

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

April 15, 2010

Mr. Chairmen:

The Uniform Personnel Classification and Compensation Plan Subcommittee met on April 15, 2010 at 10:00 a.m., in Room 171, of the State Capitol and reviewed the following personnel-related items and respectfully request that they be filed with the Arkansas Legislative Council:

1. Monthly Report - Pay Level IV for Grades C122-C130 Arkansas Department of Education: (**Attachment 1**)
2. Approval of Provisional Positions for 2 year and 4 year institutions of Higher Education: (**Attachment 2**)
3. Request to obtain positions from the Non-Classified Two-Year Higher Education growth pool established in Act 379 of 2009.

<u>Agency</u>	<u>Title</u>	<u>Proposed Salary / Grade</u>
University of Arkansas		
Community College at Morrilton	Project/Program Specialist (1 position)	FY10 \$56,853; FY11 \$58,558

4. 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 Disability Determination for Social Security Administration
Position Surrendered: 22095412, G113C, DDSSA Hearing Officer Coordinator, Grade C121
Classification Requested: (NEW), DDSSA Section Manager, Grade C122

Agency: Arkansas Insurance Department
Position Surrendered: 22112969, A043C, Insurance Forensic Accountant, Grade C122
Classification Requested: D022C, Systems Specialist, Grade C124

Agency: State Military Department
Positions Surrendered: 22089314, 22809315, 22089316, 22089317, 22089318, 22089319
S046C, Maintenance Technician (6 positions), Grade C113
Classifications Requested: T066C, Military Firefighter (6 positions), Grade C114

5. Establishment of a new classified title: (**Attachment 3**)

Agency: Arkansas Disability Determination for Social Security Administration
Classification Requested: DDSSA Section Manager, Grade C122

6. Request to obtain pool positions from the central growth pool established in Ark. Code 21-5-225 (b)(1) by Act 688 of 2009:

Agency: Arkansas Insurance Department
Classifications Requested: G047C, Attorney Specialist, Grade C126
A042C, Insurance SR Examiner (2 positions), Grade C122

7. Request from the Arkansas Department of Workforce Services for authorization to use a second language differential of up to seven and one-half percent (7.5%) for one position in Hot Spring County occupied by incumbent fluent in Spanish, as follows and as is authorized by Arkansas Code 21-5-221, as established by Act 688 of 2009:

Up to 7.5% for Angelo Zambrano, DWS Workforce Service Specialist

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

Agency: DHS/Division of County Operations		
<u>Class Code / Title</u>	<u>Grade</u>	<u>Positions</u>
G180C, Grants Analyst	C117	4
C073C, Administrative Specialist II	C109	1

Agency: DHS/Services for the Blind

Class Code / Title

C073C, Administrative Specialist II

Grade

C109

Positions

3

9. Special Entry Rate Report, Exceptionally Well Qualified: **(Attachment 4)**

Respectfully Submitted,

Senator Steve Faris, Co-Chairman

Representative John Paul Wells, Co-Chairman

ATTACHMENT 1

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Arkansas Public Higher Education Provisional Positions Report

April 2010



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

Provisional Positions Approved 2009-10 Fiscal Year

DATE: April 2010
INST: Pulaski Technical College

Number of Positions Authorized by Act 688 and 245 of 2009
Number of Positions Established To Date
Number of Positions Remaining for 2009-10
Number of New Provisional Positions
Number of Continual Provisional Positions

80
55
25
1

Item No.	New or Continual	Authorized Title	Working Title	# of Positions	Classified Grade or Maximum Annual Salary 2009-10	Source of Funding	Position Assignment
920	New	C056C/ Administrative Specialist III	C056C/ Administrative Specialist III	1	C112	AR Dept of Human Services	Business and Industry
Total Number of Positions				1			

**Provisional Positions Approved
2009-10 Fiscal Year**

DATE: April 2010
INST: Arkansas State University

Number of Positions Authorized by Act 688 and 245 of 2009
Number of Positions Established To Date
Number of Positions Remaining for 2009-10
Number of New Provisional Positions
Number of Continual Provisional Positions

300
218
82
1

Item No.	New or Continual	Authorized Title	Working Title	# of Positions	Classified Grade or Maximum Annual Salary 2009-10	Source of Funding	Position Assignment
60	New	Director Ark. Institute Econ. Advanc.	Director of ABI-Commercial Innovation	1	\$120,552	Small Business Administration	Delta Center for Economic Development

Total Number of Positions 1

**Provisional Positions Approved
2009-10 Fiscal Year**

DATE: April 2010
INST: University of Arkansas - Medical Sciences

Number of Positions Authorized by Act 688 and 245 of 2009 1000
Number of Positions Established To Date 675
Number of Positions Remaining for 2009-10 325
Number of New Provisional Positions 4
Number of Continual Provisional Positions

Item No.	New or Continual	Authorized Title	Working Title	# of Positions	Classified Grade or Maximum Annual Salary 2009-10	Source of Funding	Position Assignment
282	New	Mental Health Professional I	Mental Health Professional I	1	\$71,707	DHHS Administration on Developmental Disabilities	VCA Partners for Inclusive Communities
283	New	Research Associate	Research Associate	1	\$88,450	NIH	COMF Psychiatry/Brain Imaging Research
284	New	Graduate Assistant	Graduate Assistant	1	\$35,688	USA Med Research ACQ Activity	COM Pathology
1065	New	B113C/Research Technician	B113C/Research Technician	1	C109	NIH/National Institute of General Medical Sciences	COM Microbiology & Immunology

Total Number of Positions 4

**Provisional Positions Approved
2009-10 Fiscal Year**

DATE: April 2010

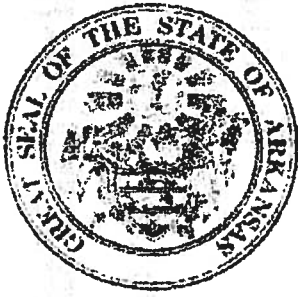
INST: University of Arkansas at Little Rock

Number of Positions Authorized by Act 688 and 245 of 2009
 Number of Positions Established To Date
 Number of Positions Remaining for 2009-10
 Number of New Provisional Positions
 Number of Continual Provisional Positions

300
 203
 97
 1

Item No.	New or Continual	Authorized Title	Working Title	# of Positions	Classified Grade or Maximum Annual Salary 2009-10	Source of Funding	Position Assignment
72	New	Research Assistant	Research Assistant	1	\$54,558	ASTANSF-EPSCoR	GIT

Total Number of Positions 1



DDSSA SECTION MANAGER

Class Code: NEW Grade: C122

FLSA Status: Exempt

Date:

STATE OF ARKANSAS JOB DESCRIPTION

SUMMARY:

The Disability Determination Social Security Administration (DDSSA) Section Manager is responsible directing and overseeing the work of subordinates within an assigned section. This position is governed by state and federal laws and agency policy.

TYPICAL FUNCTIONS:

Provides general direction to subordinate staff by developing short and long term organizational goals and objectives, determining the allocation of internal and external resources, advising staff seeking guidance, and overseeing the functions of program activities to ensure fulfillment of the DDSSA's mission and objectives.

Implements policies and procedures to comply with federal and state regulations applicable to section programs; assists in the preparation and introduction of new regulations relative to assigned programs.

Supervises professional and administrative personnel by interviewing, hiring, training or providing training, assigning and reviewing work, and evaluating the performance of subordinates.

Ensures compliance with existing social security laws, directives, policies, and procedures.

Conducts claim hearings with claimants and representatives in accordance with social Security disability regulations and agency policy by taking testimony, accepting new evidence, and attempting to resolve conflicting evidence and testimony.

Writes and reviews decisions of cases with supporting facts and references to Social Security Disability Regulations

Establishes and maintains internal/external relationships with other individuals, agencies, and organizations.

Prepares various forms, correspondence, and reports as requested.

Performs other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of supervisory practices and procedures.

Knowledge of Social Security disability rules, regulations, advisory rulings, and court precedents.

Knowledge of decisional writing techniques.

Knowledge of medical terminology, procedures, anatomy, and disease processes.

Knowledge of assigned program and processes.

Ability to review and analyze medical evidence/records and understand information pertinent to Social Security disability rules and regulations.

Ability to interpret and apply laws, rules, regulations, policies and procedures.

Ability to monitor and evaluate the effectiveness of programs and recommend changes.

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

Ability to organize and present clear and concise oral and written reports of specialized information.

Ability to plan, organize, and oversee the work of subordinates.

MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education equivalent of a bachelor's degree in social work, psychology, health administration, or a related area; plus five years of experience in Social Security disability determination, including four years 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.

April, 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	COST
3/11/2010	Bail Bondsman	Larry Peters	X022C	Bail Bondsman Bd Executive Director	C124	\$33,819	\$45,377	\$60,000	\$53,500	\$19,681
3/12/2010	Education	Glenda Cupples	C065C	Administrative Specialist III	C112	\$37,440	\$24,065	\$30,000	\$30,000	(\$7,440)
3/12/2010	Higher Education	Karpagavalli Arulmurugu	D052C	Software Support Analyst	C121	\$40,000	\$39,199	\$42,000	\$42,000	\$2,000
3/12/2010	Oil & Gas	Randy Young	B050C	Oil & Gas District Petroleum Supervisor	C120	\$42,000	\$37,332	\$39,631	\$39,631	(\$2,369)
3/12/2010	Higher Education	Scott Zielstra	D071C	DHE Program Coordinator	C124	\$53,000	\$46,377	\$60,214	\$53,000	\$0
3/16/2010	Pharmacy Board	Nancy Sweet	C056C	Administrative Specialist III	C112	\$23,420	\$24,065	\$31,000	\$28,500	\$5,080
3/17/2010	UCA	Carl Bostic	S062C	Institutional Bus Driver	C109	\$29,120	\$21,827	\$28,000	\$28,000	(\$1,120)
3/19/2010	Private Career Ed	Matthew Twyford	A084C	Program/Field Audit Specialist	C116	\$30,713	\$30,713	\$42,386	\$37,126	\$6,413
3/25/2010	Education	Scott McRae	A052C	ADE Accounting Coordinator	C121	\$114,000	\$39,199	\$53,264	\$53,264	(\$60,736)
3/26/2010	AETN	Kelly Fisher	E048C	Education/Instruction Specialist	C116	\$42,000	\$30,713	\$38,000	\$36,325	(\$5,675)
3/31/2010	Health	Everett McGuire	B063C	Health Physicist	C119	\$130,000	\$35,554	\$49,067	\$49,067	(\$80,933)
3/31/2010	Health	Robert Brown	L025C	ADH Public Health Section Officer III	C123	\$48,880	\$43,217	\$53,040	\$50,000	\$1,120