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Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

November 17, 2021

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Joint Budget Committee
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Department of Finance and Administration – Division of Budget and Management Services (DFA) for your review.

The Department of Finance and Administration – Division of Budget and Management Services is requesting three (3) positions from the OPM Surrender Pool established by Ark. Code Ann. §21-5-225(a)(1) The classifications requested, along with the positions being surrendered, are listed below:

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22080062	DFA SEFA/CAFR Specialist	A109C	GS07	\$40,340 - \$58,493
22130552	Asset Coordinator	D033C	GS05	\$32,405 - \$46,987
22115026	DFA ERP Analyst	A088C	IT06	\$57,755 - \$83,745

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
D005N	DFA IT Technical Specialist	IT11	\$99,920 - \$144,884
R041C	DFA Statewide Program Coordinator	GS11	\$62,531 - \$90,669
A052C	Accounting Coordinator	GS09	\$50,222 - \$72,821

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
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JUSTIFICATION

The Department of Finance and Administration – Division of Budget and Management Services is requesting the above positions to adapt to the growing workload on existing staff due to the continued development of the AASIS Service Center and corresponding cloud solutions. There are no current incumbents within the surrendered positions. If approved, this request will allow DFA to disperse the workload among its staff allowing for improved data output and accuracy. The estimated cost for this surrender request is \$199,969.

The Office of Personnel Management has reviewed this request and **recommends** the approval of three (3) growth pool positions listed above as well as the surrender of three (3) positions listed above. Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



11/15/2021

SECRETARY OF TRANSFORMATION & SHARED
SERVICES

DATE

KB/vp:1-2

11988



STATE OF ARKANSAS
**Department of Finance
and Administration**

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September 21, 2021

Amy Fecher, Secretary
Department of Transformation and Shared Services
501 Woodlane
Little Rock, AR 72201

Dear Ms. Fecher:

The Department of Finance and Administration (DFA) Office of Accounting (OA) respectfully requests 3 new positions from the TSS/OPM Surrender Pool:

- A. DFA IT Technical Specialist (D005N \ IT11)
- B. DFA Statewide Program Coordinator (R041C \ GS11)
- C. Accounting Coordinator (A052C \ GS09)

A.

The DFA OIS (Office of Information Services) requests a DFA IT Technical Specialist (D005N \ IT11) for the AASIS Service Center. This position will be the lead technical responsible for the management of the overall technical architecture of the SAP solutions within state government. This incumbent will manage multiple technical resources and the integrations among all the systems.

B.

The DFA-OA- ACFR (Annual Comprehensive Financial Report) requests a DFA Statewide Program Coordinator (R041C \ GS11). This position is commonly referred to as an ACFR Liaison.

It is first and foremost needed to accomplish the implementation of GASB (Governmental Accounting Standard Boards) 87 related to leases. This new standard requires a more complex calculation of both the asset and liability values not required in previous AASIS transactions. This will include the following: contract entry, modifications and terminations, support for agency completing initial determination, financial reporting disclosure, primary support for right to use fixed assets, backup for capital fixed assets, and liaison with the Department of Transformation and Shared Services – Division of Building Authority for their negotiated contracts.

To properly present the financial statements, DFA – OA has implemented the SAP CLM (Contract and Lease Management) module within AASIS. Originally, the goal was to push the entry of leases to the various cabinets and agencies. Upon testing and obtaining a better

understanding of the module, it was determined that entry into AASIS should be a support function performed by DFA-OA-ACFR Section. Due to the complexity of the standard, which equates to a highly involved computer process within AASIS, it will be more cost effective to have one highly trained and educated employee within state government responsible for this task. The staff member would maintain proficiency due to consistent, daily processing of lease transactions, thus avoiding financial statement errors. We do not believe that the cabinets will have staffing capability to record the volume of lease information in AASIS.

A Subscription-Based Information Technology Arrangements (SBITA) standard will be implemented for the year following leases. This standard has language that is similar to the lease standard. Again, due to the complexity of the standard and the need to accurately present the financial statements, these entries will also remain with the DFA-OA-ACFR section.

C.

The DFA-OA-ACFR (Annual Comprehensive Financial Report) requests a new Accounting Coordinator (A052C \ GS09) to fulfil the previous duties of a DFA SEFA/CAFR Specialist (A109C \ GS07). Based on the distribution of the needs of each cabinet and agency, the 10 ACFR liaisons do not have adequate time or resources to train at the level needed to divide the entry of leases and SBITA required by the new standards amongst them. One position dedicated to the new standards would provide professionalism, proficiency, and continuity within the state financial reporting.

This position has been posted and applications accepted on the ARCAREERS job site as a DFA SEFA/CAFR Specialist (A109C \ GS07) six times with an additional advertisement in the statewide newspaper accompanying the most recent posting. The applications received to date do not have the requisite experience or education to fulfill the known and newly anticipated job duties.

Upon further review, the duties of the position have changed since the initial advertisement. The duties now consist of the following:

1. Discusses routine and non-routine issues and problems with agencies and institutions of higher education as it relates to reporting/recording federal support/grant activity,
2. Reviews, analyzes, and processes requests,
3. Interprets and disseminates legislation, policies, and procedures, and ensures state agencies' and institutions' compliance through review of organizational structures or activities as it relates to reporting/recording federal support/grant activity,
4. Provides technical assistance on topics and issues which may relate to Generally Accepted Accounting Procedures (GAAP), Uniform Guidance, state and federal accounting, budgeting, best business practices, fiscal laws and regulations, and compliance with the established state and federal guidelines,
5. Prepares, analyzes, and/or enters system information in the Arkansas Administrative Statewide Information System (AASIS),
6. Performs analytical reviews of accounting requests to ensure the accuracy of data and the diagnosis and appropriate corrections/resolutions of problems, prior to the production of the ACFR/SEFA,
7. Prepares written and electronic communication items for state agencies and institutions of higher education,

8. Prepares ACFR utilizing Microsoft Word and Excel
9. Coordinates, schedules, assists with online meeting administration, reports statewide fiscal training opportunities to state employees and attendees.

These duties are equivalent to an Accounting Coordinator (A052C \ GS09) and, as such, DFA requests to surrender the DFA SEFA/CAFR Specialist (A109C \ GS07) for a new Accounting Coordinator (A052C \ GS09) from the TSS/OPM Surrender Pool. This upgrade is justified by the additional work necessary to complete the ACFR/SEFA within a reasonable time frame. Currently, staff is on loan from other areas of DFA's Office of Accounting to fill the need along with a redistribution of work to other staff within the ACFR/SEFA section. This redistribution has caused increased overtime and burden on existing staff.

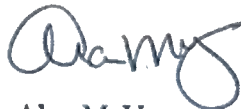
In the next 5 years additional federal reporting of grant expenditures as it relates to the American Rescue Plan Act activity will further increase the workload of staff.

To accommodate DFA's request for 3 new Surrender Pool positions, DFA is prepared to surrender the following 3 positions:

POSITION NUMBER	POSITION GRADE	POSITION TITLE
2208-0062	GS07	DFA SEFA/CAFR Specialist
2213-0552	GS05	Asset Coordinator
2211-5026	IT06	DFA ERP Analyst

Thank you for your favorable consideration.

Sincerely,



Alan McVey
DFA Deputy Director and Chief of Staff



Department of Transformation and Shared Services
Office of Personnel Management
Request for Pool Position

Business Area Department Name / Agency Name Date
0610 DFA - Office of Accounting 09/23/2021

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
2208-0062	DFA SEFA/CAFR Specialist	GS07	A109C
2213-0552	Assets Coordinator	GS05	A088C
2211-5026	DFA ERP Analyst	IT06	D033C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
DFA IT Technical Specialist	IT11	D005N
DFA Statewide Program Coordinator	GS11	R041C
Accounting Coordinator	GS09	A052C

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.

Amy Valentine
HR Administrator's Signature

9/23/2021
Date

Department Secretary's Signature

Date
9/23-21