

**Ex. D****Department of Shared Administrative Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fisk

August 13, 2025

The Honorable Breanne Davis, Co-Chairperson
The Honorable Les Warren, 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 Warren:

The Office of Personnel Management (OPM) submits a request from the Public Service Commission (PSC) for your review.

PSC is requesting one (1) position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a). The classification requested along with the position surrendered is listed below:

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	
FAC08C	Chief Fiscal Officer I	SPC09	1	\$125,829 - \$186,228

POSITION SURRENDERED

<u>POSITION</u>	<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># SURRENDERED</u>	<u>SALARY RANGE</u>	<u>LAST OCCUPIED</u>
22152800	HDH06C	HR Manager	SPC04	1	\$78,130 - \$115,632	6/30/2025

JUSTIFICATION

PSC is requesting the above position to effectively accomplish the responsibilities assigned to the newly vacated HR Manager who also acted in the capacity of Chief Fiscal Officer for the department. The previous incumbent retired and left the department during a critical period. The unique dual nature of this role requires someone with a strong finance background including

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experience with auditing, payroll, purchasing, utility assessments, budgeting, as well as human resources management and physical operations of the building. As PSC is responsible for the assessment of utility companies, the role requires specialized accounting knowledge and experience. The requested position is necessary to ensure services are accurate and completed efficiently. Approval of this request will result in an anticipated cost of approximately \$13,642

being funded through Special Revenue.

RECOMMENDATION

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

Your consideration of this request is greatly appreciated.

 AS

STATE PERSONNEL DIRECTOR

8/4/25

DATE

KB/sd:1-2

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Doyle Webb
Chairman
(501) 682-5806



JUL 2 2025
Justin Tate
Commissioner
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Katie Anderson
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July 21, 2025

Ms. Kay Barnhill
State Personnel Administrator
Office of Personnel Management
501 Woodlane, Suite 201
Little Rock, AR 72201

Re: Pool Position Request

Dear Ms. Barnhill:

The Arkansas Public Service Commission (APSC) requests to surrender an SPC04 HR Manager position, No. 22152800, in exchange for an SPC09 CFO I position. The position to be surrendered is currently vacant and was most recently occupied by an employee who served as both our CFO and HR Director.

This position serves the entirety of the agency, which is authorized for 115 positions, and oversees employees working on fiscal auditing, payroll, purchasing, utility assessments, human resources, and building physical operations. These duties include the development, revision, implementation, and monitoring of biennial budgets, as well as managing any reallocation needs; ensuring the accuracy of financial data through the review and creation of financial and statistical reports; development of fiscal administrative policies and procedures; and ensuring compliance with state and federal laws, rules, regulations, and policies related to accounting, fiscal management, and procurement. Put simply, this position plays a crucial role in driving financial transparency, accountability, and efficiency at the APSC. Some of the duties of this position are uniquely

specific to the APSC and its assessment of utility companies, requiring specialized accounting knowledge and experience beyond the norm.

This position is 100 percent special revenue, and our goal would be to hire someone at the entry rate.

Sincerely,

/s/ Doyle Webb
Doyle Webb

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
0450	1	FAC08C	CFO I	SPC09	\$125,829 - \$156,028	\$176,160	SR
Total Estimated Cost of the New Positions including 40% match						\$	176,160.00
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) %
0450	22152800	HDH06C	HR Manager	SPC04	6/30/2025	Y	\$ 162,518.00	SR
Total Estimated Savings							\$	162,518.00
Estimated Savings to General Revenue							\$	-

Total Estimated Cost to the Agency	\$	13,642.00
Total Estimated Cost to General Revenue	\$	-
Total Authorized Position Adjustment		1

* The Estimated Cost calculation is based upon the ~~Midpoint~~ **Entry rate** 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~~ **\$7,920** provided to EBD for all budgeted positions.

*** If it is expected that the salary provided to the employee hired into a new position will be higher than the entry rate, then the expected salary shall be used in lieu of the entry rate of the grade.