education: **(Attachment 1)**
2. November Monthly Report - Pay Level IV for Grades C122-C130 Arkansas Department of Education: **(Attachment 2)**
3. Approval of Provisional Positions for 2 year and 4 year institutions of Higher Education for October 2010: **(Attachment 3)**
4. Quarterly Employment Report for the Fourth Fiscal Quarter of 2010: **(Attachment 4)**
5. Summary of the Arkansas School for the Deaf Administrative Organization and Operations Review: **(Attachment 5)**
6. Request for special entry rate of compensation for Exceptionally Well-Qualified Applicant:

<u>Agency</u>	<u>Title</u>	<u>Applicant</u>	<u>Proposed Salary,</u> <u>Recommended Salary/ Grade</u>
Arkansas Dept of Ag. Livestock, & Poultry Comm.	Veterinary Virologist	Dr. Mike Zhang	\$91,395, \$91,395/N904

7. Request to obtain pool positions from the OPM pool established in Arkansas Code 21-5-225(a)(1) by Act 688 of 2009:

Agency: Arkansas Department of Correction
Positions Surrendered: 22077481, A010C, Agency Controller II, Grade C128
Classification Requested: NEW, ADC Assistant Chief Financial Officer (CFO), Grade C130

Agency: Arkansas Department of Human Services, Division of County Operations
Positions Surrendered: 22104131, G180C, Grants Analyst, Grade C117
22103612, C056C, Administrative Specialist III, Grade C112
Classifications Requested: G100C, DHS County Administrator III, Grade C122
M014C, Program Eligibility Coordinator III, Grade C120

Agency: Arkansas Department of Human Services, Division of Youth Services
Position Surrendered: 22097344, X101C, Internal Affairs Investigator, Grade C117
Classification Requested: G099C, DHS Program Administrator, Grade C122

Agency: Department of Arkansas Heritage
Position Surrendered: 22092813, C073C, Administrative Specialist II, Grade C109
Classification Requested: D063C, Computer Support Specialist, Grade C119

8. Salary Adjustments for Circuit Court Staff:

Court Reporter

<u>District</u>	<u>Judge</u>	<u>Employee</u>	<u>Current Salary</u>	<u>Recommended Salary</u>
6	Collins Kilgore	Mimi Ambrose	New	\$50,975
1	Hamilton Singleton	Rosemary Richardson	\$35,554	\$42,800

Case Coordinator

<u>District</u>	<u>Judge</u>	<u>Employee</u>	<u>Current Salary</u>	<u>Recommended Salary</u>
9W	Charles Yeargan	Linda Ballard	\$33,630	\$34,234
8S	(Elect) Brent Haltom	Karen Goodrum	New	\$43,690
12	J. Michael Fitzhugh	Charlene Wade Low	New	\$41,600

9. The following classification titles for use in implementation of Miscellaneous Federal Grant Positions (A.C.A. § 19-7-501 et seq):

Agency: Arkansas Science & Technology Authority

Class Code / Title

Grade

Positions

A082C, Accountant II

C117

1

10. Special Entry Rate Report, Exceptionally Well Qualified: **(Attachment 6)**

Respectfully Submitted,

Senator Steve Faris, Co-Chairman

Representative John Paul Wells, Co-Chairman

ATTACHMENT 1

11/15/2010

ARKANSAS DEPARTMENT OF EDUCATION

Monthly Report to the Arkansas Legislative Council

Approved Labor Market Rates Utilizing ADE Salary Grid for Grades C122-C130

Classifications that Require a Valid Teaching License

For the Month of November 2010

[illegible]

Arkansas Public Higher Education Provisional Positions Report

November 2010



Arkansas Department of Higher Education
114 East Capitol, Little Rock, Arkansas 72201

Provisional Positions Approved
2010-11 Fiscal Year

DATE: November 2010
INST: Phillips Community College of the University of Arkansas

Number of Positions Authorized by Act 688 and 245 of 2009
Number of Positions Established To Date
Number of Positions Remaining for 2010-11
Number of New Provisional Positions
Number of Continual Provisional Positions

40
21
19
2

Item No.	New or Continual	Authorized Title	Working Title	# of Positions	Classified Grade or Maximum Annual Salary 2010-11	Source of Funding	Position Assignment
909	New	C067C / Admin Specialist I	C067C / Admin Specialist I	1	C106	US Dept of Education	Adult/Development Ed.
910	New	C073C / Admin Specialist II	C073C / Admin Specialist II	1	C109	Dept of Career Ed-GAE Grant	Adult/Development Ed.
Total Number of Positions				2			

Provisional Positions Approved 2010-11 Fiscal Year

DATE: November 2010
INST: University of Arkansas Community College at Batesville

Number of Positions Authorized by Act 688 and 245 of 2009 40
 Number of Positions Established To Date 13
 Number of Positions Remaining for 2010-11 27
 Number of New Provisional Positions 1
 Number of Continual Provisional Positions

Item No.	New or Continual	Authorized Title	Working Title	# of Positions	Classified Grade or Maximum Annual Salary 2010-11	Source of Funding	Position Assignment
9	New	Project/Program Specialist	[Activity Coordinator/Advising Specialist]	1	\$56 559	Title III Grant from US Dept of Education	Title III
Total Number of Positions					1		

Provisional Positions Approved 2010-11 Fiscal Year

DATE: November 2010
INST: Northwest Arkansas Community College

Number of Positions Authorized by Act 688 and 245 of 2009 80
Number of Positions Established To Date 37
Number of Positions Remaining for 2010-11 43
Number of New Provisional Positions 6
Number of Continual Provisional Positions

Item No.	New or Continual	Authorized Title	Working Title	# of Positions	Classified Grade or Maximum Annual Salary 2010-11	Source of Funding	Position Assignment
13	New	Academic Advisor	Academic Advisor - Enrollment Spec II	1	\$49,446	Adult Basic Ed Grant	Adult Education
14	New	Project/Program Director	Proj/Prog Dir - Enrollment Spec II	1	\$77,465	ARRA/AEO Energy Grant	Corporate Learning
15	New	Project/Program Director	Proj/Prog Dir - Dir of Building Sciences	1	\$77,465	Adult Basic Ed Grant	Adult Education
16	New	Project/Program Director	Proj/Prog Dir - Dir of Adult Education	1	\$77,465	U.S. Dept Homeland Security	Corporate Learning
17	New	Project/Program Manager	Project/Program Manager - Training Center Trainer	1	\$64,868	Arkansas Dept. of Human Services	Corporate Learning
18	New	Project/Program Manager	Project/Program Manager - Training Center Coord.	1	\$64,868	Arkansas Dept. of Human Services	Corporate Learning

Total Number of Positions 6

**Provisional Positions Approved
2010-11 Fiscal Year**

DATE: November 2010

INST: University of Arkansas at Fayetteville

Number of Positions Authorized by Act 688 and 245 of 2009	500
Number of Positions Established To Date	247
Number of Positions Remaining for 2010-11	253
Number of New Provisional Positions	7
Number of Continual Provisional Positions	

Item No.	New or Continual	Authorized Title	Working Title	# of Positions	Classified Grade or Maximum Annual Salary 2010-11	Source of Funding	Position Assignment
125	New	Post Doctoral Fellow - 12 Month	Post Doctoral Fellow - 12 Month	1	\$80,749	US Dept of Defense	ELEG
126	New	Project/Program Specialist	Project/Program Specialist	1	\$67,996	NSF	UITS
127	New	Post Doctoral Fellow - 12 Month	Post Doctoral Fellow - 12 Month	1	\$80,749	AGFC-USFWS	BISC
128	New	Research Associate - 12 Month	Research Associate - 12 Month	1	\$102,204	Arkansas Biological Institute	BISC
129	New	Project/Program Manager	Project/Program Manager	1	\$78,810	U.S. Dept. of Education	RPCP
130	New	Assistant Trainer	Assistant Trainer	1	\$54,051	Razorback Foundation	BSBL
131	New	Research Associate - 12 Month	Research Associate - 12 Month	1	\$102,204	Wal Mart Foundation	RFID

Total Number of Positions 7

**Provisional Positions Approved
2010-11 Fiscal Year**

DATE: November 2010
INST: University of Arkansas at Pine Bluff

Number of Positions Authorized by Act 688 and 245 of 2009
 Number of Positions Established To Date
 Number of Positions Remaining for 2010-11
 Number of New Provisional Positions
 Number of Continual Provisional Positions

130
 98
 32
 1

Item No.	New or Continual	Authorized Title	Working Title	# of Positions	Classified Grade or Maximum Annual Salary 2010-11	Source of Funding	Position Assignment
49	New	Project/Program Specialist	Project/Program Specialist	1	\$67,996	U.S. Dept. of Education	Title III - Office of Career Service
				Total Number of Positions <u>1</u>			

**Provisional Positions Approved
2010-11 Fiscal Year**

DATE: November 2010
INST: Arkansas State University

Number of Positions Authorized by Act 688 and 245 of 2009	300
Number of Positions Established To Date	229
Number of Positions Remaining for 2010-11	71
Number of New Provisional Positions	2
Number of Continual Provisional Positions	

Item No.	New or Continual	Authorized Title	Working Title	# of Positions	Classified Grade or Maximum Annual Salary 2010-11	Source of Funding	Position Assignment
69	New	Research Associate	Research Associate	1	\$93,874	SHADES	Biological Sciences - SHADES - PI Roger Buchanan
70	New	Research Assistant	Research Assistant	1	\$56,197	SHADES	Biological Sciences - SHADES - PI Roger Buchanan
				Total Number of Positions		<u>2</u>	

Provisional Positions Approved
2010-11 Fiscal Year

DATE: November 2010

INST: University of Arkansas at Little Rock

Number of Positions Authorized by Act 688 and 245 of 2009
Number of Positions Established To Date
Number of Positions Remaining for 2010-11
Number of New Provisional Positions
Number of Continual Provisional Positions

300
210
90
3

Item No.	New or Continual	Authorized Title	Working Title	# of Positions	Classified Grade or Maximum Annual Salary 2010-11	Source of Funding	Position Assignment
82	New	Post Doctoral Fellow	Post Doctoral	2	\$78,308	DOD TATRC	Nanotechnology Center
83	New	Post Doctoral Fellow	Post Doctoral	1	\$78,308	DOE 4th Phase	Nanotechnology Center
				Total Number of Positions		3	

**EMPLOYMENT REPORT
Arkansas Code 19-4-609(b)**

**FIRST FISCAL QUARTER 2011
July, August, September 2010**

**State Personnel Review Section
Budget and Fiscal Review Division
Arkansas Bureau of Legislative Research
November 16, 2010**

Arkansas Code 19-4-609(b), the "productivity reporting" portion of the State Accounting and Budgetary Procedures law of Arkansas, provides that:

Each executive, judicial, legislative, and any other agency of the state shall provide, on a calendar-monthly basis, information reflecting the number of current employees in each such agency, the number of newly hired employees, the number of employees who have transferred to other state agencies, the number of employees who retired, the number of all other separations of employees, and such other information as may be requested.

The information shall be compiled on forms developed by the Bureau of Legislative Research and submitted to the Arkansas Legislative Council on a calendar-quarterly basis.

The information contained in this report was gathered on survey forms completed by agencies of the state government. Information was requested for regular employees only.

The information was received from agencies on monthly employment reporting forms and compiled on a quarterly basis. This information is compared with that provided the preceding quarter and the year-ago quarter.

Arkansas State government had 229 more employees on monthly average in the 1ST QUARTER FY2011 than in the 1ST QUARTER FY2010.

VACANT BUDGET POSITIONS

1ST QUARTER FY2011

Act 1686 of 2005 asks state agencies/institutions to collect the number of current vacant budgeted positions at each agency. A quarterly list of reasons why each position is vacant was also requested. The number reported for 1ST QUARTER FY2011 is 5934.

Vacant Budget Positions

5,934

OVERTIME, COMPENSATORY TIME

At its March 12, 1992 meeting, the Governmental Efficiency Subcommittee of the Joint Performance Review Committee asked this office to use the Monthly Employment Report form to collect information from State agencies reflecting the gross total amount of Overtime Paid and the total number of Compensatory Time hours granted to employees.

The amounts reported for 1ST QUARTER FY2011 on quarterly average were as follows:

Overtime Paid	\$1,301,831.22
Comp Hours Taken	32,626.67

1ST QUARTER FY2011 Monthly Average

Run Date: November 15, 2010

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	New Hires			Separa- tions*	Total	O.T. Paid	Comp. Hrs	Vacant	Chg Last Qtr	Chg Last Year	Separations-Detail			
	Trans Rtr Other Total													
	1ST QUARTER FY2010	4TH QUARTER FY2010	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011
INSTITUTIONS OF HIGHER EDUCATION														
4 Year Institutions														
Arkansas State University - Beebe	339	331	8	2	347	\$0.00	54.08	11	16	8	0	0	1	2
Arkansas State University - Jonesboro	1588	1,621	29	12	1,644	\$1,525.96	607.21	70	23	56	0	3	9	12
Arkansas State University - Mountain Home	112	113	4	1	115	\$0.00	0.00	1	2	3	0	0	1	1
Arkansas State University - Newport	149	149	2	0	150	\$0.00	39.25	3	0	0	0	0	0	0
Arkansas Tech University	716	717	12	8	723	\$2,798.33	162.50	9	6	7	0	1	7	8
Henderson State University	494	497	8	7	498	\$735.34	231.54	8	0	3	0	0	6	7
Southern Arkansas University - Magnolia	347	336	3	2	336	\$1,689.19	89.50	3	0	-11	0	0	1	2
SAU - Environmental Control	6	6	0	0	7	\$0.00	0.00	1	0	0	0	0	0	0
SAU - Fire Training Academy	23	24	0	0	24	\$0.00	0.00	0	0	1	0	0	0	0
SAU - Tech	135	143	1	2	141	\$32.40	12.83	3	-2	6	0	0	2	2
U of A, Fayetteville - Main Campus	3230	3,214	73	50	3,224	\$74,743.21	1,740.33	1249	9	-7	0	2	48	50
U of A, Fayetteville - Agri. Experiment Station	601	590	8	4	598	\$1,789.90	1,152.08	198	8	-3	0	0	4	4
U of A, Fayetteville - Archaeological Survey	45	42	1	1	42	\$0.00	0.00	7	0	-3	0	0	1	1
U of A, Fayetteville - Cooperative Extension Svc.	712	727	0	0	718	\$0.00	0.00	11	-10	5	0	0	0	0
U of A, Fayetteville - Criminal Justice Institute	42	38	1	1	38	\$0.00	0.00	25	0	-4	0	0	1	1
U of A, Fayetteville - System Administration	60	60	0	0	59	\$0.00	0.67	35	-1	-1	0	0	0	0
U of A at Fort Smith	528	553	30	16	532	\$11,385.70	90.33	16	-21	4	0	3	13	16
U of A at Little Rock	1490	1,492	29	14	1,508	\$868.28	78.76	71	15	17	1	0	12	14
U of A Medical Sciences	8452	8,282	106	134	8,051	\$354,864.98	795.53	597	-232	-402	0	6	127	134
U of A at Monticello	380	383	7	5	385	\$227.21	547.88	48	2	5	1	1	3	5
U of A at Pine Bluff	655	616	48	11	624	\$14,629.39	0.00	12	7	-32	0	1	10	11
University of Central Arkansas	1208	1,080	192	20	1,237	\$10,614.08	1,075.08	29	156	28	0	2	18	20
Arkansas School for Math, Science and Arts	115	110	0	0	112	\$0.00	0.00	0	1	-4	0	0	0	0
2 Year Institutions														
Cossatot Community College, UA System	121	120	2	1	120	\$0.00	0.00	1	0	-1	0	0	1	1
East Arkansas Community College	119	126	0	1	121	\$0.00	4.00	6	-5	2	0	0	1	1
Mid-South Community College	142	149	5	2	157	\$0.00	17.17	2	8	15	0	0	1	2
National Park Community College	235	248	36	14	257	\$0.00	30.58	0	9	22	0	1	13	14
North Arkansas Community College	168	196	3	16	180	\$523.02	10.92	6	-16	12	0	3	13	16
Northeastern College	179	192	14	5	190	\$548.55	16.50	21	-2	11	0	1	4	5
Northwest Arkansas Community College	363	384	11	4	398	\$0.00	14.25	17	13	34	0	0	3	4
Ozarka College	98	98	2	1	100	\$0.00	0.00	2	2	2	0	0	1	1

Run Date: November 15, 2010

*A separation occurs when an employee is removed from an agency payroll for reasons such as retirement, transfers, terminations or leave without pay.

	New Hires		Separations*	Total	O.T. Paid	Comp. Hrs	Vacant	Chg Last Qtr	Chg Last Year	Separations-Detail						
	1ST QUARTER FY2011	4TH QUARTER FY2010								1ST QUARTER FY2011	4TH QUARTER FY2011	1ST QUARTER FY2011	Trans	Rtr	Other	Total
1ST QUARTER FY2010	226	2	1	227	\$490.19	0.00	10	1	1	0	0	1	1	1ST QUARTER FY2011		
67	67	2	2	66	\$0.00	0.00	53	-1	-1	0	1	1	2			
143	153	11	4	204	\$242.15	71.88	5	51	61	0	1	3	4			
119	118	1	1	119	\$0.00	5.67	4	1	0	0	0	1	1			
110	119	2	3	114	\$0.00	0.00	4	-6	3	0	0	3	3			
167	173	33	7	186	\$178.23	13.33	9	12	18	0	0	7	7			
Technical Colleges																
142	147	3	1	151	\$0.00	0.00	4	3	8	0	0	1	1			
97	102	0	0	101	\$0.00	0.00	0	-1	4	0	0	0	0			
357	372	13	4	389	\$1,281.98	65.50	31	16	31	0	0	3	4			
117	124	0	0	119	\$0.00	0.00	0	-5	2	0	0	0	0			
24,397	24,238	705	357	24,312	\$479,168.08	6,927.38	2581	59	-100	2	28	322	357			
Subtotals INSTITUTIONS OF HIGHER EDUCATION																
BOARDS & COMM - REGULATORY																
2	2	0	0	2	\$0.00	0.00	0	0	0	0	0	0	0			
9	8	0	0	9	\$0.00	2.42	0	1	0	0	0	0	0			
4	4	0	0	4	\$0.00	0.00	0	0	0	0	0	0	0			
3	3	0	0	3	\$0.00	0.00	0	0	0	0	0	0	0			
1	1	0	0	1	\$0.00	0.00	0	0	0	0	0	0	0			
3	3	0	0	3	\$0.00	0.00	0	0	0	0	0	0	0			
3	3	0	0	3	\$0.00	0.00	0	0	0	0	0	0	0			
4	3	0	0	3	\$0.00	0.00	1	0	-1	0	0	0	0			
17	17	0	0	17	\$0.00	0.00	3	0	0	0	0	0	0			
1	1	0	0	1	\$0.00	0.00	2	0	0	0	0	0	0			
3	3	0	0	3	\$0.00	11.00	0	0	0	0	0	0	0			
2	2	0	0	2	\$0.00	1.00	0	0	0	0	0	0	0			
3	2	0	0	3	\$0.00	0.00	0	1	0	0	0	0	0			
4	5	0	0	5	\$0.00	0.00	0	0	1	0	0	0	0			
1	1	0	0	1	\$0.00	0.00	0	0	0	0	0	0	0			
14	13	0	0	14	\$0.00	0.00	1	0	-1	0	0	0	0			
1	1	0	0	1	\$0.00	0.00	0	0	0	0	0	0	0			
3	3	0	0	3	\$0.00	0.00	0	0	0	0	0	0	0			
78	75	1	1	79	\$0.00	14.42	7	2	-1	0	1	0	1			
Subtotals BOARDS & COMM - REGULATORY																

Run Date: November 15, 2010

* A separation occurs when an employee is removed from an agency payroll for reasons such as retirement, transfers, terminations or leave without pay.

	New Hires				Total	O.T. Paid	Comp. Hrs	Vacant	Chg Last Qtr	Separations-Detail		
	tations*									Trans	Rtr	Other
	1ST QUARTER FY2010	4TH QUARTER FY2010	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011			
BOARDS & COMM - MEDICAL RELATED												
Chiropractic Examiners Board	1	1	0	0	1	\$0.00	0.00	0	0	0	0	0
Dental Examiners Board	3	3	0	0	3	\$0.00	0.00	0	0	0	0	0
Dietetics Licensing Board	1	1	0	0	1	\$0.00	0.00	0	0	0	0	0
Massage Therapy Board	1	1	0	0	2	\$0.00	0.00	0	0	0	0	0
Medical Board	38	40	1	1	40	\$0.00	73.08	1	0	2	0	1
Minority Health Commission	7	6	0	0	8	\$0.00	0.00	1	1	0	0	0
Nursing Board	26	25	1	0	25	\$0.00	10.25	1	0	-1	0	0
Opticians Board	1	1	0	0	1	\$0.00	0.00	0	0	0	0	0
Optometry Board	2	2	0	0	2	\$0.00	0.00	0	0	0	0	0
Pharmacy Board	9	9	0	0	9	\$0.00	0.00	0	0	0	0	0
Physical Therapy Board	2	2	0	0	2	\$0.00	0.00	0	0	0	0	0
Psychology Board	1	1	0	0	1	\$0.00	0.00	0	0	0	0	0
Social Work Licensing Board	1	1	0	0	1	\$0.00	0.00	0	0	0	0	0
State Spinal Cord Commission	25	25	0	0	24	\$0.00	0.00	1	-1	0	0	0
Veterinary Medical Examining Board	1	1	0	0	1	\$0.00	0.00	0	0	0	0	0
Subtotals BOARDS & COMM - MEDICAL RELATED	119	119	2	1	121	\$0.00	83.33	3	0	0	0	1
BOARDS & COMM - OTHER												
Capitol Zoning District Commission	3	2	0	0	3	\$0.00	0.00	0	1	0	0	0
Disability Determination for SSA	269	380	0	7	367	\$88,303.30	0.00	134	-13	98	0	2
Dr. Martin Luther King, Jr. Commission	3	4	0	0	4	\$0.00	0.00	0	-1	0	0	0
Election Commissioners Board	6	7	0	0	7	\$0.00	0.00	0	0	1	0	0
Ethics Commission	9	9	0	0	9	\$0.00	0.00	0	0	0	0	0
Fair Housing Commission	4	7	0	0	8	\$0.00	0.00	2	1	4	0	0
Manufactured Homes Stds. Commission	3	3	0	0	3	\$0.00	0.00	0	0	0	0	0
Motor Vehicle Commission	7	6	0	0	7	\$0.00	0.00	1	1	0	0	0
Private Career Education Board	4	4	0	0	4	\$0.00	0.00	0	0	0	0	0
Science & Technology Authority	18	15	1	0	19	\$0.00	0.00	1	3	0	0	0
Student Loan Authority	6	6	0	0	6	\$0.00	0.00	0	0	0	0	0
Tobacco Control Board	12	18	0	0	18	\$0.00	0.00	3	0	6	0	0
Tobacco Settlement Commission	2	2	0	0	2	\$0.00	0.00	0	0	0	0	0
War Memorial Stadium Commission	5	5	0	0	5	\$0.00	0.00	0	0	0	0	0
Waterways Commission	2	2	0	0	2	\$0.00	0.00	0	0	0	0	0

Run Date: November 15, 2010

*A separation occurs when an employee is removed from an agency payroll for reasons such as retirement, transfers, terminations or leave without pay.

	New Hires		Separations*		Total	O.T. Paid	Comp. Hrs	Vacant	Chg		Separations-Detail			
	1ST QUARTER FY2010	4TH QUARTER FY2010	1ST QUARTER FY2011	1ST QUARTER FY2011					Last Qtr	Year	Trans	Rtr	Other	Total
									1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011
BOARDS & COMM - OTHER	353	470	1	7	464	\$88,303.30	0.00	141	-8	109	0	2	5	7
Subtotals BOARDS & COMM - OTHER														
SEPARATE AGENCIES														
Aeronautics Department														
Building Authority	4	4	0	0	4	\$0.00	0.00	0	0	0	0	0	0	0
Claims Commission	71	80	0	0	80	\$0.00	97.75	9	0	9	0	0	0	0
Crime Information Center	10	10	0	0	10	\$0.00	0.00	0	0	0	0	0	0	0
Development Finance Authority	73	70	0	1	69	\$0.00	53.42	5	-1	-4	0	0	1	1
Disabled Veterans Service Office	58	56	2	0	58	\$0.00	9.17	4	2	0	0	0	0	0
Emergency Management, Department of	0	1	0	0	1	\$0.00	0.00	0	0	1	0	0	0	0
Geological Survey	88	91	2	1	89	\$1,871.07	211.00	11	-2	1	0	0	1	1
Health Services Agency	25	27	1	0	28	\$0.00	20.08	1	1	3	0	0	0	0
Law Enforcement Standards & Training	7	8	0	0	8	\$0.00	0.00	0	-1	0	0	0	0	0
Liquefied Petroleum Gas Board	51	54	0	0	54	\$0.00	106.59	0	-1	2	0	0	0	0
Natural Resources Commission	7	5	0	0	6	\$0.00	0.00	3	1	-1	0	0	0	0
Oil and Gas Commission	81	78	1	1	80	\$0.00	0.00	10	2	-1	0	0	1	1
Parole Board	33	36	0	0	37	\$0.00	5.00	2	1	4	0	0	0	0
Public Defender Commission	21	20	0	1	19	\$0.00	0.00	2	-2	-3	0	0	1	1
Public Employee Retirement System	295	299	2	3	296	\$0.00	0.00	4	-3	1	0	0	3	3
Public Service Commission	64	70	1	1	71	\$0.00	10.08	4	0	6	0	0	1	1
Rural Services	106	108	2	1	110	\$0.00	3.50	8	1	3	0	0	1	1
State Bank Department	5	4	0	0	5	\$0.00	0.00	0	1	0	0	0	0	0
State Crime Laboratory	70	68	1	0	68	\$0.00	0.00	6	0	-2	0	0	0	0
State Insurance Department	128	127	2	1	126	\$0.00	16.50	48	-1	-2	0	0	1	1
State Military Department	163	165	0	2	158	\$0.00	0.00	19	-7	-5	0	0	1	2
State Police	550	544	10	8	552	\$42,097.41	1,012.83	52	8	2	1	1	6	8
State Securities Department	946	956	5	8	948	\$65,619.64	1,482.92	51	-9	1	1	4	2	8
Sentencing Commission	38	37	0	0	38	\$0.00	0.00	0	0	-1	0	0	0	0
Teacher Retirement System	5	4	0	0	4	\$0.00	0.00	1	0	-1	0	0	0	0
Veterans Affairs	77	87	0	1	85	\$20.21	0.00	7	-2	8	0	0	1	1
Veterans Child Welfare Service	194	196	6	7	194	\$3,258.94	139.83	29	-2	0	1	0	6	7
Workers' Compensation Commission	2	1	0	0	2	\$0.00	0.00	1	0	-1	0	0	0	0
Subtotals SEPARATE AGENCIES	121	119	0	1	116	\$0.00	3.08	37	-3	-5	0	0	1	1
DEPARTMENT OF AGRICULTURE	3,293	3,325	36	40	3,315	\$112,867.27	3,171.75	314	-17	15	3	6	27	40

Run Date: November 15, 2010

* A separation occurs when an employee is removed from an agency payroll for reasons such as retirement, transfers, terminations or leave without pay.

	New Hires			Separations*		Total	O.T. Paid	Comp. Hrs	Vacant	Chg Last Qtr	Chg Last Year	Separations-Detail		
	1ST QUARTER FY2011	4TH QUARTER FY2010	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011							Trans	Rtr	Other Total
DEPARTMENT OF AGRICULTURE														
Administration	3	4	0	0	4	\$0.00	0.00	0	0	1	0	0	0	0
Aquaculture Division	2	2	0	0	2	\$6,983.64	314.08	19	0	0	0	0	1	1
Forestry Division	319	319	1	3	316	\$594.16	1,618.08	13	-4	-4	0	1	2	3
Land Survey Division	4	4	0	0	4	\$0.00	0.00	0	-1	-1	0	0	0	0
Livestock & Poultry Commission	115	117	1	1	116	\$22,259.34	5.00	24	-1	1	0	0	0	1
State Plant Board	125	126	2	1	128	\$0.00	42.33	20	2	3	0	0	0	1
Subtotals DEPARTMENT OF AGRICULTURE	568	572	5	5	570	\$29,837.14	1,979.50	76	-4	0	0	2	4	6
DEPARTMENT OF ARKANSAS HERITAGE														
DEPARTMENT OF ARKANSAS HERITAGE	138	139	2	3	138	\$199.14	248.08	8	-2	-1	1	0	1	3
Subtotals DEPARTMENT OF ARKANSAS HERITAGE	138	139	2	3	138	\$199.14	248.08	8	-2	-1	1	0	1	3
DEPARTMENT OF ASSESSMENT COORDINATION														
DEPT. OF ASSESSMENT COORDINATION	32	32	0	1	32	\$0.00	0.00	1	-1	-1	0	0	0	0
Subtotals DEPARTMENT OF ASSESSMENT COORDINATION	32	32	0	1	32	\$0.00	0.00	1	-1	-1	0	0	0	0
DEPARTMENT OF COMMUNITY CORRECTION														
DEPARTMENT OF COMMUNITY CORRECTION	1206	1,185	34	29	1,194	\$0.00	635.92	202	9	-12	2	2	24	29
Subtotals DEPARTMENT OF COMMUNITY CORRECTION	1,206	1,185	34	29	1,194	\$0.00	635.92	202	9	-12	2	2	24	29
DEPARTMENT OF CORRECTION														
DEPARTMENT OF CORRECTION	3912	3,962	96	91	3,987	\$39,107.97	2,523.98	425	25	75	0	5	87	91
Subtotals DEPARTMENT OF CORRECTION	3,912	3,962	96	91	3,987	\$39,107.97	2,523.98	425	25	75	0	5	87	91
DEPARTMENTS OF EDUCATION & WORKFORCE ED														
Career Education, Department of	82	81	2	1	84	\$0.00	11.50	13	2	1	0	0	1	1
Career Education - Rehabilitations Services	472	476	7	6	480	\$0.54	65.00	51	4	8	0	1	4	6
Education, Department of	371	385	6	9	370	\$0.00	0.00	91	-16	-2	0	2	8	9
Educational TV Division	96	100	1	2	99	\$0.00	2.58	14	-2	2	0	0	1	2
School for the Blind	86	85	3	1	85	\$895.50	2,206.25	14	0	-1	0	0	1	1
School for the Deaf	149	143	4	3	143	\$2,662.61	789.25	36	-1	-7	0	0	3	3
State Library	49	52	1	1	51	\$0.00	0.00	37	-1	2	0	1	0	1
Technical Institutes & Comp. Lifelong Learning														
Crowley's Ridge Technical Institute	54	52	2	1	53	\$0.00	0.00	8	1	-1	0	1	0	1
Northwest Technical Institute	58	59	1	1	59	\$0.00	0.00	3	0	1	0	0	0	1
Riverside Vo-Tech	38	37	0	1	36	\$0.00	0.00	3	-1	-2	0	0	1	1
Subtotals DEPARTMENTS OF EDUCATION & WORKFORCE ED	1,455	1,470	25	26	1,459	\$3,558.64	3,074.58	270	-14	1	0	5	20	26

Run Date: November 15, 2010

*A separation occurs when an employee is removed from an agency payroll for reasons such as retirement, transfers, terminations or leave without pay.

	New Hires		Separations*		Total	O.T. Paid	Comp. Hrs	Vacant	Chg Last Qtr	Chg Last Year	Separations-Detail		
	1ST QUARTER FY2010	4TH QUARTER FY2010	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	1ST QUARTER FY2011	4TH QUARTER FY2011	1ST QUARTER FY2011	Trans	Rtr	Other
DEPARTMENT OF ENVIRONMENTAL QUALITY													
DEPARTMENT OF ENVIRONMENTAL QUALITY	400	395	3	6	387	\$0.00	34.25	44	-9	-14	0	1	4
Subtotals DEPARTMENT OF ENVIRONMENTAL QUALITY	400	395	3	6	387	\$0.00	34.25	44	-9	-14	0	1	4
DEPARTMENT OF FINANCE & ADMINISTRATION													
DEPT. OF FINANCE & ADMINISTRATION	2716	2,684	16	29	2,629	\$8,709.23	578.17	194	-55	-87	1	10	17
Subtotals DEPARTMENT OF FINANCE & ADMINISTRATION	2,716	2,684	16	29	2,629	\$8,709.23	578.17	194	-55	-87	1	10	17
DEPARTMENT OF HEALTH													
DEPARTMENT OF HEALTH	2775	2,748	22	18	2,756	\$0.00	561.75	300	7	-20	0	3	14
Subtotals DEPARTMENT OF HEALTH	2,775	2,748	22	18	2,756	\$0.00	561.75	300	7	-20	0	3	14
DEPARTMENT OF HIGHER EDUCATION													
DEPARTMENT OF HIGHER EDUCATION	45	50	1	1	50	\$0.00	0.00	6	0	5	0	0	0
Subtotals DEPARTMENT OF HIGHER EDUCATION	45	50	1	1	50	\$0.00	0.00	6	0	5	0	0	0
DEPARTMENT OF HUMAN SERVICES													
Aging and Adult Services	154	157	2	3	154	\$0.00	93.00	10	-3	0	0	0	2
Behavioral Health Services	860	925	18	21	923	\$283,510.67	828.33	62	-3	62	0	3	17
Child Care and Early Childhood Education	147	154	1	3	151	\$0.00	47.17	10	-3	4	0	0	2
Children and Family Services	974	1,045	14	21	1,027	\$749.00	1,879.83	47	-19	52	0	2	18
County Operations	1918	1,979	20	29	1,963	\$118.67	1,342.33	116	-16	45	1	7	21
Developmental Disabilities Services	2296	2,317	66	69	2,296	\$94,650.00	5,652.17	193	-22	-1	2	9	58
Directors Office	11	11	0	0	11	\$0.00	0.00	1	0	0	0	0	0
Financial Administration	308	295	2	5	292	\$0.00	22.08	23	-3	-16	0	1	3
Medical Services	253	272	5	4	271	\$0.00	3.50	35	-1	18	0	2	2
Office of Chief Counsel	164	161	2	2	159	\$0.00	16.25	16	-2	-5	0	1	1
Services for the Blind	59	66	1	0	68	\$0.00	16.08	5	2	9	0	0	0
Volunteerism	26	24	1	0	24	\$0.00	71.00	3	-1	-3	0	0	0
Youth Services	85	82	1	2	83	\$0.00	15.42	12	0	-3	0	1	1
Division of Health	0		0	0	0	\$0.00	0.00	0		0	0	0	0
Subtotals DEPARTMENT OF HUMAN SERVICES	7,255	7,488	132	159	7,422	\$379,028.33	9,987.17	533	-71	162	3	27	125
DEPARTMENT OF INFORMATION SYSTEMS													
DEPARTMENT OF INFORMATION SYSTEMS	249	246	1	3	240	\$483.84	14.92	17	-6	-9	0	2	1
Subtotals DEPARTMENT OF INFORMATION SYSTEMS	249	246	1	3	240	\$483.84	14.92	17	-6	-9	0	2	1
DEPARTMENT OF LABOR													
DEPARTMENT OF LABOR	97	92	1	0	91	\$0.00	102.92	8	-1	-6	0	0	0

Run Date: November 15, 2010

*A separation occurs when an employee is removed from an agency payroll for reasons such as retirement, transfers, terminations or leave without pay.

	New Hires		Separations*		Total	O.T. Paid	Comp. Hrs	Vacant	Chg Last Qtr		Separations-Detail		
	1ST QUARTER FY2010	4TH QUARTER FY2010	1ST QUARTER FY2011	1ST QUARTER FY2011					1ST QUARTER FY2011	4TH QUARTER FY2011	Chg Last Year	Trans	Rtr Other Total
DEPARTMENT OF LABOR													
Subtotals DEPARTMENT OF LABOR	97	92	1	0	91	\$0.00	102.92	8	-1	-6	0	0	0
DEPARTMENT OF PARKS AND TOURISM													
DEPARTMENT OF PARKS AND TOURISM	738	746	11	9	746	\$582.74	462.00	55	0	8	0	2	6
Subtotals DEPARTMENT OF PARKS AND TOURISM	738	746	11	9	746	\$582.74	462.00	55	0	8	0	2	6
DEPARTMENT OF WORKFORCE SERVICES													
DEPARTMENT OF WORKFORCE SERVICES	809	870	24	16	901	\$18,059.79	678.42	188	31	92	1	7	9
Subtotals DEPARTMENT OF WORKFORCE SERVICES	809	870	24	16	901	\$18,059.79	678.42	188	31	92	1	7	9
ECONOMIC DEVELOPMENT COMMISSION													
ECONOMIC DEVELOPMENT COMMISSION	91	96	2	0	101	\$0.001	363.75	15	5	10	0	0	0
Subtotals ECONOMIC DEVELOPMENT COMMISSION	91	96	2	0	101	\$0.001	363.75	15	5	10	0	0	0
Grand Total	56,141	56,376	1,174	848	56,370	\$1,301,831.22	32,626.67	5,934	-55	180	14	117.8	697.1
												849.4	

REPORT SUMMARY

The report summarizes the review of the Arkansas School for the Deaf (ASD) conducted by the Bureau of Legislative Research at the request of Senator Steve Faris, Cochairman of the Uniform Classification and Compensation Plan Subcommittee (the Personnel Committee) of the Arkansas Legislative Council.

Information presented in the document was collected, reviewed, and summarized from various sources which included, but was not limited to, annual and biennial budget submissions, a review of board minutes from the past ten years, current ASD policies and procedures, news articles from the past ten years, a survey of employees, compensation provisions and practices, certification requirements and status for educational and other professional staff, and various reports from the Department of Education and from the Office of Personnel Management (OPM). The report provides an overview of past and current organizational structure, appropriation authorizations for personnel and budget, funding sources and levels, student enrollment, educational issues, special language provisions, employee compensation and benefits, as well as administrative and board policies. A survey of employees gave additional input on the working environment at the ASD.

The report has detailed information on the areas mentioned and key observations are noted. Among those are the following:

Enrollment

- Although enrollment increased by 6 students for the Fall semester of the current 2009 - 2010 school term, the ASD has experienced a decrease in enrollment during the previous eight years. Overall, from the 2001 - 2002 school year to the 2008 - 2009 school year the total number of students decreased by 47 students (from 162 to 115), a 29 % reduction in annual enrollment.

Funding

- The total funding for the ASD has increased by 5.4 million dollars, an increase of 54.2 %, from FY 01-02 to FY 09-10. General Revenue funds increased by approximately 2.2 million dollars, up by 27.8 %. Federal Revenue decreased by approximately 32 % from FY 01-02 to FY 08-09, however, the Federal fund balances carried forward for the last three fiscal years have kept the total federal funding relatively constant. ASD received additional Federal Revenue of 3.2 million dollars in FY 09-10 from the American Recovery and Reinvestment Act (ARRA).

Personnel Positions

- The number of authorized positions decreased by 15 (6 %) from 2001 to 2010. The number of filled positions decreased by 17 (8 %) from 2001 to 2010.
- The turnover rate for the ASD has generally been less than the statewide turnover rate for state employees for three of the last seven fiscal years. In the other four fiscal years, the turnover rate has exceeded the statewide rate by as much as 10 %. The number of all employees voluntarily terminating their employment with the ASD, not due to retirement, has remained relatively constant, except for the 2006 - 2007 fiscal year when voluntary terminations were at their lowest. The number of teachers voluntarily terminating employment with the ASD, not due to retirement,

has increased in the last two fiscal years by approximately 50 % from the previous five fiscal years.

Board of Trustees

- Four board members have resigned during the past 14 years. Of the 12 board members appointed since 2000, eight have been reappointed for a second term (to serve a total of 10 years each). Of those eight, two have completed both terms, one passed away while in term, and two resigned prior to term ending, and three are still serving.
- The Board has taken action on personnel issues that are statutorily under the purview of the Superintendent.
- Despite efforts over several years, the Board has yet to complete their review and adoption of a Board Policy Manual.

Superintendents

- Three of the four Superintendents hired by the Board since 1995 have resigned within four years of appointment. The fourth Superintendent resigned before completing his sixth year.
- There have been five Interim Superintendents appointed by the Board since 1994, with service ranging from one month to two years. One was subsequently hired as Superintendent. Another Interim Superintendent appointed was a previous Superintendent at ASD. The current Interim Superintendent has been in place since November of 2009.

Regulatory

- The ASD educational staff is subject to the same special education requirements established by law and by the State Board of Education. Possession of an appropriate certification or license was confirmed with the appropriate regulating authority for 66 of the 89 employees whose job classifications require one.

Employee Compensation and Benefits

- The ASD employees are eligible for and usually receive the same across the board pay increases, merit pay increases, and career service payments as other regular state employees. There are multiple provisions for additional compensation that are specifically authorized in special language for ASD employees that are not generally available to other state employees.
- ASD employees are employed in either extra help or regular positions authorized by State appropriation act and are eligible for the same paid leave benefits as other state agency employees. The ASD has three categories of employees: 10 month, 10-12 month, and 12 month. Compensation and leave earnings are determined by the ASD administrative policies that address these employment categories. Although the ASD administration stated that it has operated for many years with the approval from OPM to modify leave and other state policies, there was found no record of the approval at the ASD or at OPM.

Teacher Salaries

- The average ASD teacher salary of \$48,190 (as of December 2009) is comparable with the average teacher salary of \$47,366 (2007-2008 school year) in the three Pulaski County School Districts. The average salary for the ASD teachers is also comparable with the overall average teacher salary of \$47,472 in districts across the State (2008-2009). Average salaries for teachers

in Arkansas and for the ASD teachers rank second highest in comparison to the six contiguous surrounding states.

Administrative Policy

- Although the ASD policies regarding leave have been approved by the Board, there is no provision in the Uniform Attendance and Leave Policy Act (A.C.A. § 21-4-201 et seq.) or in other rule or regulation that authorizes the exceptions to the Act made by the ASD Leave Policy. Although the ASD Board has approved policies that grant greater or lesser paid leave benefits to some ASD employees, there was no documentation provided of any authorization to do so.
- The statute that authorizes certain employees to be paid their annual salaries for the 10 month school term lists two specific position titles only. The ASD has applied this authorizing language to other classifications that require a license or certification and who are school term employees (the 10/12 employees).
- ASD has implemented reductions in staff without complete compliance with the State's Workforce Reduction Policy.
- Although the Board approved the ASD Leave Policy # 1000, there is no authorization or other exemption to permit the ASD to determine that certain employees are not eligible for annual leave accrual that the statute otherwise provides. Similarly, the Board does not identify authority to deny annual leave to 10 month employees, only to exceed the normal limits of leave to be granted to employees by permitting these employees to be paid on "school closing" status for 20 working days for the four weeks of school breaks which are not authorized by the Leave Act.

Recommendations made in the report are:

- The review and development of a Board Policy and Operations Manual should be completed as soon as possible and Board members should be trained in its use.
- The Board should be advised on applicable state operational laws and regulations concerning personnel policies and operations and ensure that ASD is, or becomes, compliant with those requirements.
- Any inconsistencies or contradictions in ASD policy, procedure, regulation, or legislation with regard to any applicable State policy, procedure, regulation, or legislation should be identified and addressed.
- The Board and Staff should be advised on the relationship of the Board of Education and state laws and regulations have for education and service delivery conditions for those they serve.

- The Board should recruit and employ a qualified Superintendent for the ASD. Since the completion of the report, the Board has hired Mike Phillips as the Superintendent. Mr. Phillips served as an Elementary Principal and the interim superintendent for some time before the permanent assignment as Superintendent. Mr. Phillips is certified by the Arkansas Department of Education to be a Superintendent however is not certified to be a High School Principal.



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

November 18, 2010

Senator Steve Faris, Co-Chairman
 Representative John Wells, Co-Chairman
 Committee on Uniform Classification
 and Compensation
 Bureau of Legislative Research
 State Capitol Building, Room 171
 Little Rock, Arkansas 72201

Gentlemen:

The Office of Personnel Management submits a request from the Arkansas Department of Correction for your review.

The Arkansas Department of Correction has requested one position from the position pool established by Arkansas Code 21-5-225 (a)(1). The classification being surrendered along with the position requested is listed below:

<u>POSITION SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22077481	Agency Controller II	A010C	C128

NEW CLASSIFICATION REQUESTED

ADC Assistant Chief Financial Officer (CFO)	NEW	C130
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JUSTIFICATION

The Arkansas Department of Correction, Accounting and Fiscal Services Section within the Administrative Services Division, is requesting to surrender an Agency Controller II position, grade C128, and requests an ADC Assistant CFO, grade C130, from the position pool. The ADC Assistant CFO will be a new classification and will play a critical role within the Arkansas Department of Correction due to the overall growth and recent changes in upper level management. The Accounting and Fiscal Services Section is responsible for accounting, budget and fiscal activities, procurement, human resources, information technology, operation of the training academy, and policy development for the Arkansas Department of Correction.

Senator Steve Faris, Co-Chairman
Representative John Wells, Co-Chairman
November 18, 2010
Page 2

The ADC Assistant CFO will serve as the Administrator of the Accounting and Fiscal Services Section and will be required to be a Certified Public Accountant. This position will be responsible for operating and maintaining inmate banking for approximately 16,500 inmates, commissary operations, which produce around nine million dollars in sales, overall inventory control, federal grants management, agency risk assessment, and bond financing.

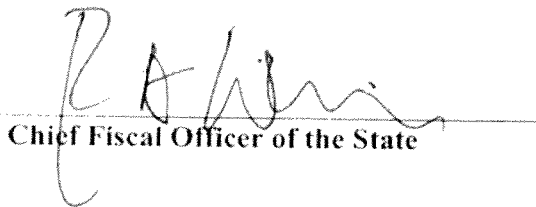
The Office of Personnel Management has reviewed this request and recommends the establishment of this pool position as an ADC Assistant Chief Financial Officer, grade C130. The proposed job description for the classification is attached for your review.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill Terry
State Personnel Administrator



Chief Fiscal Officer of the State

11-16-10

Date

KBT/MCB:1-2



P. O. Box 8707
Pine Bluff, Arkansas 71611-8701
Phone: (870) 267-6240

November 15, 2010

Ms. Kay Terry, Administrator
Office of Personnel Management
Department of Finance and Administration
P. O. Box 3278
Little Rock, AR 72203-3278

Dear Ms. Terry:

Attached is a request to exchange an existing position for a DFA Pool Position to provide for an Assistant CFO in a grade level commensurate with the duties and responsibilities required and more in line with that of other state agencies.

As the agency has grown significantly over the year, the duties and responsibilities of the Administrative Services Division have grown as well. Recent upper level management changes enhanced the responsibilities of the division as well making it even more critical to provide for an Assistant to the Deputy Director over the Division. The Division is responsible for management and oversight of accounting, budget and fiscal services, procurement, information technology, human resources, research, planning and policy as well as human resources and the training academy. This Assistant CFO is also the agency's only CPA and Administrator of the Accounting and Fiscal Services Section, responsible for operating and maintaining an inmate banking and commissary operation, overall inventory control, federal grants management, agency risk assessment, bond financing matters, etc. Realization of the need to have an Assistant CFO was a situation that was not envisioned when the pay plan was adopted.

Your favorable approval of this request will be appreciated. If I can provide additional information, please let me know.

Sincerely,


Sheila Sharp, Deputy Director
Administrative Service Division

**DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PERSONNEL MANAGEMENT
REQUEST FOR POOL POSITION**

460 - Arkansas Department of Corrections
AGENCY/INSTITUTION

November 15, 2010
DATE

POSITION TO BE SURRENDERED

22077481
POSITION/ITEM NO

Agency Controller II
CLASSIFICATION TITLE

C128
GRADE

A010C
CLASS CODE

CLASSIFICATION REQUESTED

ADC Agency Assistant CFO
CLASS TITLE

C130
GRADE

CLASS CODE

I HEREBY CERTIFY/UNDERSTAND THAT:

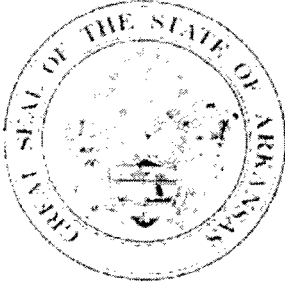
- A. The position requested is critical to the operation of this Agency/Institution and a detailed justification for this request is attached. (Justification should be detailed and not less than one typed page in length.)
- B. Sufficient funds are available to fund this position at the requested grade.
- 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 graded 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.
- F. The position has been audited and the classification requested is the classification recommended as a result of that audit.
- G. The position must be re-audited within six months after it is authorized.


AGENCY/INSTITUTION PERSONNEL REP


AGENCY/INSTITUTION HEAD

November 15, 2010
Date

November 15, 2010
Date



ADC ASSISTANT CHIEF FINANCIAL OFFICER

Class Code: NEW Grade: C130

FLSA Status: Exempt

Date: 11/18/2010

STATE OF ARKANSAS JOB DESCRIPTION

SUMMARY:

The ADC Assistant Chief Financial Officer (CFO) is responsible for overseeing the operational activities occurring within the department and for functioning as the chief financial officer of the department in the absence of the deputy director. This position is governed by state and federal laws, Generally Accepted Accounting Principles (GAAP), and agency/institution policy.

TYPICAL FUNCTIONS:

Directs the activities of divisional personnel through lower level managers and supervisors by determining overall division goals and objectives and by managing subordinate staff, including interviewing, hiring, providing training, assigning and reviewing work, evaluating the performance of immediate subordinates, and serving as performance evaluation reviewing official for lower level divisional employees.

Prepares, examines, and/or analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

Works with the DFA Office of Accounting on issues related to the ADC portion of the state's Comprehensive Annual Financial Report (CAFR). Works with the Division of Legislative Audit during financial and compliance reviews.

Approves non-routine purchases or expenditures, and manages human resource and fiscal accounting projects.

Provides technical assistance, guidance, and information to internal and external agency management and professional staff, executive staff, legislators, vendors, and others.

Maintains current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.

Responds to inquiries from other states, regulatory bodies, bond rating agencies, the federal government, and the media pertaining to accounting questions and topics by researching complex issues and preparing correspondence for the signature of the agency director, deputy director, or chief fiscal officer.

Performs other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of state and federal laws, rules, regulations, and policies and procedures related to accounting and fiscal management, budget development and maintenance, and procurement and asset management.

Knowledge of the principles and practices of organizational management, public administration, and human resources management.

Ability to analyze data, plan outcomes, and determine solutions to complex problems.

Ability to interpret and apply laws in accordance to the Generally Accepted Accounting Procedures (GAAP).

Ability to prepare and present oral and written reports to both internal and external personnel.

Ability to plan, organize, and direct the work of lower level supervisors and/or subordinates.

Ability to establish and maintain working relationships with others.

MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education equivalent of a bachelor's degree in accounting, finance, business administration, or a related area; plus six years of experience in the area of business management, accounting, finance, or a related field, including three years in a professional business management capacity.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have completed and passed the Uniform Certified Public Accountants Examination and be licensed as a "Certified Public Accountant (CPA)."

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.

November, 2010
Special Entry Rate
EXCEPTIONALLY WELL QUALIFIED
Chief Fiscal Officer

DATE RECEIVED	AGENCY/INST	APPLICANT	CODE	TITLE	GR	CURRENT/ PREVIOUS SALARY	PAY LEVEL II ENTRY	REQ SALARY	APPROVED/ DISAPPROVED SALARY
9/22/2010	Military	Angelo Zulpo	S017C	Maintenance Coordinator	C117	\$46,360	\$32,249	\$54,775	\$50,997
10/5/2010	Correction	Lisa Wilkins	G025C	Attorney Supervisor	C127	\$43,000	\$52,530	\$55,764	\$52,530
10/8/2010	AETN	Adam Spelbring	D061C	IS Coordination Specialist	C119	\$53,000	\$35,554	\$49,067	\$40,000
10/12/2010	AR Natural Resources	Kimberly Ann Bentley	C056C	Administrative Specialist III	C112	\$40,913	\$25,268	\$32,000	\$32,000
10/15/2010	Education	Ronna SeGraves	L035C	Nutritionist Consultant	C121	\$54,080	\$39,199	\$53,264	\$53,264
10/21/2010	AETN	Shella Tipton	C073C	Administrative Specialist II	C109	\$37,461	\$21,827	\$29,427	\$29,427
10/25/2010	DHS	Nathanial McGee	G148C	Energy Program Manager	C119	\$35,554	\$35,554	\$49,000	\$41,881
10/28/2010	AR Tech	Mehedi Chowdhury Rajib	D075C	Software Support Specialist	C116	\$10,400	\$30,713	\$32,000	\$32,000