



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

OFFICE OF PERSONNEL MANAGEMENT
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August 15, 2017

Senator John Cooper, Co-Chairperson
Representative Les Eaves, 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 for new titles and pool positions from the pools established by Ark. Code Ann. §21-5-225.

During the pay plan study, OPM analyzed over 26,000 positions in over 2,000 job classifications. Although most classification issues were resolved through amendments to Act 365 of 2017, OPM and the General Assembly anticipated the need for further adjustments regarding classification concerns by increasing the number of surrender pool positions and decreasing the number of growth pool positions for the upcoming biennium. As such, the Department of Human Services (DHS) has submitted a request for 17 Surrender Pool positions and the establishment of three new titles.

DHS also requests the establishment of three new titles:

PROPOSED TITLE

PROPOSED GRADE

DHS MEDICAID CHIEF FINANCE OFFICER	SE02
DHS STATE DIRECTOR OF DRUG PREVENTION	SE01
ASST DEP DIR LEGISLATIVE AFFAIRS	GS13

OPM respectfully submits a request from the Department of Human Services from the Surrender Pool. Most of the positions requested are to correct crossgrades that became a higher grade than the authorized level during Pay Plan Implementation, which resulted in upside down positions. The majority of the upside down crossgrades were able to be fixed internally, but the list below contains those positions which the agency was unable to find a surrogate position at the correct authorized level.

Surrender Pool Positions

Position	Status	FY18 Title	FY18 Grade	Proposed Title	Prop. Grade	Current Salary	Est. Salary	Est. Cost	GR/SCS Cost	Federal Cost
22104169	FILLED	S086C COOK	GS01	M066C PROGRAM ELIGIBILITY SPECIALIST	GS06	\$44,772.83	\$44,772.83	\$0	\$0	\$0
22098375	VACANT	C078C CASHIER	GS01	M066C PROGRAM ELIGIBILITY SPECIALIST	GS06	\$0	\$36,154.98	\$5,653.03	\$2,769.98	\$2,883.02
22097864	FILLED	D092C CALL CENTER SPECIALIST	GS02	M066C PROGRAM ELIGIBILITY SPECIALIST	GS06	\$32,787.04	\$36,154.98	\$3,367.94	\$1,650.29	\$1,717.06
22097974	FILLED	M083C RESIDENTIAL CARE TECHNICIAN	GS02	M066C PROGRAM ELIGIBILITY SPECIALIST	GS06	\$29,276.42	\$36,154.98	\$6,878.56	\$3,370.49	\$3,508.07
22098315	FILLED	M083C RESIDENTIAL CARE TECHNICIAN	GS02	M066C PROGRAM ELIGIBILITY SPECIALIST	GS06	\$51,612.91	\$61,612.91	\$0	\$0	\$0
22099381	FILLED	M083C RESIDENTIAL CARE TECHNICIAN	GS02	G210C DHS PROGRAM SPECIALIST	GS06	\$32,404.94	\$36,154.98	\$3,750.04	\$1,837.52	\$1,912.48
22099582	FILLED	D092C CALL CENTER SPECIALIST	GS02	G210C DHS PROGRAM SPECIALIST	GS06	\$32,404.94	\$36,154.98	\$3,750.04	\$1,837.52	\$1,912.48
22102729	FILLED	D092C CALL CENTER SPECIALIST	GS02	G182C DHS/DDS PROGRAM COORDINATOR	GS07	\$36,411.44	\$40,339.94	\$3,928.50	\$1,924.97	\$2,003.53
22102895	VACANT	M076C RECREATIONAL ACTIVITY LEADER II	GS02	G183C DHS PROGRAM COORDINATOR	GS07	\$0	\$48,712.14	\$0	\$0	\$0
22104049	FILLED	C087C ADMINISTRATIVE SPECIALIST I	GS02	G183C DHS PROGRAM COORDINATOR	GS07	\$44,950.26	\$44,950.26	\$0	\$0	\$0
22111725	FILLED	D092C CALL CENTER SPECIALIST	GS02	E025C EDUCATIONAL SPECIALIST	GS09	\$51,635.38	\$51,635.38	\$0	\$0	\$0
22109542	FILLED	M076C RECREATIONAL ACTIVITY LEADER II	GS02	M009C LICENSED CERTIFIED SOCIAL WORKER	GS09	\$46,528.98	\$50,221.81	\$3,692.83	\$1,809.49	\$1,883.34
22099616	FILLED	T055C PUBLIC SAFETY OFFICER	GS05	G099C DHS PROGRAM ADMINISTRATOR	GS09	\$55,530.18	\$55,530.18	\$0	\$0	\$0
22103417	FILLED	A024C DHS DIVISION CHIEF FISCAL OFFICER	GS11	G056C DHS/DCC ASST DIR OPS & PRGM SUPV	GS13	\$81,655.39	\$81,655.39	\$0	\$0	\$0
22164566	FILLED	N167N DHS POLICY & RESEARCH DIRECTOR	GS12	(NEW) ASST DEP DIR LEGISLATIVE AFFAIRS	GS13	\$69,775.89	\$77,862	\$7,906.11	\$3,874	\$4,032
22168861	VACANT	A019N DHS DEP CHIEF FIN OFFICER- MED SERVICES	GS15	(NEW) DHS MEDICAID CHIEF FINANCE OFFICER	SE02	\$0	\$120,543	\$23,583	\$9,669	\$13,914
22102759	VACANT	N162N STATE DRUG PREVENTION DIRECTOR	GS12	N142N DHS/DAAS DEPUTY DIRECTOR	GS14	\$0	\$86,887	\$17,111	\$7,529	\$9,582

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The Office of Personnel Management has reviewed this request from DHS and **recommends** the establishment of the three new titles listed above, as well as the surrender of 17 positions for 17 new positions as shown in the attachment.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

AUG 03 2017

Date

KB/sd:1-3



Office of Finance and Administration
HUMAN RESOURCES



PO Box 1437, Slot WG1 Little Rock, AR 72203-1437 Tel: 501-682-6455 Fax: 501-683-4351

July 24, 2017

Ms. Kay Barnhill
State Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, Arkansas 72203

RE: Surrender Pool Position Requests to Rectify Upside Down Crossgrades
Department of Human Services

Ms. Barnhill:

The department is requesting seventeen (17) positions from the Surrender Pool established by Arkansas Code 21-5-225. During the pay plan implementation, the surrendered positions were misclassified as a result of cross grading which resulted in upside down actions. The department is able to address approximately thirty of these misclassifications by repurposing affective positions within the agency. We are requesting for the following classifications and grades:

Quantity	Class	Grade	Title
5	M066C	GS06	PROGRAM ELIGIBILITY SPECIALIST
1	G210C	GS06	DHS PROGRAM SPECIALIST
1	G210C	GS06	DHS PROGRAM SPECIALIST
1	G182C	GS07	DHS/DDS PROGRAM COORDINATOR
2	G183C	GS07	DHS PROGRAM COORDINATOR
1	E025C	GS09	EDUCATIONAL SPECIALIST
1	M009C	GS09	LICENSED CERTIFIED SOCIAL WORKER
1	G099C	GS09	DHS PROGRAM ADMINISTRATOR
1	G056C	GS13	DHS/DCC ASST DIR OPS & PRGM SUPV
1	GXXXC	GS13	ASST DEP DIR LEGISLATIVE AFFAIRS
1	N142N	GS14	DHS/DAAS DEPUTY DIRECTOR
1	AXXXN	SE02	DHS MEDICAID CHIEF FINANCE OFFICER

In receipt of the above requested positions, we are surrendering:

Surrendered Position Number	Auth Class	Auth Grade	Auth Title
22104169	S086C	GS01	COOK
22098375	C078C	GS01	CASHIER
22097864	D092C	GS02	CALL CENTER SPECIALIST

22097974	M083C	GS02	RESIDENTIAL CARE TECHNICIAN
22098315	M083C	GS02	RESIDENTIAL CARE TECHNICIAN
22099381	M083C	GS02	RESIDENTIAL CARE TECHNICIAN
22099582	D092C	GS02	CALL CENTER SPECIALIST
22102729	D092C	GS02	CALL CENTER SPECIALIST
22102895	M076C	GS02	RECREATIONAL ACTIVITY LEADER II
22104049	C087C	GS02	ADMINISTRATIVE SPECIALIST I
22111725	D092C	GS02	CALL CENTER SPECIALIST
22109542	M076C	GS02	RECREATIONAL ACTIVITY LEADER II
22099616	T055C	GS05	PUBLIC SAFETY OFFICER
22103417	A024C	GS11	DHS DIVISION CHIEF FISCAL OFFICER
22102759	N162N	GS12	STATE DRUG PREVENTION DIRECTOR
22164566	N167N	GS12	DHS POLICY & RESEARCH DIRECTOR
22168861	A019N	GS15	DHS DEP CHIEF FIN OFFICER-MED SERVICES

Second, the department is asking for a new position title only titled “**DHS State Director of Drug Prevention**” at salary grade of **SE01**. This position will serve as a part of the DHS Executive Team and be responsible for developing and planning drug and alcohol abuse policy and for coordinating drug and alcohol abuse services and law enforcement interdiction activities in the State of Arkansas. DHS is also asking for a new title of “**DHS Medicaid Chief Finance Officer**” to be established at the grade of SE02. This will align with the EWQ that was approved in the June Personnel Committee meeting.

If you have any questions or need for additional information, please give me a call at (501) 683-5928.

DHS would also request that the swap pool positions be established with a retroactive date of July 2, 2017, in order to make these employees whole.

Sincerely,



Glenn Eisenhauer
Chief Human Resource Officer

Cc: Keesa Smith, DHS Deputy Director
Glenn Eisenhauer, Chief HR Officer

CLASS TITLE: DHS STATE DIRECTOR OF DRUG PREVENTION

GRADE: SE01

The Department of Human Services (DHS) State Director of Drug Prevention is responsible for developing and planning drug and alcohol abuse policy and for coordinating drug and alcohol abuse services and law enforcement interdiction activities in the State of Arkansas. It is governed by state and federal laws and agency/institution policies.

TYPICAL FUNCTIONS

- Serves as a member of the DHS Director's Executive Team.
- Directs and provides general management of the agency's prevention section, including identifying goals and objectives for drug task forces in the state.
- May supervise a medium to large professional staff by interviewing and recommending for hire, training or providing training, assigning and reviewing work, and evaluating the performance of incumbents.
- Develops major plans, goals and objectives to ensure the compliance of drug programs, as dictated by both state and federal regulations.
- Monitors the progress of prevention efforts and makes necessary program adjustments and tracks program activities.
- Coordinates activities with law enforcement agencies, drug treatment providers, and prevention resource centers.
- Attends legislative meeting, conferences, and hearings; chairs Alcohol and Drug Abuse Coordinating Council.
- Secures state and federal resources for program enhancements and growth centered around substance abuse treatment and prevention.
- Performs other duties as assigned.

SPECIAL JOB DIMENSIONS

Occasional in-state travel may be required.

KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of the state and federal laws, rules, regulations, policies, and procedures related to drug and alcohol prevention and treatment.
- Knowledge of the principles and practices of organizational management, human resources management, and public administration.
- Ability to analyze data, plan outcomes, and determine solutions.
- Ability to interpret and apply laws, rules, regulations, policies, and procedures, and develop legislation or recommend revisions.
- Ability to organize and present oral and written reports of findings and recommendations.
- Ability to plan and direct the work of others..

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in health care administration, public health, or a related field; plus six years of experience in substance abuse treatment and prevention program administration, the judiciary system, law enforcement, or a related field, including two years in a professional managerial capacity. Additional requirements determined by the agency for recruiting

CLASS TITLE: DHS STATE DIRECTOR OF DRUG PREVENTION

GRADE: SE01

purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.