

**PLANNING BUDGETING & ADMINISTRATIVE SYSTEM**  
**Personnel Committee Report**

Ex. B17F

11/13/2020 10:42:09 AM

Line	<b>Business Area</b>	<b>Agency Name</b>
1	0710	DHS - ADMINISTRATIVE SERVICES

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3	<b>FY21 Authorized Positions</b>	<b>Base Level</b>	<b>Agency Request</b>	<b>Executive Recommendation</b>	<b>Legislative Recommendation</b>
4	697	697	699	697	0

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6	<b>New Classifications Request</b>								
7	<b>Agency Request</b>			<b>Executive Recommendation</b>			<b>Legislative Recommendation</b>		
8	<b>Class Code</b>	<b>Job Title</b>	<b>Grade</b>	<b>Class Code</b>	<b>Job Title</b>	<b>Grade</b>	<b>Class Code</b>	<b>Job Title</b>	<b>Grade</b>
9				295X	DHS DEPUTY FINANCE CHIEF	SE01			
10				296X	DHS CHIEF OF COMMUNICATION	SE03			
11				284X	DHS CHIEF OF BUSINESS OPERATIONS	SE02			
12				281X	DHS DEPUTY CHIEF COUNSEL	GS15			
13				283X	DHS DEPUTY CHIEF INFORMATION OFFICER	SE02			
14	<b>Total Jobs Agency Requested</b>		<b>0</b>	<b>Total Jobs Executive Recommended</b>		<b>5</b>	<b>Total Jobs Legislative Recommended</b>		<b>0</b>

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16	<b>Title Change Request</b>					
17	<b>Class Code</b>	<b>Current Title</b>	<b>Grade</b>	<b>Agency Request</b>	<b>Executive Recommendation</b>	<b>Legislative Recommendation</b>
18	D010N	INSURANCE CHIEF TECHNOLOGY OFFICER	IT08	INSURANCE CHIEF TECHNOLOGY OFFICER		
19	P049C	COMMERCIAL ARTIST I/GRAPHIC ART I	GS06	COMMERCIAL ARTIST I/GRAPHIC ART I	GRAPHIC ARTIST	
20	<b>Total Number of Title Changes</b>			<b>0</b>	<b>1</b>	<b>0</b>

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22	<b>Eliminated Positions Request</b>						
23	<b>Position</b>	<b>Class Code</b>	<b>Title</b>	<b>Grade</b>	<b>Agency Request</b>	<b>Executive Recommendation</b>	<b>Legislative Recommendation</b>
24	22101470	A098C	FISCAL SUPPORT SPECIALIST	GS04	N	Y	
25	22101853	V022C	PURCHASING TECHNICIAN	GS04	N	Y	
26	<b>Total Number of Eliminated Positions</b>				<b>0</b>	<b>2</b>	<b>0</b>

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### Reclassification of Positions

Position	Currently Authorized			Agency Request			Executive Recommendation			Legislative Recommendation		
	Class Code	Title	Grade	Class Code	Title	Grade	Class Code	Title	Grade	Class Code	Title	Grade
22103255	N040N	DHS CHIEF INFORMATION OFFICER	SE02	N040N	DHS CHIEF INFORMATION OFFICER	SE02	283X	DHS DEPUTY CHIEF INFORMATION OFFICER	SE02			
22110416	N040N	DHS CHIEF INFORMATION OFFICER	SE02	N040N	DHS CHIEF INFORMATION OFFICER	SE02	284X	DHS CHIEF OF BUSINESS OPERATIONS	SE02			
22168062	A018N	DHS CHIEF FINANCIAL OFFICER	SE02				N040N	DHS CHIEF INFORMATION OFFICER	SE02			
22099584	G029N	DHS DIRECTOR OF POLICY AND LEGAL AFFAIRS	SE01	G029N	DHS DIRECTOR OF POLICY AND LEGAL AFFAIRS	SE01	295X	DHS DEPUTY FINANCE CHIEF	SE01			
22100707	D010N	INSURANCE CHIEF TECHNOLOGY OFFICER	IT08	D010N	INSURANCE CHIEF TECHNOLOGY OFFICER	IT08	D007C	INFORMATION SYSTEMS MANAGER	IT08			
22109955	N016N	DHS DEP DIR ADMINISTRATIVE SVCS	GS15	N016N	DHS DEP DIR ADMINISTRATIVE SVCS	GS15	281X	DHS DEPUTY CHIEF COUNSEL	GS15			
22163120	N016N	DHS DEP DIR ADMINISTRATIVE SVCS	GS15				A131C	DHS CHIEF PROCUREMENT OFFICER	GS15			
22168862	A020N	DHS DEP CHIEF FIN OFFICER-HUMAN RESOURCES	GS15				N016N	DHS DEP DIR ADMINISTRATIVE SVCS	GS15			
22169353	G282C	DHS CHIEF LEGISLATIVE AFFAIRS DIR	GS15				296X	DHS CHIEF OF COMMUNICATION	SE03			
22169357	G286C	DMS DEPUTY DIRECTOR	GS15				281X	DHS DEPUTY CHIEF COUNSEL	GS15			
22099281	G004C	MANAGING ATTORNEY	GS13				N110N	DHS ASST DIR CONTRACT MONITORING	GS13			
22110960	G004C	MANAGING ATTORNEY	GS13				N107N	DHS/OFA ASSISTANT DIR - ACCOUNTING	GS13			
22143182	A010C	AGENCY CONTROLLER II	GS13				N108N	DHS/DCO ASST DEP DIR	GS13			
22143183	A010C	AGENCY CONTROLLER II	GS13				D026N	DHS ELIGIBILITY SYSTEM PROGRAM I	GS13			
22143184	A010C	AGENCY CONTROLLER II	GS13	A010C	AGENCY CONTROLLER II	GS13	G056C	DHS/DCC ASST DIR OPS & PROG SUPV	GS13			
22143193	A010C	AGENCY CONTROLLER II	GS13				N107N	DHS/OFA ASSISTANT DIR - ACCOUNTING	GS13			
22161320	G276C	DHS CHIEF OF STAFF	GS13				D026N	DHS ELIGIBILITY SYSTEM PROGRAM I	GS13			
22164856	V002N	DHS DEP CHIEF PROCUREMENT OFFICER	GS13	V002N	DHS DEP CHIEF PROCUREMENT OFFICER	GS13	N128N	DHS ASST DIR QUALITY ASSURANCE	GS13			
22164962	G054N	DHS GENERAL COUNSEL	GS13				N128N	DHS ASST DIR QUALITY ASSURANCE	GS13			
22099252	N167N	DHS POLICY & RESEARCH DIRECTOR	GS12				A014C	FISCAL DIVISION MANAGER	GS12			
22103578	R002N	DHS DIRECTOR OF HUMAN CAPITAL	GS12				D030C	INFORMATION SYSTEMS COORDINATOR	IT07			



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Reclassification of Positions												
Position	Currently Authorized			Agency Request			Executive Recommendation			Legislative Recommendation		
	Class Code	Title	Grade	Class Code	Title	Grade	Class Code	Title	Grade	Class Code	Title	Grade
6	22104015	N167N	DHS POLICY & RESEARCH DIRECTOR	GS12			A021C	AGENCY CONTROLLER I	GS12			
7	22109908	R006C	HUMAN RESOURCES ADMINISTRATOR	GS12			P004N	DHS DIRECTOR OF PUBLIC RELATION	GS12			
8	22163226	A016C	DHS DMS BUSINESS OPERATIONS MA	GS12			G025C	ATTORNEY SUPERVISOR	GS12			
9	22111072	A027C	ACCOUNTING OPERATIONS MANAGER	GS11	A027C	ACCOUNTING OPERATIONS MANAGER	GS11	G047C	ATTORNEY SPECIALIST	GS11		
10	22112076	A024C	DHS DIVISION CHIEF FISCAL OFFICER	GS11			G047C	ATTORNEY SPECIALIST	GS11			
11	22122562	A024C	DHS DIVISION CHIEF FISCAL OFFICER	GS11			G047C	ATTORNEY SPECIALIST	GS11			
12	22099810	A044C	AUDIT COORDINATOR	GS10			G073C	ATTORNEY	GS10			
13	22101178	E010C	DHS/DYS EDUCATION MANAGER	GS10			G076C	ADMINISTRATIVE SERVICES MANAGE	GS10			
14	22103017	L010C	DHS DMS MEDICAL ASSISTANCE MAN	GS10			G073C	ATTORNEY	GS10			
15	22109783	L010C	DHS DMS MEDICAL ASSISTANCE MAN	GS10			A044C	AUDIT COORDINATOR	GS10			
16	22097776	L098C	CERTIFIED VOCATIONAL REHAB COUN	GS08			G183C	DHS PROGRAM COORDINATOR	GS07			
17	22101402	A060C	SENIOR AUDITOR	GS08			G152C	DHS PROGRAM MANAGER	GS08			
18	22111766	R014C	PERSONNEL MANAGER	GS08	R014C	PERSONNEL MANAGER	GS08	G152C	DHS PROGRAM MANAGER	GS08		
19	22159462	A060C	SENIOR AUDITOR	GS08			E031C	EDUCATION PROGRAM COORDINATOR	GS08			
20	22099716	G147C	GRANTS COORDINATOR	GS07			P013C	PUBLIC INFORMATION COORDINATOR	GS07			
21	22100864	G183C	DHS PROGRAM COORDINATOR	GS07			S017C	MAINTENANCE COORDINATOR	GS07			
22	22163229	A072C	RESEARCH & STATISTICS MANAGER	GS07			D062C	DATABASE ANALYST	IT04			
23	22098042	G202C	VOLUNTEER PROGRAM COORDINATOR	GS06			P049C	GRAPHIC ARTIST	GS06			
24	22098131	R029C	HUMAN RESOURCES RECRUITER	GS06			P021C	EDITOR	GS06			
25	22099968	C037C	ADMINISTRATIVE ANALYST	GS06			P021C	EDITOR	GS06			
26	22101911	G180C	GRANTS ANALYST	GS06			C037C	ADMINISTRATIVE ANALYST	GS06			

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Line	Business Area	Agency Name
1	0710	DHS - ADMINISTRATIVE SERVICES

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Reclassification of Positions												
Position	Currently Authorized			Agency Request			Executive Recommendation			Legislative Recommendation		
	Class Code	Title	Grade	Class Code	Title	Grade	Class Code	Title	Grade	Class Code	Title	Grade
6	22101974	X101C	INTERNAL AFFAIRS INVESTIGATOR	GS06			C037C	ADMINISTRATIVE ANALYST	GS06			
7	22102077	A074C	FISCAL SUPPORT SUPERVISOR	GS06			C037C	ADMINISTRATIVE ANALYST	GS06			
8	22102960	G180C	GRANTS ANALYST	GS06			M045C	ADULT PROTECTIVE SERVICES WORK	GS06			
9	22103365	C037C	ADMINISTRATIVE ANALYST	GS06			R025C	HUMAN RESOURCES ANALYST	GS06			
10	22103957	G124C	OMBUDSMAN	GS06			A074C	FISCAL SUPPORT SUPERVISOR	GS06			
11	22104216	R027C	BUDGET SPECIALIST	GS06			G179C	LEGAL SERVICES SPECIALIST	GS06			
12	22104316	G180C	GRANTS ANALYST	GS06			L053C	HEALTH PROGRAM SPECIALIST I	GS06			
13	22110972	A074C	FISCAL SUPPORT SUPERVISOR	GS06			R027C	BUDGET SPECIALIST	GS06			
14	22168896	C037C	ADMINISTRATIVE ANALYST	GS06			A091C	FISCAL SUPPORT ANALYST	GS05			
15	22098461	C022C	BUSINESS OPERATIONS SPECIALIST	GS05			R032C	HUMAN RESOURCES PROGRAM REPRESENTATIVE	GS05			
16	22099726	L066C	REHABILITATION INSTRUCTOR	GS05			A090C	PAYROLL SERVICES SPECIALIST	GS05			
17	22100353	V015C	PURCHASING SPECIALIST	GS05			R032C	HUMAN RESOURCES PROGRAM REPRESENTATIVE	GS05			
18	22101191	V015C	PURCHASING SPECIALIST	GS05	V015C	PURCHASING SPECIALIST	GS05	G047C	ATTORNEY SPECIALIST	GS11		
19	22101495	C050C	ADMINISTRATIVE SUPPORT SUPERVISOR	GS05			R032C	HUMAN RESOURCES PROGRAM REPRESENTATIVE	GS05			
20	22102010	L070C	HEALTH CARE ANALYST	GS05	L070C	HEALTH CARE ANALYST	GS05	G047C	ATTORNEY SPECIALIST	GS11		
21	22098066	R037C	BENEFITS TECHNICIAN	GS04			A098C	FISCAL SUPPORT SPECIALIST	GS04			
22	22100289	A098C	FISCAL SUPPORT SPECIALIST	GS04	A098C	FISCAL SUPPORT SPECIALIST	GS04	G047C	ATTORNEY SPECIALIST	GS11		
23	22101069	A098C	FISCAL SUPPORT SPECIALIST	GS04			C046C	LEGAL SUPPORT SPECIALIST	GS04			
24	22109131	V022C	PURCHASING TECHNICIAN	GS04			A101C	ACCOUNTING TECHNICIAN	GS04			
25	Total Number of Reclassified Positions			0			61			0		

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# PLANNING BUDGETING & ADMINISTRATIVE SYSTEM

## Personnel Committee Report

Line	Business Area		Agency Name						
1	0710		DHS - ADMINISTRATIVE SERVICES						
2									
3	Transfer Positions								
4	Position	Class Code	Title	Grade	Transferring Agency	Receiving Agency	Agency Request	Exe Rec	Leg Rec
5	22089226	D071C	COMPUTER SUPPORT ANALYST	IT03	0710-14-DHS - YOUTH SERVICES	0710-9-DHS - ADMINISTRATIVE SERVICES	Y	Y	
6	22098180	N080N	DHS/DMS ASSISTANT DIRECTOR - FISCAL	GS14	0710-9-DHS - ADMINISTRATIVE SERVICES	0710-15-DHS - COUNTY OPERATIONS	Y	Y	
7	22099275	N099N	DHS/DMS ADD - LONG TERM CARE	GS14	0710-8-DHS - PROVIDER SERVICES & QUALITY ASSURA	0710-9-DHS - ADMINISTRATIVE SERVICES	Y	Y	
8	22099984	N124N	DHS/DYS ASSISTANT DIVISION DIRECTOR	GS14	0710-14-DHS - YOUTH SERVICES	0710-9-DHS - ADMINISTRATIVE SERVICES	Y	Y	
9	22100026	N101N	DHS/DMS ADD - MEDICAL SERVICES	GS14	0710-9-DHS - ADMINISTRATIVE SERVICES	0710-10-DHS - DEVELOPMENTAL DISABILITIES SERVICE	Y	Y	
10	22100887	G004C	MANAGING ATTORNEY	GS13	0710-9-DHS - ADMINISTRATIVE SERVICES	0710-14-DHS - YOUTH SERVICES	Y	Y	
11	22110960	G004C	MANAGING ATTORNEY	GS13	0710-10-DHS - DEVELOPMENTAL DISABILITIES SERVICE	0710-9-DHS - ADMINISTRATIVE SERVICES	Y	Y	
12	22143184	A010C	AGENCY CONTROLLER II	GS13	0710-9-DHS - ADMINISTRATIVE SERVICES	0710-8-DHS - PROVIDER SERVICES & QUALITY ASSURA	Y	Y	
13	22164856	V002N	DHS DEP CHIEF PROCUREMENT OFFICER	GS13	0710-9-DHS - ADMINISTRATIVE SERVICES	0710-14-DHS - YOUTH SERVICES	Y	Y	
14	22111072	A027C	ACCOUNTING OPERATIONS MANAGER	GS11	0710-9-DHS - ADMINISTRATIVE SERVICES	0710-15-DHS - COUNTY OPERATIONS	Y	Y	
15	22098750	G076C	ADMINISTRATIVE SERVICES MANAGER	GS10	0710-6-DHS - AGING, ADULT & BEHAVIORAL HEALTH	0710-9-DHS - ADMINISTRATIVE SERVICES	Y	Y	
16	22101178	E010C	DHS/DYS EDUCATION MANAGER	GS10	0710-14-DHS - YOUTH SERVICES	0710-9-DHS - ADMINISTRATIVE SERVICES	Y	Y	
17	22097776	L098C	CERTIFIED VOCATIONAL REHAB COUNSELOR	GS08	0710-6-DHS - AGING, ADULT & BEHAVIORAL HEALTH	0710-9-DHS - ADMINISTRATIVE SERVICES	Y	Y	
18	22102323	G152C	DHS PROGRAM MANAGER	GS08	0710-14-DHS - YOUTH SERVICES	0710-9-DHS - ADMINISTRATIVE SERVICES	Y	Y	
19	22111766	R014C	PERSONNEL MANAGER	GS08	0710-9-DHS - ADMINISTRATIVE SERVICES	0710-6-DHS - AGING, ADULT & BEHAVIORAL HEALTH	Y	Y	
20	22098447	G183C	DHS PROGRAM COORDINATOR	GS07	0710-9-DHS - ADMINISTRATIVE SERVICES	0710-15-DHS - COUNTY OPERATIONS	Y	Y	
21	22103839	G183C	DHS PROGRAM COORDINATOR	GS07	0710-9-DHS - ADMINISTRATIVE SERVICES	0710-6-DHS - AGING, ADULT & BEHAVIORAL HEALTH	Y	Y	
22	22168896	C037C	ADMINISTRATIVE ANALYST	GS06	0710-4-DHS - CHILDREN & FAMILY SERVICES	0710-9-DHS - ADMINISTRATIVE SERVICES	Y	Y	
23	22089130	V015C	PURCHASING SPECIALIST	GS05	0710-14-DHS - YOUTH SERVICES	0710-9-DHS - ADMINISTRATIVE SERVICES	Y	Y	
24	22102500	A091C	FISCAL SUPPORT ANALYST	GS05	0710-9-DHS - ADMINISTRATIVE SERVICES	0710-4-DHS - CHILDREN & FAMILY SERVICES	Y	Y	
25	22076703	C056C	ADMINISTRATIVE SPECIALIST III	GS04	0710-6-DHS - AGING, ADULT & BEHAVIORAL HEALTH	0710-9-DHS - ADMINISTRATIVE SERVICES	Y	Y	
26	22098223	A098C	FISCAL SUPPORT SPECIALIST	GS04	0710-8-DHS - PROVIDER SERVICES & QUALITY ASSURA	0710-9-DHS - ADMINISTRATIVE SERVICES	Y	Y	

**PLANNING BUDGETING & ADMINISTRATIVE SYSTEM**  
**Personnel Committee Report**

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Business Area	Agency Name
0710	DHS - ADMINISTRATIVE SERVICES

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Transfer Positions								
Position	Class Code	Title	Grade	Transferring Agency	Receiving Agency	Agency Request	Exe Rec	Leg Rec
22100822	C056C	ADMINISTRATIVE SPECIALIST III	GS04	0710-4-DHS - CHILDREN & FAMILY SERVICES	0710-9-DHS - ADMINISTRATIVE SERVICES	Y	Y	
22112022	C087C	ADMINISTRATIVE SPECIALIST I	GS02	0710-9-DHS - ADMINISTRATIVE SERVICES	0710-15-DHS - COUNTY OPERATIONS	Y	Y	
Total Number of Transferred Positions			13		-11			

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**2021 - 2023 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT**

**0710 DHS - Director's Office**

**ACT#: 0064**

**SECTION#: 014**

**CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)**

**EXECUTIVE RECOMMENDATION**

NURSING/DIRECT CARE EDUCATION STIPEND PROGRAM. Special provision for a Nursing/Direct Care Education Stipend Program for the Department of Human Services is hereby authorized to be paid from the State and Federal Funds appropriated in each Division's Act. This program is for eligible nursing students who are attending accredited nursing institutions to become Registered or Licensed Practical Nurses, as well as Certified Nursing Assistants, Residential Care Assistants, Residential Care Technicians, Residential Care Supervisors and Behavioral Health Aides.

The stipend is \$5,000 per person per year. Any student who is awarded and accepts a stipend is under employment commitment to the respective DHS Division and is required to work for that division, in a full-time employee status effective immediately upon graduation. The student employment commitment is equal to the number of years the stipend was awarded and accepted. In the event of Employee/Student default of the employment commitment, the Employee/Student will be considered in breach of contract and repayment of the stipend will be required as specified in the Stipend Contract.

Each division participating in the Education Stipend Program shall determine on an annual basis, the number of student stipends available.

The provisions of this section shall be in effect only from July 1, ~~2020~~ 2021 through June 30, ~~2021~~ 2022.

AGENCY REQUEST

**2021 - 2023 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT**

**0710 DHS - Director's Office**

**ACT#: 0064**

**SECTION#: 015**

**CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)**

**EXECUTIVE RECOMMENDATION**

NURSING/DIRECT CARE RECRUITMENT/RETENTION BONUSES. Special provision to provide Nursing/Direct Care Recruitment and Retention Bonuses for the Department of Human Services is hereby authorized to be paid from State and Federal funds appropriated for each respective Division. Nursing/direct care service recruitment/retention bonuses are in addition to the maximum annual amounts provided in the Regular Salaries Section of the respective Division's Act for Registered Nurse, Licensed Practical Nurse, Certified Nursing Assistant, Residential Care Assistant, Residential Care Technician, Residential Care Supervisor and Behavioral Health Aide. New hire nurses must be licensed by the Arkansas State Board of Nursing. The total recruitment/retention bonus payment commitment for eligible nurses shall not exceed \$4,000 per Registered Nurse and \$2,000 per Licensed Practical Nurse and \$1,000 per Certified Nursing Assistant, Residential Care Assistant, Residential Care Technician, Residential Care Supervisor and Behavioral Health Aide.

The lump sum bonus payments and employment commitment to the State will be made in partial payments as follows:

**Registered Nurse Classifications**

\$1,000 after completing 6 months probationary employment

\$1,500 after completing 1st year employment

\$1,500 after completing 2nd year employment

**Licensed Practical Nurse Classifications**

\$ 500 after completing 6 months probationary employment

AGENCY REQUEST



**2021 - 2023 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT**

**0710 DHS - Director's Office**

**ACT#: 0064**

**SECTION#: 015**

**CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)**

**EXECUTIVE RECOMMENDATION**

\$ 500 after completing 1st year employment  
\$1,000 after completing 2nd year employment

Certified Nursing Assistant/Residential Care Assistant/Residential Care  
Technician/Residential Care Supervisor/Behavioral Health Aide  
Classifications

\$ 500 after completing 6 months probationary employment  
\$ 500 after completing 1st year employment

Any qualified person hired and offered bonus payment described herein  
will forfeit the balance of the payments if he/she voluntarily resigns or is  
terminated for cause from employment from the Department of Human  
Services prior to completing the required employment commitment time  
periods outlined above.

The provisions of this section shall be in effect only from July 1, ~~2020~~  
2021 through June 30, ~~2021~~ 2022.