

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

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskien

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 Department of Shared Administrative Services (SAS) for your review.

SAS is requesting seven (7) positions from the OPM growth pool established by Arkansas Code Annotated § 21-5-225(b). The classifications requested are listed below:

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
PRM03P	Risk Management Supervisor/Expert	SPC05	1	\$85,943 - \$127,195
PRM01P	Risk Consultant	SPC01	6	\$58,700 - \$86,876

JUSTIFICATION

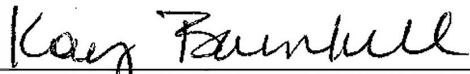
SAS is requesting the above positions to effectively accomplish the responsibilities assigned to the newly established Office of Property Risk (OPR). Along with creating OPR, Act 799 of 2025 also established the State Captive Insurance Program which combined public schools, state-supported colleges and universities, and other state-owned properties under one unified program to ensure all properties are properly valued for insurance purposes. The requested positions are necessary to ensure services are accurate and completed in a timely manner. Approval of this request will result in an anticipated cost of approximately \$613,400 being funded through General Revenue.

The Honorable Breanne Davis, Co-Chairperson
The Honorable Les Warren, Co-Chairperson
August 13, 2025
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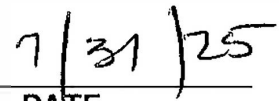
RECOMMENDATION

OPM has reviewed the request and **recommends** the approval of seven (7) growth pool positions.

Your consideration of this request is greatly appreciated.



STATE PERSONNEL DIRECTOR



DATE

KB/ca:1-2

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
9914	1	PRM03P	Risk Management Supervisor/Expert	SPC05	\$85,943 - \$127,195	\$ 120,320.20	100% GR
9914	6	PRM01P	Risk Consultant	SPC01	\$58,700 - \$86,876	\$ 493,080.00	100% GR
Total Estimated Cost of the New Positions including 40% match						\$	613,400.20
Total Cost to General Revenue						\$	613,400.20

Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
Total Estimated Savings							\$	-
Estimated Savings to General Revenue							\$	-

Total Estimated Cost to the Agency						\$	613,400.20
Total Estimated Cost to General Revenue						\$	613,400.20
Total Authorized Position Adjustment							7

* 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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JUL 22 2025
Department of Shared Administrative Services
Governor Sarah Huckabee Sanders
Secretary Leslie Fiskien

July 18, 2025

Kay Barnhill, Director
Office of Personnel Management
501 Woodlane Street, Suite 205
Little Rock, Arkansas 72201

Dear Ms. Barnhill,

The Department of Shared Administrative Services (SAS) respectfully requests to establish seven (7) pool positions from the growth pool.

CLASS CODE	POSITION GRADE	POSITION TITLE	SALARY RANGE
PRM03P	SPC05	Risk Management Supervisor/Expert	\$85,943 – \$127,195
PRM01P	SPC01	Risk Consultant	\$58,700 – \$86,876
PRM01P	SPC01	Risk Consultant	\$58,700 – \$86,876
PRM01P	SPC01	Risk Consultant	\$58,700 – \$86,876
PRM01P	SPC01	Risk Consultant	\$58,700 – \$86,876
PRM01P	SPC01	Risk Consultant	\$58,700 – \$86,876
PRM01P	SPC01	Risk Consultant	\$58,700 – \$86,876

This request is being submitted in response to the recent establishment of the Office of Property Risk (OPR) division. The responsibilities associated with this new division are substantial and represent a distinct body of work that cannot be effectively absorbed by existing staff without negatively impacting current operations. Additional support is essential to ensure the division can fulfill its objectives, meet compliance standards, and provide the specialized attention required for property risk management. The workload demands dedicated personnel to ensure accuracy, timeliness, and continuity in service delivery across all related functions.

Your consideration of this request is greatly appreciated.

Sincerely,

A handwritten signature in black ink that reads 'Leslie Fiskien'.
Leslie Fiskien



Department of Shared Administrative Services
Office of Personnel Management
Request for Pool Position

Business Area
9914

Department Name / Agency Name
SAS Office of Property Risk

Date
07/18/2025

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
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Classification(s) Requested

Classification Title	Pay Grade	Class Code
6 Risk Consultants	SPC01	PRM01P
1 Risk Management Supervisor/Expert	SPC05	PRM03P

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.

HR Administrator's Signature

Department Secretary's Signature

Date

7/18/2025

Date