



Department of Transformation and Shared Services
 Governor Asa Hutchinson
 Secretary Mitch Rouse
 Director Kay Barnhill

August 24, 2022

The Honorable David Wallace, Co-Chairperson
 The Honorable David Hillman, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Joint Budget Committee
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Disability Determination for Social Security Administration (DDSSA) for your review. DDSSA is requesting one (1) position from the OPM growth pool established by Arkansas Code Annotated § 21-5-225. The classification requested are listed below:

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
NEW	DDSSA Chief Financial Officer	GS14	\$86,887 - \$125,986

JUSTIFICATION

DDSSA is requesting the above position to meet the needs of the ever-expanding department. Within the last five (5) years, the agencies' number of employees has increased by 38%. The Disability Determination Chief Financial Officer will oversee the development objectives, policies, and procedures for accounting, budgetary, travel, purchasing, and other administrative systems to ensure compliance with current laws, regulations, and agency goals.

The Honorable David Wallace, Co-Chairperson
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August 24, 2022
Page 2.

The requested position will provide the leadership and guidance necessary for DDSSA to continue servicing disability claimants. The estimated cost for this request is \$13,456. This position requires knowledge of both state and federal financial requirements for DDSSA and is also 100% federally funded.

After review of the request, the Office of Personnel Management **recommends** the approval of one (1) growth pool position listed above.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



08/12/2022

SECRETARY OF TRANSFORMATION & SHARED SERVICES

DATE

KB/ps:1-2

Job Description

Title: DDSSA Chief Fiscal Officer

Grade: GS14

Typical Functions: Develops and disseminates objectives, policies, and procedures for accounting, budgetary, travel, purchasing, and other administrative systems to ensure compliance with current laws, regulations, and agency goals. Coordinates and participates in the formulation and implementation of agency budget for executive and legislative officials at both the state and federal level. Prepares various forms, correspondence, and reports as requested to both state and federal reporting entities. Directs the activities of subordinate personnel including hiring, providing training, assigning and reviewing work, and evaluating performance. Coordinates numerous types of audits and takes necessary action for compliance assurance. Performs other duties as assigned.

Knowledge, Abilities, and Skills: Knowledge of state and federal laws, rules, regulations, policies, and procedures related to accounting and fiscal management, budget development and maintenance, and procurement and asset management. Ability to supervise a subordinate professional and administrative support staff. Ability to solve complex problems, develop improvements to work process and achieve agency goals.

Minimum Qualifications: The formal education equivalent of a bachelor's degree in business administration, finance or a related field; plus eight years of progressively more responsible experience in accounting, financial operations or a related field, including four years in a professional managerial capacity.