



## Department of Transformation and Shared Services

Governor Asa Hutchinson  
 Secretary Amy Fecher  
 Director Kay Barnhill

September 15, 2020

Senator David Wallace, Co-Chairperson  
 Representative Jim Wooten, Co-Chairperson  
 Uniform Personnel Classification and  
 Compensation Plan Subcommittee  
 Arkansas Legislative Council  
 State Capitol Building, Room 315  
 Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Wooten:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Commerce, Securities Department for your review. Securities Department of requesting one (1) position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classification requested along with the position being surrendered are listed below:

**POSITION SURRENDERED**

| <b>POSITION</b> | <b>CLASS CODE</b> | <b>CLASSIFICATION TITLE</b>    | <b>GRADE</b> | <b>SALARY RANGE</b> |
|-----------------|-------------------|--------------------------------|--------------|---------------------|
| 22124764        | D051C             | Systems Application Supervisor | IT05         | \$51,762 – \$75,054 |

**CLASSIFICATION REQUESTED**

| <b>CLASS CODE</b> | <b>CLASSIFICATION TITLE</b> | <b>GRADE</b> | <b>SALARY RANGE</b>  |
|-------------------|-----------------------------|--------------|----------------------|
| D007C             | Information Systems Manager | IT08         | \$71,704 – \$103,970 |

Securities Department currently has one position in the area of Information Technology, their D051C, Systems Applications Supervisor. The agency needs a position responsible for its technology infrastructure in its entirety. This position will ensure the continuity of their operations plan, disaster recovery plan, and intermittent system testing. The classification D007C, Information Systems Manager aligns with this position's essential responsibilities.

Senator David Wallace, Co-Chairperson  
Representative Jim Wooten, Co-Chairperson  
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The Office of Personnel Management has reviewed this request from the Department of Commerce, Securities Department and recommends approval of one (1) surrender pool position. The anticipated cost of this pool position is \$19,942. The agency guarantees our office that it possesses sufficient funding to support his pool position request.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



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SECRETARY OF TRANSFORMATION & SHARED  
SERVICES

09/02/2020  
DATE

KB/jlh:1-2



Asa Hutchinson  
GOVERNOR

Michael Preston  
SECRETARY OF COMMERCE

August 5, 2020

Ms. Kay Barnhill, State Personnel Administrator  
Office of Personnel Management  
1509 West 7<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Little Rock, AR 72203

RE: Request for Pool Position

Dear Ms. Barnhill:

The Arkansas Securities Department, within the Department of Commerce, is requesting a pool position with the classification of Information Systems Manager (IT08, D007C). The department will surrender the position of Systems Applications Supervisor (22124764, IT05, D051C) for the new pool position.

The Securities Department is currently without Information Technology staff. This position would be responsible for the department's technology infrastructure, including proprietary casework and payment management software and overall security. In addition, the position is key to the department's continuity of operations plan, disaster recovery plan and regular testing of systems. Because the needs of the Securities Department are so specialized, a highly qualified individual is needed to fill the position; having a higher graded position will improve the pool of candidates.

Your consideration of this request is appreciated.

Sincerely,

A handwritten signature in blue ink that reads 'Michael Preston'.

Michael Preston  
Secretary



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

|               |  |          |
|---------------|--|----------|
| Business Area | Agency/Institution                               | Date     |
| 9902/0410     | Department of Commerce/Arkansas Securities Dept. | 8/4/2020 |

**Position(s) to be Surrendered**

| Position/Item Number | Classification Title           | Pay Grade | Class Code |
|----------------------|--------------------------------|-----------|------------|
| 22124764             | Systems Application Supervisor | IT05      | D051C      |
|                      |                                |           |            |
|                      |                                |           |            |
|                      |                                |           |            |

**Classification(s) Requested**

| N/A | Classification Title        | Pay Grade | Class Code |
|-----|-----------------------------|-----------|------------|
|     | Information Systems Manager | IT08      | D007C      |
|     |                             |           |            |
|     |                             |           |            |
|     |                             |           |            |

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     |
| Stephanie Lilly-Palmer | 8/4/2020 |

|                 |          |
|-----------------|----------|
| Agency Director | Date     |
| Eric Munson     | 8/4/2020 |