



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

**OFFICE OF PERSONNEL MANAGEMENT  
Administrator's Office**  
1509 West Seventh Street, Suite 201  
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Little Rock, Arkansas 72203-3278  
Phone: (501) 682-1823  
<http://www.state.ar.us/dfa>

September 23, 2015

Senator Uvalde Lindsey, Co-Chairperson  
Representative Lanny Fite, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Legislative Council  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Human Services, Division of Administrative Services (DHS/OAS) for your review.

The Arkansas Department of Human Services has requested one position from the growth position pool established by Arkansas Code 21-5-225 (b) (1). The classification requested, along with the justification is listed below:

<u>CLASSIFICATION REQUESTED</u>	<u>CLASS CODE</u>	<u>GRADE</u>
DHS DEP DIR ADMINISTRATIVE SVCS	N016N	N911

**JUSTIFICATION:**

The Department of Human Services, Division of Administrative Services (DHS/OAS), is requesting to obtain a DHS DEP DIR ADMINISTRATIVE SVCS, N016N, grade N911 from the OPM Growth Pool.

The primary function of this position will be to oversee all operational activities by reviewing agency practices and procedures of the agency, along with implementing and developing strategic plans. The agency's request is based on the need for a DHS DEP DIR ADMINISTRATIVE SVCS position to operate in the capacity of chief operating officer, based on the size and scope of the DHS.

Senator Uvalde Lindsey, Co-Chairperson  
Representative Lanny Fite, Co-Chairperson  
September 23, 2015  
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Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



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Chief Fiscal Officer of the State

SEP 17 2015  
Date

KB/jd:1-2



**Division of Administrative Services**

Office of Finance Administration

**Human Resources/Personnel**

P.O. Box 1437, Slot WG-1· Little Rock, AR 72203-1437  
501-682-6455 Fax: 501-683-4351



September 17, 2015

Ms. Kay Terry  
State Personnel Administrator  
Department of Finance and Administration  
Office of Personnel Management  
1509 West 7th Street  
Little Rock, Arkansas 72203

**RECEIVED**  
SEP 16 2015  
OFFICE OF PERSONNEL MGMT  
CLASS & COMP

RE: Pool Position Request  
Division of Administrative Services

Ms. Terry:

The Division is requesting one position from the Central Growth Pool established by Arkansas Code 21-5-225 (b) (1). The need for this position is to function as the chief operating officer of the agency and is responsible for overseeing all operational activities occurring within the department. Because of the complexities of the department and its many varied services, we see a need to have an operating officer who can monitor the divisions' daily operations.

Strategic planning along with design and implementation of protocols which will improve the efficiency of each division shall be a key component of the job responsibilities.

The requested position is:

<b>Number of Position(s)</b>	<b>Authorized Job Title</b>	<b>Class Code</b>	<b>Grade</b>
1	DHS DEP DIR ADMINISTRATIVE SVCS	N016N	N911

If you have any questions or need for additional information, please give me a call at (501) 683-5928.

Sincerely,

George Bryant  
Human Resource Administrator