

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskin

Director Kay Barnhill

January 17, 2024

The Honorable Breanne Davis, Co-Chairperson
 The Honorable Mark Berry, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Senator Davis and Representative Berry:

The Office of Personnel Management (OPM) submits a surrender pool request from the Department of Inspector General for your review.

The Department of Inspector General (DIG) requests one (1) new position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1). The classifications requested and the positions surrendered are listed below:

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
A021C	Agency Controller I	GS12	\$69,776 - \$101,175

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>LAST DATE VACATED</u>
22080019	Auditor	A081C	GS07	\$40,340- \$58,493	Occupied

JUSTIFICATION

The Department of Inspector General (DIG) has requested one (1) position from the OPM surrender pool to fulfill their need for a GS12 Agency Controller I to continue to carry out legally mandated requirements set by the Arkansas Department of Transportation. This includes the capacity to respond to requests from the Governor's Office and the Department and investigate claims of fraud, waste, and abuse. The current Office of Internal Audit structure comprises of a two-person team consisting of a GS10 Audit Coordinator and a GS13 Agency Controller II in which the agency wishes to elevate to a four-person team.

Office of Personnel Management

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The agency suggests this arrangement would be effective and enables the hiring of a further skilled employee for the GS12 Agency Controller I role, who will collaborate closely and provide the GS10 Audit Coordinator employee on-the-job training.

As a result, the agency asks to surrender position #22080019 GS07 Auditor (A081C), and request a new position classified as GS12 Agency Controller I (A021C). The incumbent in position #22080019 will be promoted to position #22156821 classified as GS08 DIG Program Manager (G251C). As a result, the GS07 Auditor position will be available for surrender. The agency insists that upon approval, this will improve hiring and retention while also offering ongoing on-the-job training and greater flexibility in selecting a less experienced candidate for the GS10 Audit Coordinator position advertised.

RECOMMENDATION

The Office of Personnel Management has reviewed the request and **recommends** the approval of one (1) pool position. The maximum cost for this request would be approximately \$50,698 considering the position would be a promotion for an existing employee, from general revenue.

Your consideration of this request is appreciated.

STATE PERSONNEL DIRECTOR

DATE

KB/ps:1-2

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
9909	1	A021C	Agency Controller I	GS12	\$69,776- \$101,175	\$85,476	100% General Revenue
					plus 40% match	\$ 119,666.40	
Total Estimated Cost of the New Positions including 40% match							
Total Cost to General Revenue						\$	119,666.40

Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
9909	22080019	A018C	Auditor	GS07	Occupied	Y	\$49,262.93	100% General Revenue
					plus 40% matching		\$68,968.10	
Total Estimated Savings								
Estimated Savings to General Revenue							\$	68,968.10

Total Estimated Cost to the Agency								
Total Estimated Cost to General Revenue							\$	50,698.30
Total Authorized Position Adjustment								1

* The Estimated Cost calculation is based upon the Midpoint of the salary range, plus 40% matching.

** The Estimated Savings calculation is based upon the exit salary plus 40% match, only if a position has been vacant less than 1 year from the date of the request. Otherwise, savings is solely based on \$6,600 provided to EBD for all budgeted positions.

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Allison Bragg
Department Secretary

DEC 13 2023
Ricky Quattlebaum
Director

Department of Inspector General
Office of Internal Audit

Memorandum

To: Kay Barnhill
From: Allison Bragg
Subject: Position Request
Date: December 12, 2023

The current structure of OIA includes a two-person team to perform a legislatively required engagement at the Arkansas Department of Transportation that is comprised of a GS13 Agency Controller II (Functioning as a Managing Audit Coordinator) and a GS10 Audit Coordinator. This structure is working well and allows for the recruitment of a more experienced staff member in the GS13 position to work closely and provide on-the-job training to the employee occupying the GS10 position. The Department currently has two vacant GS10 positions, one of which is currently advertised. The Department only has one GS13 position, and we only have one complete two person team, so we are requesting to surrender a GS07 Auditor position # 22080019 and request an additional GS13 Agency Controller II position (*Functioning as a Managing Audit Coordinator*). In addition to enhancing recruitment and retention, this new work team supervised by the requested GS13 will provide more flexibility in recruiting a lesser experienced employee in the other GS10 position and providing continuous on-the-job training.

If granted, a current employee within the office will be promoted to the GS13 position at an additional estimated cost of \$10,441.66 in salary and benefits to be paid out of the State Central Services Fund. However, by surrendering the GS07 position, there will be an immediate cost savings of \$50,136.96.

The employee in position #22080019 will transfer to shared services to position #22156821 once that freeze request has been approved. This will leave the GS07 vacant for when it is surrendered.

It is critical for OIA to be able to recruit and retain qualified staff to continue the delivery of timely and accurate engagements that add value to state government, to include the ability to respond to Department and Governor's Office requests, and investigate allegations of fraud, waste, and abuse.

Thank you for your consideration of this request.