

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fisk

Director Kay Barnhill

November 15, 2023

The Honorable Bréanne Davis, Co-Chairperson
 The Honorable Mark Berry, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Senator Davis and Representative Berry:

The Office of Personnel Management (OPM) submits a request from the Arkansas Public Employees Retirement System (APERS) for your review.

The Arkansas Public Employees Retirement System (APERS) is requesting one (1) new classification and one (1) pool position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225 (a). The classification requested and surrendered position are listed below.

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>
NEW	APERS Associate Director of Information Technology	IT11	\$99,920 – \$144,884

POSITION SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>LAST DATE VACATED</u>
22094624	Administrative Specialist III	C056C	GS04	\$29,046 – \$42,117	02-18-2023

The Honorable Breanne Davis, Co-Chairperson
The Honorable Mark Berry, Co-Chairperson
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JUSTIFICATION

APERS currently operates with an Information Technology section consisting of four (4) positions. The agency needs a fifth position to direct the operations of this section. This position's primary responsibilities include administering the agency's custom developed Pension Administration System, developing solutions for system defects and system enhancements, ensuring secure access to their system and agency resources, resolving arising security events, handling system payroll operations across four distinct plans, as well as recommending business process improvements and system process improvements in order to fill gaps in workflow or payroll functions. One set of supplemental responsibilities includes developing plans, programs, policies, and procedures in order to accomplish agency administrative goals and comply with mandated laws and regulations. Another set of supplemental responsibilities includes overseeing server / network infrastructure, desktop computing, virtual private network connectivity, voice over internet protocol, and support of call center operations. Although the agency's existing four positions are undertaking their work functions commendably, the agency is experiencing a significant growth in assets and membership base. The agency needs this fifth position to administer the aforementioned responsibilities.

The cost for this one (1) surrendered pool position is approximately \$116,288.14. The agency guarantees our office that it possesses sufficient funding to support this surrender pool position request.


RECOMMENDATION

The Office of Personnel Management has reviewed this request from the Arkansas Public Employees Retirement System and recommends the establishment of one (1) new classification and one (1) pool position authorized as this new classification.

Your consideration of this request is greatly appreciated.



STATE PERSONNEL DIRECTOR



DATE

Positions Requested								
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %	
0370	1	NEW	APERS Associate Director of Information Technology	IT11	\$99,920 - \$144,884	\$ 171,362.80	Trust Fund	
Total Estimated Cost of the New Positions including 40% match						\$ 171,362.80		
Total Cost to General Revenue						\$ -		
Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
0370	22094624	C056C	Administrative Specialist III	GS04	2/18/2023	YES	\$ 55,074.66	Trust Fund
Total Estimated Savings							\$ 55,074.66	
Estimated Savings to General Revenue								
Total Estimated Cost to the Agency							\$ 116,288.14	
Total Estimated Cost to General Revenue							\$ -	
Total Authorized Position Adjustment							0	

* The Estimated Cost calculation is based upon the Midpoint of the salary range, plus 40% matching.

** The Estimated Savings calculation is based upon the exit salary plus 40% match, only if a position has been vacant less than 1 year from the date of the request.

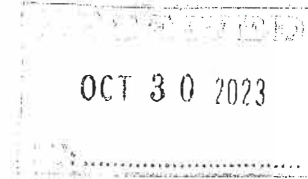


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Amy Fecher • Executive Director

124 West Capitol • Suite 400 • Little Rock, AR 72201

October 18, 2023



Kay Barnhill
State Personnel Administrator
501 Woodlane Avenue, Suite 205
Little Rock, AR 72201

Re: Growth Pool Request

Director Barnhill:

The Arkansas Public Employees' Retirement System (APERS) Board of Directors and the Executive Director request one IT11 position to support the Information Technology Division of APERS'.

In 2012, APERS began working to modernize Information Technology systems to support active members and retirees via online tools. The time has come for our current version to be upgraded. This position will lead the APERS IT team and developers to deliver needed proprietary software upgrades and enhancements to improve overall service and delivery to our members and retirees. New system enhancements will be required to bring additional tools to our membership – and making certain these changes have been properly scoped, tested, and implemented will be necessary.

APERS has operated with approximately 60-70 positions for decades while the plan has experienced significant growth to over a \$10 billion system managing a membership base of approximately 100,000 individuals. When first created, the agency did not have the sophisticated and technical systems that are in use today. This position will possess the technical skill set and experience level needed to manage this upgrade and ongoing support of the system while reducing reliance on costly contract labor support.

We are surrendering two lower-graded positions and are undergoing a reorganization of APERS' IT department to better align and reflect the current needs. This position will give us the flexibility to bring on additional resources that will reduce reliance on outside vendors for software quality assurance, business process review, and test script preparation. As APERS considers reducing the software upgrade cycle to better keep pace with member's needs, this increased flexibility will allow us to deliver solutions with higher confidence. The requested position is an APERS' Associate Director of Information Technology.

I appreciate your consideration of this request. Please let me know if you have any questions.

Sincerely,

Amy Fecher



Department of Transformation and Shared Services
Office of Personnel Management
Request for Pool Position

Business Area	Department Name / Agency Name	Date
0370	Arkansas Public Employee Retirement System	10-30-2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22094624	Administrative Specialist III	GS04	C056C
22133589	Fiscal Support Analyst	GS05	A091C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
APERS Associate Director of Information Technology	IT11	NEW

I hereby certify that:

- A. The position requested is critical to the operation of this Agency 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 grade position available and the loss of this position will not adversely affect the operation of this Agency.
- E. No current employee will be displaced by this action.

Tammy Shadwick

HR Administrator's Signature

10-30-2023

Date

Amy Fecher

Department Secretary's Signature

10-30-2023

Date



Department of Finance & Administration
Office of Budget

FORM PACERT

CERTIFICATION OF FUNDING FOR PERSONNEL ACTIONS

Agencies must complete this form for personnel actions involving director's discretion under the Uniform Classification & Compensation Act for either incumbents or new hires. By completing this form, your agency certifies that sufficient agency funds exist and are available during the current fiscal year, and are expected to be available on an ongoing basis, to cover the requested salary adjustment. Agencies requesting discretionary increases will not be eligible for additional Merit Adjustment Fund disbursements to cover the costs of such increases. For adjustments affecting more than one position, please attach a spreadsheet with the information below listed for each position. A signed copy of this form must be attached.

1. Business Area/Agency:	0370
2. Type of Action Requested:	Growth Pool
3. Employee Name:	
4. Employee Personnel Number (if any):	
5. Position Number:	
6. Job Title:	APERS Associate Director of Information Technology
7. Class Code: D013N	8. Grade: IT11
9. Current Salary:	\$ 0
10. Requested Salary:	\$ 124,048
11. Change in Salary:	\$ 124,048
12. Change in Personal Services Match:	\$ 32,252
13. Total Budgetary Impact:	\$ 156,300
14. Fund Center:	2QR
15. Cost Center:	304412
16. Funding Source:	Trust
17. Current Budget for Appropriation:	142,245,695
18. Certified Funding for Appropriation:	142,245,695

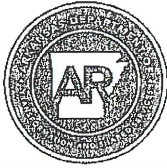
Justification:

APERS receives no direct General Revenue funds. This position will be supported through the APERS Trust Fund which has adequate funding levels. The creation of this position will provide a cost savings by allowing APERS to handle complex IT solutions and upgrades in-house instead of depending on outside sources and contracts therefore, resulting in a decrease of operating costs.

By signing this document, I certify that sufficient agency funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Merit Adjustment Fund.

Amy Peck
Agency Director

10/26/23
Date



Department of Transformation and Shared Services
Office of Personnel Management
Position Classification Questionnaire

General Information

Business Area: 0370 Agency: APERS
Preparer's Name: Tammy Shadwick Date: 10/10/2023
Position Number: _____ Class Code: D013N Grade: IT11
Job Title: APERS Associate Director of IT
Incumbent's Name: _____
Supervisor: Ashley Golleher
Reason why position is being submitted for evaluation:



New Job/Title



Significant Change in Duties or Responsibilities

If there has been a significant change in duties or responsibilities, please describe in detail the changes and attach any other documents that illustrate your explanation:

Job Duties and Conditions

List up to 10 primary job duties this position performs or is expected to perform, in order of importance. Include the frequency of occurrence (daily, weekly, monthly, etc.) and percentage of time dedicated to each duty. **DO NOT** use acronyms or abbreviations.

<u>JOB DUTY</u>	<u>FREQUENCY</u>	<u>% TIME</u>
Management/administration of APERS' custom developed and Pension Administration System (PAS)	Daily	25%
Implementation of improvements and defect fixes in PAS overseeing vendor software development team	Daily	25%
Responsible for PAS payroll operations across 4 distinct plans	Daily	10%
Develops plans, programs, policies, and procedures to accomplish agency administrative goals and to comply with mandated laws and regulations	Daily	10%
Responsible for server/network infrastructure, desktop computing, VPN connectivity, VOIP, support of Call Center operations	Daily	10%
Responsible for maintaining secure access to Pension Administration System and APERS resources	Daily	5%
Responsible for responding to security events affecting APERS	Daily	5%
PAS process improvement recommending business process improvements to fill gaps in workflow or payroll functions.	Daily	10%

Check one (1) of the following that best describes the overall working hours associated with this position. "Overtime" in this section means instances where an employee works more than 40 hours per week, regardless of actual overtime eligibility.

<input type="checkbox"/>	Works regular shifts, daily and weekly; rare instances of overtime required.
<input checked="" type="checkbox"/>	Some irregularities in hours because of overtime requirements, infrequent weekends and/or shift rotation, travel, etc.
<input type="checkbox"/>	Considerable irregularity of hours because of frequent overtime, frequent weekends, shift rotation, on-call availability, or travel.
<input type="checkbox"/>	Frequently requires highly irregular and unpredictable or particularly long work hours, such as attendance and participation at evening and/or weekend meetings, covering more than a single shift, extended travel, etc.

Check one (1) box that best describes the risk of negative consequences resulting from the actions of an incumbent in this position:

<input type="checkbox"/>	Low Risk —although job may have some variety of tasks, work assignments use standard procedures and are generally basic and routine. Assignments are generally closely monitored. Makes minor decisions.
<input type="checkbox"/>	Medium Risk —job has somewhat complex tasks requiring the regular use of professional judgment. Supervision is general and may be infrequent.
<input checked="" type="checkbox"/>	High Risk —Job has very complex tasks requiring high level of professional judgment. Makes decisions carrying high degree of responsibility where there may be little or no precedent; acts independently with little oversight.

Check one (1) type of environmental condition to which the person occupying this position would normally be exposed:

<input checked="" type="checkbox"/>	Normal office working conditions with no major sources of discomfort. Very low risk of minor physical injury.
<input type="checkbox"/>	Fair working conditions with routine discomforts. Position may require occasional work in the elements, moderate exposure to heat cold, moisture/wetness, soiled materials, or light chemical substances/cleaning solutions. Moderate risk of minor physical injury, relatively low risk of significant physical injury.
<input type="checkbox"/>	Difficult working conditions with frequent exposure to undesirable or hazardous working conditions. Position requires routine exposure to the elements regardless of conditions, dangerous chemical substances, or other inherently dangerous conditions. Substantial risk of significant physical injury.

Does a person occupying this position have fiscal responsibilities?

Yes

☒

No

☐

In dollars, how large is the budget for which this position is responsible?

\$722 million

If yes, please describe the fiscal responsibilities this person has, such as managing a budget, filling out purchase requisitions, approving transactions, maintaining employee salaries, etc.:

This position will be tasked with overseeing member disbursements to over 42,000 payees in the amount of \$722 million in benefits annually.

Supervision and Oversight

Check one (1) of the following leadership responsibilities a person occupying this position has:

<input type="checkbox"/>	Does not supervise other staff.
<input type="checkbox"/>	Leads peers on a regular basis but is not the direct supervisor. May help direct, schedule, or monitor staff, but does not hire, fire, or evaluate other employees.
<input type="checkbox"/>	Is the front-line supervisor over two or more full-time employees. Hires, fires, and evaluates subordinates.
<input type="checkbox"/>	Is the manager of a unit, section, or major function and typically also supervises personnel who are front-line supervisors or persons having professional-level responsibilities.
<input checked="" type="checkbox"/>	Is the director of a division, department, or large program and typically supervises management personnel and indirectly supervises subordinate staff under this position's line of authority.

If you indicated that this position supervises other employees, how many direct reports does this person have?

2

If you indicated that this position supervises other employees, how many indirect reports does this person have?

1

Please list the class code, title, and number of employees for each classification supervised by the person in this position. If necessary, attach additional sheets.

CLASS CODE	TITLE	GRADE	# OF EMPLOYEES
D006N	State Systems Architect	IT10	1
D030C	Information Systems Coordinator	IT07	1

How many supervisors does the person in this position supervise? If none, enter 0.

1

If you answered with a number other than 0 to the question above, for which divisions/sections/offices is this person responsible?

Overall Agency IT support and IT development

Check one (1) of the following statements that best describes this position:

<input type="checkbox"/>	Receives clear and specific instructions and/or follows standardized instructions or procedures without ongoing supervision. Work is checked for accuracy, adequacy, and adherence to instructions. Consults with supervisor on matters not covered by the original instructions or guidelines.
<input type="checkbox"/>	Receives moderate to limited supervision working from objectives set by supervisor. Organizes and carries out most assignments in accordance with standard practices, instructions, or previous training. Makes minor decisions routinely; may handle some unusual situations independently.
<input type="checkbox"/>	Receives general direction working from established policies and objectives. Plans and carries out assignments and resolves most conflicts that arise. Exercises judgment in the analysis of facts or conditions regarding individual issues. Completed work is checked only to determine compatibility with other work or effectiveness in meeting agency objectives.
<input checked="" type="checkbox"/>	Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Has responsibility for planning, designing, and implementing programs, projects, or studies and sets goals for major unit. Acts independently; approval from higher authority is conceptual with generally little reference to detail.

Education, Experience, and Skills

Check one (1) of the following educational levels which best describes the minimum required—regardless of the preferred level or the current incumbent's level—to be able to perform this job at a basic level of performance:

<input type="checkbox"/>	High School or Equivalent —requires enough basic education to understand and follow standard practices and instructions. May require some specialized courses, certifications, or licenses of limited scope.
<input type="checkbox"/>	Associate's Degree or Skilled Trade Certificate —requires knowledge of a specialized field or trade. Additional training equal to two (2) years of college, technical school, business school, or skilled trades training. May require licensing or certification.
<input checked="" type="checkbox"/>	Bachelor's Degree or Equivalent —requires professional level knowledge in a specialized or technical field such as those for which bachelor's degrees or IT certifications are commonly awarded. Additional training equal to successful completion of four (4) years of college or study.
<input type="checkbox"/>	Master's Degree —requires advanced knowledge and skills and expertise in a specific field. Requires the ability to understand and apply principles and practices of field or more than one (1) field. Requires one (1) to two (2) years' work in an accredited graduate school leading to degree. Recognized as subject matter expert.
<input type="checkbox"/>	Doctoral Degree —requires highly advanced knowledge and skills and mastery of a specific field. Ph.D., J.D., M.D., Ed.D. or similar doctoral level degree normally requiring at least three (3) years of work in an accredited graduate school leading to degree. Often must possess license and pass professional examination in order to practice in field.

Is a license required in order to perform this job? If so, what license is required? **DO NOT INCLUDE DRIVERS LICENSES OR NOTARIES PUBLIC.**

Check the level of experience necessary—**regardless of the preferred level or the current incumbent's level of experience**—at the time of hire in order to perform this job at a basic level of performance.

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input checked="" type="checkbox"/>	8 or more years

If this position normally supervises other employees, check the level of supervisory experience necessary—**regardless of the preferred level or the current incumbent's level of experience**—at the time of hire in order to perform this job at a basic level of performance:

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input checked="" type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

Check one (1) of the following that best describes the physical effort required for this position:

<input type="checkbox"/>	Light —physical effort normally found in clerical or office work. Work is primarily sedentary; however, occasional handling of objects up to 10 lbs. and occasional walking and standing is required.
<input checked="" type="checkbox"/>	Moderate —physical effort represented by frequent handling of objects and/or materials of moderate weight (10-20 lbs.) and/or frequent use of light hand tools. May require walking or standing much of the time.
<input type="checkbox"/>	Substantial —physical effort represented by frequent handling of object and/or materials of substantial weight (20-50 lbs.) and/or frequent use of medium hand or power tools. In addition to considerable walking or standing, may require climbing and working from ladders or working in awkward positions.
<input type="checkbox"/>	Strenuous —Physical effort represented by frequent handling of heavy objects (50+ lbs.) and/or materials and work and/or frequent use of heavy hand tools. Work is often exposed to elements or in non-climate controlled conditions.

Please list any other knowledge, abilities, or skills necessary to perform the duties of this position. Examples include: computer skills, communication skills, organizational skills, etc. **DO NOT** copy from another job description.

Understanding of computer systems design, programming, and operations. Proficiency of the principles, applications, and techniques of electronic data processing systems. Capability to plan for large-scale technology change in a dynamic environment. Ability to research and analyze diverse programs and apply information technology resources to meet program needs. Ability to plan, organize and oversee the work of subordinates. Understanding of how to conduct training sessions and communicate information of a specialized nature. Ability to write complex applications to fulfill system requirements. Ability to prepare and present information verbally and in writing. Ability to solve complex problems, develop improvements to work processes, and achieve goals.

Please include any other information that may aid in the preparation of an accurate description of this position.

Approvals

SUPERVISOR REVIEW

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: _____

Title: _____

Date: _____

Signature: _____

AGENCY HR ADMINISTRATOR REVIEW

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: _____

Title: _____

Date: _____

Signature: _____