



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

September 13, 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 request from the Department of Finance and Administration (DFA), Division of Revenue for your review.

DFA is requesting two (2) positions from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1). The classifications requested and positions being surrendered are listed below:

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
G310C	Tax Appeals Staff Attorney	GS13	1	\$77,862 - \$112,899
G179C	Legal Services Specialist	GS06	1	\$36,155 - \$52,424

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>
22108119	Fiscal Support Analyst	A091C	GS05	\$32,405 - \$46,987	06/30/2023
22108315	Legal Support Specialist	C046C	GS04	\$29,046 - \$42,116	12/10/2022
22108472	Legal Support Specialist	C046C	GS04	\$29,046 - \$42,116	06/30/2023

JUSTIFICATION

DFA is requesting the above positions in order to meet the needs of the department. The requested positions will be assigned to the Revenue Legal Counsel division. Attorneys within this division are responsible for processing demanding caseloads consisting of

Office of Personnel Management

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

The Honorable Breanne Davis, Co-Chairperson
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complex corporate income and sales tax protests and multimillion dollar litigation. The addition of the requested Tax Appeals Staff Attorney, G310C, GS13, will accompany the existing employees within this classification in working these complex cases. Due to the complexity of the caseload, attorneys within this division rely heavily on support staff. The requested Legal Services Specialist, G179C, GS06, will be responsible for providing the necessary assistance that is required. The three (3) surrendered positions have been advertised multiple times with no qualified applicants. In order to obtain and recruit more qualified applicants, the addition of a higher-graded, Legal Services Specialist position will better suit the needs of the division. Approval of this request will result in an anticipated savings of approximately \$20,256, including matching.

RECOMMENDATION

The Office of Personnel Management has reviewed the request and **recommends** the approval of two (2) surrender pool positions.

Your consideration of this request is greatly appreciated.

Jennifer L. Elkins for KB
STATE PERSONNEL DIRECTOR

9/1/2023
DATE

KB/ca:1-2



Department of Transformation and Shared Services
Office of Personnel Management
Hiring Freeze Request

Please note: An organizational chart must be submitted showing the placement of this position

Date: 08/15/2023

Department: Department of Human Services Division: Aging, Adult, & Behavioral Health
 Business Area: 0710 Position Number: 22143235 City/Location: Little Rock
 Class Code: G152C Job Title: DHS Program Manager Grade: GS08

To be completed only if applicable:

Hire Name: Career Service Date: Rehire of Retiree
 Current Grade: Current Salary: Anticipated Salary:

Responsibilities of Position. Copy of job description is not acceptable and will be returned as incomplete.

This position serves as the signing official/authorized organization representative for the division and is responsible for submission of various discretionary grant applications and reports administered by the Division. Currently there are around 30 active grants. This position is responsible for establishing and running the monthly grant meeting with division staff, finance, and procurement to ensure that all reporting requirements are met in an efficient and timely manner. This position is responsible for preparing and presenting data findings, trends in the data, and ad hoc reporting as requested, both internally and externally. This position is the division's liaison to the federal partners.

Please be specific answering the following: 1) can this position's duties be absorbed by current staff (if no, explain in detail); 2) what will happen if position remains unfilled; and 3) how does this request fit within your efforts to streamline

This position has been vacant since the fall of 2022. The current data team consists of one worker and one manager to cover the work previously done by a unit of 4. Therefore, job duties cannot be delegated to any other staff. Managerial staff has worked additional hours to ensure that all reporting requirements are met. Typical day to day operational duties have been put on hold to address critical job duties. The data and reporting unit provides assistance to program and financial staff in DAABHS. Due to vacancies, assistance to these two teams has not been as robust as in the past. Failure to meet reporting requirements could result in a loss of existing or future grant funding for programs that benefit the citizens in Arkansas. The data unit not only works to provide assistance for this federal Block Grant, but provides assistance with well as federal reports for multiple non-competitive federal grants, mandatory federal grants and competitive discretionary federal grants, in total around 30 grants for the Division. Additionally, work by this unit is also completed for two Home and Community Based Waivers that serve adults with physical disabilities and the elderly, providing an alternative to institutional care.

Number of positions in this classification that are authorized / filled 4 / 4

Turnover rate for this classification: 52.93% (within the previous one year) Date the position was vacated (mm/dd/yyyy): 10/26/2022

Department Contact Info:

Name: Damian Hicks Email: damian.hicks@dhs.arkansas.gov Phone: 501-352-6988

By signing this document, I certify that sufficient department funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Performance Fund.

Kristi Putnam Digitally signed by Kristi Putnam
Date: 2023.09.05 16:00:41 -05'00'
Department Secretary Date

Approve Deny

OPM Director Date



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

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RECEIVED
 AUG 17 2023
 OFFICE OF THE SECRETARY
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 BY: Post Office Box 3278
 Little Rock, Arkansas 72203-3278
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August 16, 2023

Joseph Wood, Secretary
 Arkansas Department of Transformation and Shared Services
 501 Woodlane
 Little Rock, AR 72201

Re: Pool Position Request

Dear Secretary Wood:

The Department of Finance and Administration – Office of Revenue Legal Counsel (RLC) respectfully requests to surrender three vacant positions in exchange for two new positions.

DFA works diligently to efficiently handle statutory responsibilities. The positions surrendered below have been posted and advertised but have not yielded successful candidates who can add value to the Department.

A. POSITIONS TO SURRENDER

CLASS CODE	POSITION GRADE & NUMBER	POSITION TITLE	SALARY RANGE
A091C	GS05 (2210-8119)	FISCAL SUPPORT ANALYST	\$32,405-\$46,987
C046C	GS04 (2210-8315)	LEGAL SUPPORT SPECIALIST	\$29,046-\$42,117
C046C	GS04 (2210-8472)	LEGAL SUPPORT SPECIALIST	\$29,046-\$42,117

B. POSITIONS REQUESTED

CLASS CODE	POSITION GRADE	POSITION TITLE	SALARY RANGE
G310C	GS13	TAX APPEALS STAFF ATTORNEY	\$77,862-\$112,900
G179C	GS06	LEGAL SERVICES SPECIALIST	\$36,155-\$52,425

Tax Appeals Staff Attorney: RLC's most experienced attorneys handle the litigation and appeal of tax matters, including litigating complex corporate income tax matters against multinational corporations, without the assistance of outside counsel. DFA requests that the attorney position be classified as Tax Appeals Staff Attorney (GS13) to reflect the level of work expected by RLC's appellate attorneys.

Legal Services Specialist: The DFA attorneys rely heavily on support staff who must be experienced, trustworthy, and dependable to meet the demands of the office. DFA currently has two vacant Legal Support Specialist (GS04) positions. These positions do not require a bachelor's degree. We have difficulty recruiting and attracting qualified candidates who would be able to meet the requirements of the position.

We currently have three vacant positions: Fiscal Support Analyst, 2210-8119, GS05, Legal Support Specialist, 2210-8315, GS04, and a Legal Support Specialist, 2210-8472, GS04. DFA requests to surrender these three (3) positions in exchange for the creation of two new positions.

The surrender of these three vacant positions in exchange for two new positions would not result in an increase in positions or appropriation for the Department of Finance and Administration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Hudson".

Jim Hudson, Secretary

Arkansas Department of Finance and Administration

cc: Alan McVey
Chief of Staff



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

Business Area Department Name / Agency Name Date
0630 **DFA - Division of Revenue - Revenue Legal Counsel** **8/11/2023**

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22108119	Fiscal Support Analyst	GS05	A091C
22108315	Legal Support Specialist	GS04	C046C
22108472	Legal Support Specialist	GS04	C046C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Tax Appeals Staff Attorney	GS13	G310C
Legal Services Specialist	GS06	G179C

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.

HR Administrator's Signature *Amy K. Volante*

Date *8/16/2023*

Department Secretary's Signature *[Signature]*

Date *8/17/2023*