



Department of Transformation and Shared Services
Governor Asa Hutchinson
Secretary Mitch Rouse
Director Kay Barnhill

November 16, 2022

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Joint Budget Committee
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Transformation and Shared Services (TSS) for your review.

TSS is requesting six (6) positions from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1). The classifications requested and positions being surrendered are listed below:

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>LAST DATE VACATED</u>
22080047	Fiscal Support Specialist	A098C	GS04	\$29,046 - \$42,116	07/10/2021
22080064	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,116	08/06/2022
22079947	Administrative Specialist II	C073C	GS03	\$26,034 - \$37,749	10/29/2021
22079988	Administrative Specialist II	C073C	GS03	\$26,034 - \$37,749	10/02/2021
22079984	Administrative Specialist II	C073C	GS03	\$26,034 - \$37,749	08/22/2020
22079985	Administrative Specialist II	C073C	GS03	\$26,034 - \$37,749	09/19/2021
22080025	Administrative Specialist II	C073C	Gs03	\$26,034 - \$37,749	08/29/2021

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CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
R052C	TSS Statewide Program Coordinator	GS11	5	\$62,531 - \$90,669
D007C	Information Systems Manager	IT08	1	\$71,704 - \$103,970

JUSTIFICATION

TSS is requesting the above positions in order to meet the needs of the department. The requested positions will be distributed throughout the divisions of TSS which are in need of additional assistance. Depending on which divisions these positions are placed, the responsibilities will include undertaking human resources, payroll and budget tasks, overseeing procurement operations including processing purchase orders and vendor payments as well as marketing and redistribution processes, and assisting with information technology inquiries associated with the use of the procurement system. The anticipated cost of this surrender pool request is approximately \$359,308 including matching.

RECOMMENDATION

The Office of Personnel Management has reviewed the request and **recommends** the approval of the six (6) positions listed above. TSS guarantees that proper funding is available, and no inequities will result from the creation and filling of this position. Your consideration of this request is greatly appreciated.

Sincerely,


Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED SERVICES



DATE



Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Mitch Rouse

November 3, 2022

Kay Barnhill, Director
Office of Personnel Administration
Department of Transformation and
Shared Services
501 Woodlane Street, Suite 201
Little Rock, Arkansas 72201

Re: Surrender Pool Position Requests

Dear Director Barnhill:

The Department of Transformation and Shared Services (TSS) requests six (6) positions from the Office of Personnel Management (OPM) surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1). The positions and classifications are as follows:

<u>Title</u>	<u>Code</u>	<u>Grade</u>	<u>Positions Requested</u>
TSS Statewide Program Coordinator	R052C	GS11	5
Information Systems Manager	D007C	IT08	1

To receive these positions, TSS will surrender the following positions:

<u>Position</u>	<u>Code</u>	<u>Title</u>	<u>Grade</u>
22080047	A098C	Fiscal Support Specialist	GS04
22080064	C056C	Administrative Specialist III	GS04
22079947	C073C	Administrative Specialist II	GS03
22079988	C073C	Administrative Specialist II	GS03
22079984	C073C	Administrative Specialist II	GS03
22079985	C073C	Administrative Specialist II	GS03
22080025	C073C	Administrative Specialist II	GS03

Office of the Secretary

501 Woodlane Street, Suite 201 * Little Rock, AR 72201 * 501.319.6551

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TSS requests these positions to meet growing needs within the department. As you are aware, OPM currently has only five personnel analysts available to assist departments with personnel-related business such as budget, classification, compensation, and other human resource issues. As we approach the General Assembly, it is imperative that appropriate staffing be in place to meet the needs of the departments and constitutional offices which rely upon our services. Three TSS Statewide Program Coordinators are requested for these purposes.

TSS also requests one TSS Statewide Program Coordinator and one Information Systems Manager for the Office of State Procurement (OSP). The timely processing of department purchasing requests and vendor payment is critical to OSP's mission of providing purchasing services to our constituent departments. Maintaining appropriate levels of support for department purchasing processes requires an additional TSS Statewide Program Coordinator. Additionally, OSP needs an Information Systems Manager to support departments with digital purchasing processes.

Thank you for your consideration of the department's requests. If you have any questions or if you would like to discuss any of the above requests, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "MR", with a stylized flourish extending to the right.

Mitch Rouse
Secretary

MR:1