



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

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>

October 14, 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 Department of Finance and Administration (DFA) submits a request to continue the salaries of two employees.

As a result of DFA and Arkansas Building Authority (ABA) consolidation on July 1, 2015, four employees will transfer to the DFA - Office of Administrative Services during the month of October 2015. DFA is requesting to continue the salaries of the following two employees due to an organizational reassignment:

<u>EMPLOYEE NAME</u>	<u>CURRENT CLASSIFICATION</u>	<u>CURRENT GRADE</u>	<u>CURRENT SALARY</u>	<u>FUTURE CLASSIFICATION</u>	<u>FUTURE GRADE</u>	<u>REQUESTED SALARY</u>
Kristi Clark	ABA Division Manager	C127	\$61,876	Benefits Analyst	C119	\$61,876
Jennifer Shipley	Procurement Coordinator	C119	\$64,071	DFA Buyer	C118	\$64,071

After review of this request, the Office of Personnel Management **recommends** the approval of salary continuation due to the transfer of an agency.

Your consideration of this request is greatly appreciated.

Sincerely,

Kay Barnhill
 State Personnel Administrator

 Chief Fiscal Officer of the State

OCT 15 2015

 Date



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

OFFICE OF ADMINISTRATIVE SERVICES
Human Resources
1515 West Seventh Street, Suite 102
Post Office Box 2485
Little Rock, AR 72203-2485
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October 2, 2015

Kay Barnhill, Administrator
Office of Personnel Management
Department of Finance and Administration
1509 West 7th Street, Suite 201
Little Rock, AR 72201

Dear Ms. Barnhill:

The Department of Finance and Administration respectfully submits a request to retain the current salaries of two DFA employees who transferred to the Office of Administrative Services as a result of the Department of Finance and Administration absorbing DFA- Division of Building Authority. On July 1, DFA acquired DBA and on during the month of October, four staff members will physically transfer to DFA-OAS positions, which will in turn eliminate four positions at DBA.

Kristi Clark is currently classified as an ABA Division Manager, grade C127. Her annual salary is \$61,876.05. Through this transition, she is transferring into a Benefits Coordinator, grade C119. While this transaction would normally result in a 10% decrease in pay, DFA requests that Ms. Clark be able to retain her current salary, as this is an organizational reassignment due to the transfer of the agency.

Jennifer Shipley is currently classified as a Procurement Coordinator, grade C119. Her annual salary is \$64,071.90. Through this transition, she is transferring into a DFA Buyer position, grade C118. While this transaction would also normally result in a 10% decrease in pay, DFA requests that Ms. Shipley retain her current salary, even though it is above the "Career" level, as this is an organizational reassignment due to the transfer of the agency.

The Division of Building Authority is transferring a total of four staff members to DFA-Office of Administrative Services positions and will not be backfilling the positions at DBA that will be vacated.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Amy Valentine".

Amy Valentine
DFA Human Resources Manager

A handwritten signature in blue ink, appearing to be "No" followed by a stylized signature.

OCT 02 2015