

**Department of Shared Administrative Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskens

January 14, 2026

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:

Pursuant to Arkansas Code § 21-5-227, the Office of Personnel Management (OPM) submits plans for administering special compensation awards from the Department of Finance and Administration (DFA) and the Department of Shared Administrative Services (SAS) for your review.

**Implementation**

DFA and SAS are requesting approval to grant special compensation awards consisting of a lump sum bonus payment not to exceed \$5,000 in order to recognize outstanding performance in successfully completing a significant project or job assignment or completing a major project milestone. Employees must hold full-time, regular positions to be eligible for awards. Eligibility also requires the successful completion of significant projects, job assignments, or major project milestones that are delivered on time and within budget. Success will be evaluated based on demonstrated excellence in customer service, communication, accountability, professionalism, agency efficiency, and initiative. The completed project, assignment, or milestone must have made a substantial impact in at least one of these areas.

**Eligibility**

Employees must be involved in one of the specific eligible project areas listed below to receive a special compensation award. These projects have a significant statewide impact by improving efficiency and coordination across all departments and substantially streamlining state government operations.

<b><u>Department</u></b>	<b><u>Eligible Project</u></b>
DFA	S/4HANA
SAS	Pay Plan
SAS	Onboarding

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SAS	ARIBA
SAS	Performance Goals and Compensation System
SAS	S/4HANA

The following classifications are eligible for special compensation awards within the specified department:

<b>Department</b>	<b>Title</b>	<b>Class Code</b>	<b>Grade</b>
DFA	DFA Division Administrator	EEX17A	EXE01
DFA	Accountant I	FAC01P	SPC01
DFA	Accountant II	FAC02P	SPC02
DFA	Accounting Coordinator	FAC03P	SPC03
DFA	Financial Accountant	FSA01P	SPC03
DFA	Accounting Supervisor/Expert	FAC05P	SPC04
DFA	Accounting Manager	FAC04C	SPC06
DFA	State Accounting Supervisor/Expert	FSA02C	SPC07
DFA	State Accounting Administrator	FSA03C	SPC09
DFA	IT Security Analyst I	IIE02P	IST06
DFA	Applications Analyst I	IAS01P	IST07
DFA	Database Analyst	IDM02P	IST07
DFA	Applications Analyst II	IAS02P	IST08
DFA	Applications Developer II	IAS05P	IST08
DFA	Applications Coordinator	IAS03P	IST09
DFA	IT Manager	IIA06C	IST10
DFA	IT Senior Project Manager	IIP03P	IST10
DFA	State Applications Administrator	IAS07C	IST11
DFA	IT Division Manager	IIA05C	IST12
SAS	State Personnel Specialist	HSP04P	SPC01
SAS	State Personnel Analyst	HSP01P	SPC04
SAS	State Personnel Coordinator	HSP03P	SPC05
SAS	State Personnel Supervisor/Expert	HSP05P	SPC06
SAS	Attorney III	LAT05P	SPC08
SAS	State Personnel Assistant Administrator	HSP02C	SPC09
SAS	IT Infrastructure Analyst	IIS04P	IST06
SAS	Applications Developer I	IAS04P	IST06
SAS	Data Analyst	IDN01P	IST07
SAS	Applications Analyst I	IAS01P	IST07
SAS	Applications Analyst II	IAS02P	IST08
SAS	Applications Coordinator	IAS03P	IST09
SAS	Data Analyst Supervisor/Expert	IDN02P	IST09
SAS	Applications Supervisor/Expert	IAS06C	IST10
SAS	IT Division Manager	IIA05C	IST12

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### **Approval Process**

Requests for special compensation awards must include the following information:

- Name of employee nominated to receive the award
- Description of project, assignment, or project milestone prompting special compensation
- Description of the work that was completed as part of the project or assignment
- Description of how the employee was selected for the project or assignment
- Requested amount of award

Your consideration of this request is greatly appreciated.

Sincerely,

Kay Barnhill, Director  
Office of Personnel Management

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