

**Arkansas Legislative Council Report For Emergency Review of a Growth Pool Position Request
From the Arkansas Department of Human Services**

July 12, 2016

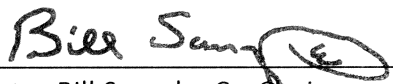
Wednesday, July 12, 2016, Representative David Branscum and Senator Bill Sample, Co-Chairs of the Legislative Council, and Senator Uvalde Lindsey and Representative Lanny Fite, Co-Chairs of the Uniform Personnel Classification and Compensation Plan Subcommittee of the Arkansas Legislative Council, received written notification from Mr. Larry Walther, Chief Fiscal Officer of the State, that review of a Growth Pool Position request from the Department of Human Services for 5 new pool positions required immediate action. The request from DHS was for the establishment of four positions to be classified as D006N State System Architect at grade N907 and the fifth position to be classified as a N100N DHS/DMS ADD-Medical Services at a grade N906. The request for the positions was based on DHS's need for agency wide IT functions to ensure systems are in place to provide services in a timely manner.

Under Rule 17 of the Rules of the Arkansas Legislative Council, the Co-Chairs of Legislative Council and the Co-Chairs of the Uniform Personnel Classification and Compensation Plan Subcommittee unanimously determined that emergency review of the request from the Department of Human Services was necessary to enable the agency to perform essential services. As such, the Co-Chairs of the Legislative Council and Co-Chairs of the Uniform Personnel Classification and Compensation Plan Subcommittee may act on behalf of the Legislative Council in regard to this request, and state herein that this request shall be filed as reviewed and reported to the Legislative Council at its next regularly scheduled meeting in accordance with Rule 17.

Respectfully Submitted,



Representative David Branscum, Co-Chair
Arkansas Legislative Council



Senator Bill Sample, Co-Chair
Arkansas Legislative Council

Representative Lanny Fite, Co-Chair
Personnel Subcommittee

Senator Uvalde Lindsey, Co-Chair
Personnel Subcommittee



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

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July 11, 2016

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, Co-Chairperson
Senator Bill Sample, Ex Officio
Representative David L. Branscum, Ex Officio
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) is requesting emergency approval from the appropriate legislative committees for a request received from the Arkansas Department of Human Services, Office of the Director (DHS) for five (5) positions from the Central Growth Pool established by Ark, Code Ann. §21-5-225(b).

DHS is requesting five (5) positions for the Central Growth Pool to staff the Office of Information Technology.

In March of 2016, DHS conducted a 60-day review of its core structure of the agency and determined that key business components, such as Finance, IT, Human Resources, and Procurement needed a major overhaul. This review, which is one of three phases, identified several findings inclusive of limited data collection for the purpose of establishing and tracking measurable goals. Currently, DHS contracts most of its IT services, which prohibits the availability of requested information and transparency of the agency. The establishment of the Office of Information Technology, will allow DHS to engage external stakeholders and support the broader mission of the agency. These five (5) positions will perform agency-wide IT functions, by ensuring systems are in place to provide critical services in a timely manner and staff can perform job duties with the highest level of efficiency. DHS is requesting the classifications of (4) State System Architect, D0069N, grade N907 and (1) DHS/DMS ADD – Medical Services, N100N, grade N906, to implement this change, effective immediately.

Approval of this request would be greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry W. Walther".
Larry W. Walther
Director



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

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August 17, 2016

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, Office of the Director (DHS) for your review.

DHS is requesting five (5) positions from the central growth pool established by Ark. Code Ann. §21-5-225(b) which states:

- (1) The office shall establish and maintain a central growth pool of two hundred (200) career service positions at grade C130 and one hundred (100) professional and executive positions at grade N922 to be used to establish additional positions in state agencies of the proper classification and grade when the state agency does not have sufficient positions available with the appropriate classification and grade to meet an agency's mandated responsibilities.*
- (2) Central growth pool positions are to be used by the state agencies if the personnel services needs exceed the number of positions in a classification authorized by the General Assembly and were not anticipated at the time of the passage of the agency's operating appropriation act.*
- (3) No position established under this section may exceed a salary rate in excess of the highest rate established by grade in the requesting agency's appropriation act.*
- (4) The agency shall provide justification to the office for the need to allocate positions from the central growth pool.*
- (5) Titles shall not be assigned to the agency from the central growth pool until specific positions are requested by the agency, recommended by the office, and reviewed by the Personnel Committee.*
- (6) If the new classifications are necessary for any of these additional positions, the office may assign the appropriate title and grade after review by the Personnel Committee.*
- (7) If an agency requests any central growth pool position to be continued during the subsequent fiscal year, the position must be requested as a new position in the agency's subsequent fiscal year budget request.*

The classifications being requested are listed below:

<u>CLASSIFICATIONS REQUESTED</u>	<u>CLASS CODE</u>	<u>GRADE</u>
(4) State System Architect	D006N	N907
(1) DHS/DMS ADD – Medical Services	N100N	N906

JUSTIFICATION

The Arkansas Department of Human Services, Office of the Director, requests the five (5) positions listed above from the OPM central growth pool to staff the newly established Office of Information Technology. DHS utilizes several specialized software programs and computer systems in order to perform and provide critical services to eligible Arkansans. Currently, the agency contracts most of its IT services, which as a result has not allowed the agency to efficiently track and monitor processes. The establishment of the Office of Information Technology will function as one of the core business operations of the agency by engaging external stakeholders in a way that better supports the broader mission of the agency and provide the public with needed information and transparency.

The Office of Personnel Management (OPM) has reviewed this request and **recommends** the approval of five (5) growth pool positions for the classifications listed above.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

7/12/16

Date



PO Box 1437, Slot WG1

Office of Finance and Administration
HUMAN RESOURCES



Little Rock, AR 72203-1437 Tel: 501-682-6455 Fax: 501-683-4351

July 7, 2016

Ms. Kay Barnhill
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. Barnhill:

The Department is requesting five positions from the Central Growth Pool established by Arkansas Code 21-5-225 (b)(1). Due to restructuring and the excessive dependence of contract staff, these are needed to help with the outstanding program service IT projects. There are not enough of our own programmers on payroll who can perform the required work.

The requested positions are:

<u>Number of Positions</u>	<u>Authorized Job Title</u>	<u>Class Code</u>	<u>Grade</u>
4	State System Architect	D006N	N907
1	DHS/DMS ADD - Medical Services	N100N	N906

Should further information be required, please contact me at 683-5928.

Sincerely,


George Bryant
DHS Human Resources Administrator

Cc: Keesa Smith, Deputy Dir.