

**Ex. B****Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fisk

March 13, 2024

The Honorable Breanne 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 Department of Human Services (DHS) for your review.

DHS, Shared Services Division, is requesting one (1) position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1). The classification requested and positions being surrendered are listed below:

Department of Human Services – Shared Services Division**CLASSIFICATIONS REQUESTED**

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
D123C	Database Administrator	IT08	1	\$71,704 - \$103,970

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>
22099287	Information Systems Coordination Specialist	D061C	IT05	\$51,762 - \$75,054	8/4/2023
22112168	Computer Support Technician	D079C	IT02	\$37,266 - \$54,035	11/26/2022

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JUSTIFICATION

DHS is requesting one (1) surrender pool position due to a growing need for someone committed solely to managing the eligibility systems which include Medicaid, SNAP, and TEA programs, as well as six (6) employees. The complexity of these programs, both for the department and clients, will require a candidate with a great breadth and depth of knowledge in addition to a candidate with superior communication skills to act as a bridge between the IT system support staff and stakeholders. Currently these employees are supervised by the DHS Deputy Director of Administrative Services who is over the entire AIRES program, but if this surrender pool is approved, then the Analysis and Analytics section will be divided it into two units instead of the current single unit. Approval of this request will result in an anticipated cost of approximately \$40,083, including matching, with approximately 59.23% paid from federal funds, approximately 40%, or \$15,885, paid from general revenue.

OPM has reviewed the request and **recommends** the approval of one (1) surrender pool position.

Your consideration of this request is greatly appreciated.



STATE PERSONNEL DIRECTOR


DATE

KB/sd:1-2

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
0710	1	D123C	Database Admin	IT08	\$71,704 - \$103,970	\$ 122,971.80	59.23% Fed; 39.63% State; 1.14% Other
Total Estimated Cost of the New Positions including 40% match						\$	122,971.80
Total Cost to General Revenue						\$	48,733.72

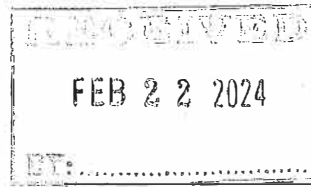
Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
0710	1	D061C	Info Systems Coor Spec	IT05	8/4/2023	Y	\$ 76,288.80	59.23% Fed; 39.63% State; 1.14% Other
0710	1	D079C	Computer Supp Tech	IT02	11/26/2022	Y	\$ 6,600.00	59.23% Fed; 39.63% State; 1.14% Other
Total Estimated Savings							\$	82,888.80
Estimated Savings to General Revenue							\$	32,848.83

Total Estimated Cost to the Agency						\$	40,083.00
Total Estimated Cost to General Revenue						\$	15,884.89
Total Authorized Position Adjustment							-1

* 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. Otherwise, savings is solely based on \$6,600 provided to EBD for all budgeted positions.

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ARKANSAS
DEPARTMENT OF
**HUMAN
SERVICES**

Office of Human Resources

P.O. Box 1437, Slot W301, Little Rock, AR 72203-1437

P: 501.682.6499 F: 501.682.6569

February 22, 2024

Office of Personnel Management
Kay Barnhill, State Personnel Director
501 Woodland St Suite 205
Little Rock, Arkansas 72201

RE: Swap Pool – Shared Services for FY 2024

Ms. Barnhill:

The Department of Human Services (DHS), Shared Services (SS), Office of Information Technology (OIT), is requesting a swap pool exchange of two IT positions (22099287 – IT05 and 22112168 – IT02) for one IT08 position (D123C, Database Administrator).

The need for a dedicated individual to oversee and optimize our system support processes is indispensable. The Database Administrator would bring in-depth knowledge and experience in managing the integrated eligibility system which includes Medicaid, SNAP, and TEA programs. This role also would manage a team of 6 resources. This leadership is needed for handling complex challenges affecting both DHS staff and clients, building and maintaining the skill set of our team, and establishing communication and relationships between the OIT system support team and the business stakeholders.

The total estimated cost to the agency would be \$40,083, including fringe, which can be absorbed. \$15,884.89 of that increase would be general revenue. DHS believe that the duties and responsibilities stated above, justify that of an IT08. Should further information be required, please contact me at (501) 320-6250.

Sincerely

Damian Hicks
DHS Chief Human Resources Officer

CC: Jeff Dean



DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
Office of Personnel Management
Request for Pool Position

Business Area

Agency/Institution

Date

0710

DHS

2/21/2024

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22099287	Information Systems Coordination Spec	IT05	D061C
22112168	Computer Support Technician	IT02	D079C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Database Administrator	IT08	D123C

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 grade 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.

Agency Personnel Rep

Date

Damian Hicks, Chief of Human Resources

2/21/2024

Agency Director

Date

Damian Hicks, Chief of Human Resources

2/21/2024