

OFFICE OF PERSONNEL MANAGEMENT Administrator's Office

1509 West Seventh Street, Suite 201 Post Office Box 3278 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:

CLASSIFICATION REQUESTEDCLASS CODEGRADEDHS DEP DIR ADMINISTRATIVE SVCSN016NN911

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.

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Your approval of this request is greatly appreciated.

Sincerely,

Kay Burnhill

State Personnel Administrator

Chief Fiscal Officer of the State

SEP 1 7 2015

Date

KB/jd:1-2

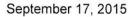


Division of Administrative Services

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





RECEIVED

SEP 16 2015

OFFICE OF PERSONNEL MGMT

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

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:

Number of		Class	
Position(s)	Authorized Job Title	Code	Grade
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