

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskin

Director Kay Barnhill

October 18, 2023

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 Arkansas Fair Housing Commission 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>
G076C	Administrative Services Manager	GS10	\$56,039 - \$81,256

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>
22148274	Fiscal Support Supervisor	A074C	GS06	\$36,155 - \$52,424	08/22/2021
22160295	Public Information Specialist	P027C	GS06	\$36,155 - \$52,424	10/17/2020

JUSTIFICATION

The Arkansas Fair Housing Commission (AFHC) has requested one (1) position from the OPM surrender pool to fulfill their need for a GS10 Administrative Services Manager. The primary objective of the AFHC is to ensure equal housing opportunities for all individuals, regardless of their race, color, religion, sex, national origin, familial status, or disability. The commission aims to eradicate housing discrimination and promote fair housing practices across the state of Arkansas.

Office of Personnel Management

501 Woodlane Street, Suite 205 * Little Rock, AR 72201 * 501.682.1753

The Honorable Breanne Davis, Co-Chairperson
The Honorable Mark Berry, Co-Chairperson
October 18, 2023
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The AFHC has identified efficiencies and mission-driven benefits from receiving the new position. The Administrative Services Manager will prepare and maintain budgets to fulfill capital targets fiscally, analyze staffing finances, and organize account reconciliation and budget reporting requirements. The person will also be responsible for handling personnel duties.

The department plans to promote a current employee to the GS10 Administrative Services Manager position. The employee's current salary is \$61,417 and a 10% promotion will result in a new salary of \$67,558. The total cost will be approximately \$7,590 which will be fully funded by the federal HUD grant.

RECOMMENDATION

The Office of Personnel Management recommends this request.

Your consideration of this request is appreciated.

Kay K. Burkell

STATE PERSONNEL DIRECTOR

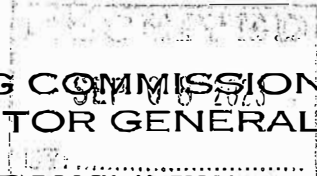
10/6/23

DATE

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1990
ARKANSAS FAIR HOUSING COMMISSION
DEPARTMENT OF INSPECTOR GENERAL



900 W CAPITOL STREET • SUITE 310 • LITTLE ROCK, AR 72201
(501) 682-3247 PH • (501) 682-3271 FAX • TOLL-FREE 1-800-340-9108



ALLISON BRAGG
CABINET SECRETARY

IVERSON JACKSON
EXECUTIVE DIRECTOR

Website: www.fairhousing.arkansas.gov

September 7, 2023

Kay K. Barnhill, State Personnel Director
Office of Personnel Management
Transformation & Shared Services
501 Woodlane, Suite 201
Little Rock, AR 72201

Dear Ms. Barnhill,

The Arkansas Fair Housing Commission (AFHC) is a quasi-judicial, regulatory, enforcement agency that works in conjunction with the U.S. Department of Housing and Urban Development to enforce federal and state fair housing and fair lending laws throughout the state.

The Arkansas Fair Housing Commission (AFHC) has identified efficiencies and mission driven benefits from receiving a GS10 Administrative Services manager who will be able to perform the duties of human resources, budget oversight and administration, staff supervision, and public information for the Fair Housing Commission. These duties are essential to the Fair Housing program, and necessary to ensure the program is in compliance with the federal grant requirements. This position will be fully funded by the federal HUD grant.

The Administrative Services Manager will supervise five positions listed below:

- (4) X015C, GS06 AFHC Investigator Positions (2 are filled and 2 will be filled during fiscal year with approval to advertise and fill)
- (1) F073X, GS10 Attorney Position

To obtain a GS10 position from the pool, the agency intends to surrender the following positions:

A074C #22148274	Fiscal Support Supervisor	GS06
P027C #22160295	Public Information Specialist	GS06

Sincerely,

Iverson Jackson

Iverson Jackson
Executive Director



Department of Transformation and Shared Services
 Office of Personnel Management
 Request for Pool Position

Business Area: 9909 Department Name / Agency Name: Department of Inspector General/AR Fair Housing Commission Date: 09/07/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22148274	Fiscal Support Supervisor	GS06	A074C
22160295	Public Information Specialist	GS06	P027C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Administrative Services Manager	GS10	G076C

I hereby certify that:

- A. The position requested is critical to the operation of this Agency and a detailed justification for this request is attached. (Justification should be detailed and not less than one typed page in length.)
- B. Sufficient funds are available to fund this position at the requested grade.
- C. This is a full-time position that will not be used for any other purpose than that which is outlined in the attached narrative.
- D. The position to be surrendered is the highest grade position available and the loss of this position will not adversely affect the operation of this Agency.
- E. No current employee will be displaced by this action.

Kara Maack

Cynthia Bearden

HR Administrator's Signature

09/07/2023

Date

Allison Bragg

Department Secretary's Signature

9/108/2023

Date

Surrendered Position

GS06 Fiscal Support Supervisor (2YR VACANT)

GS06 Public Information Specialist (2YR VACANT)

Total Cost Surrendered

Position Cost Matching Add \$6000

\$6,600.00

\$6,600.00

\$13,200.00

Position Requested

GS10 Administrative Services Manager

Plus Promotion 10%

Cost of Salary Increase

Current Salary Matching Cost * Matching + \$6000

\$61,418 1.23

\$81,543.67

\$67,559 1.23

\$89,098.04

\$7,554.37

Total Salary Savings**\$10,146.37**