



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

September 14, 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 Arkansas 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:

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22108854	Legal Support Specialist	C046C	GS04	\$29,046 - \$42,116
22108855	Legal Support Specialist	C046C	GS04	\$29,046 - \$42,116
22108484	Legal Support Specialist	C046C	GS04	\$29,046 - \$42,116

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
(2) G179C	Legal Services Specialist	GS06	\$36,155 - \$52,424

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
September 14, 2022
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JUSTIFICATION

DFA is requesting the above positions in order to meet the needs of the department. The positions will be providing assistance to the Revenue Legal Counsel (RCL) attorneys. Attorneys within this division are responsible for processing demanding caseloads consisting of complex corporate income and sales tax protests and multimillion dollar litigation. The requested positions are necessary in ensuring the proper functioning of this division as the attorneys rely heavily on the support staff. The three (3) surrendered Legal Support Specialist positions have been advertised multiple times with no qualified applicants. In order to obtain and recruit more qualified applicants, the addition of the higher-graded, Legal Services Specialist positions will better suit the needs of the division.

RECOMMENDATION

The Office of Personnel Management has reviewed the requests and **recommends** the approval of two (2) higher level positions as C046C, Legal Services Specialist. The cost will be determined upon the starting salary of each employee.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



9/2/22

SECRETARY OF TRANSFORMATION & SHARED SERVICES

DATE

KB/ca:1-2



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

OFFICE OF THE SECRETARY
1509 West Seventh Street, Suite 401
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-2242
Fax: (501) 682-1029
www.arkansas.gov/dfa

July 25, 2022

Mitch Rouse, Secretary
Department of Transformation and Shared Services
501 Woodlane
Little Rock, AR 72201

Mr. Rouse,

The Department of Finance and Administration (DFA), Office of Revenue Legal Counsel (RLC), respectfully requests approval to create two (2) new positions from the surrender pool. They currently have three (3) vacant Legal Support Specialists, GS04 positions that have been vacant for over a year yet have been advertised approximately 10 times and RLC is unable to recruit or attract any applicants who would be able to meet the requirements of the positions.

In exchange, RLC requests two (2) Legal Services Specialist, Grade GS06. This classification requires a bachelor's degree and should attract a more educated or experienced applicant pool to better fit the needs of the RLC.

Attorneys in RLC rely heavily on their support staff who must be experienced, trustworthy, and dependable to meet the demands of the office. These attorneys are taxed with caseloads that include complex corporate income tax and sales tax protests and multimillion-dollar litigation. RLC attorneys handle all of their own litigation, including appeals to the Arkansas Supreme Court. They also handle administrative protests, tax opinions, business closures, foreclosures, bankruptcies, and subpoenas, as well as drafting and analyzing proposed legislation. Approval of this request will not result in any increase of positions or appropriation.

For these reasons, DFA-RLC requests to surrender the following three positions in exchange for 2 Legal Services Specialists Grade GS06:

2210-8854 Legal Support Specialist, GS04
2210-8855 Legal Support Specialist, GS04
2210-8484 Legal Support Specialist, GS04

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan McVey".

Alan McVey, DFA Deputy Director and Chief of Staff
Arkansas Department of Finance and Administration



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

Business Area Department Name / Agency Name Date
 0630 DFA - Revenue Legal Counsel 7/25/2022

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
2210-8854	Legal Support Specialist	GS04	C046C
2210-8855	Legal Support Specialist	GS04	C046C
2210-8484	Legal Support Specialist	GS04	C046C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Legal Services Specialist	GS06	G179C
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

Date

Department Secretary's Signature

Date

7/20/22

1488



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

OFFICE OF THE SECRETARY
1509 West Seventh Street, Suite 401
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July 20, 2022



Mitch Rouse, Secretary
Department of Transformation and Shared Services
501 Woodlane
Little Rock, AR 72201

Mr. Rouse,

The Department of Finance and Administration (DFA), Office of Revenue Legal Counsel (RLC), respectfully requests approval to create three (3) new positions from the surrender pool. They currently have three (3) vacant Legal Support Specialists, GS04 positions that have been vacant for over a year yet have been advertised approximately 10 times and RLC is unable to recruit or attract any applicants who would be able to meet the requirements of the positions.

In exchange, RLC requests three (3) Legal Services Specialist, Grade GS06. This classification requires a bachelor's degree and should attract a more educated or experienced applicant pool to better fit the needs of the RLC.

Attorneys in RLC rely heavily on their support staff who must be experienced, trustworthy, and dependable to meet the demands of the office. These attorneys are taxed with caseloads that include complex corporate income tax and sales tax protests and multimillion-dollar litigation. RLC attorneys handle all of their own litigation, including appeals to the Arkansas Supreme Court. They also handle administrative protests, tax opinions, business closures, foreclosures, bankruptcies, and subpoenas, as well as drafting and analyzing proposed legislation. Approval of this request will not result in any increase of positions or appropriation.

For these reasons, DFA-RLC requests to surrender the following three positions in exchange for 3 Legal Support Specialists Grade GS06:

- 2210-8854 Legal Support Specialist, GS04
- 2210-8855 Legal Support Specialist, GS04
- 2210-8484 Legal Support Specialist, GS04

Thank you for your consideration.

Sincerely,

Alan McVey, DFA Deputy Director and Chief of Staff
Arkansas Department of Finance and Administration



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

Business Area Department Name / Agency Name Date
 0630 DFA - Revenue Legal Counsel 7/20/2022

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
2210-8854	Legal Support Specialist	GS04	C046C
2210-8855	Legal Support Specialist	GS04	C046C
2210-8484	Legal Support Specialist	GS04	C046C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Legal Support Specialist	GS06	G179C
Legal Support Specialist	GS06	G179C
Legal Support 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

Date

Department Secretary's Signature

Date

7/25-22



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

REVENUE LEGAL COUNSEL
P.O. Box 1272 – Room 2380
Little Rock, Arkansas 72203
Phone: (501) 682-7030
Fax: (501) 682-7599
www.arkansas.gov/dfa

July 8, 2022

Ms. Amy Valentine
Arkansas Department of Finance and Administration
Human Resources Manager
1515 W. 7th Street
Little Rock, AR 72201

Re: Personnel Position Request

Ms. Valentine:

The Office of Revenue Legal Counsel (RLC) of the Department of Finance and Administration is requesting permission to surrender three open positions in exchange for the creation of two GS-06 positions.

We currently have three open GS-04 (Legal Support Specialist) positions (2210-8854, 2210-8855, and 2210-8484). We are requesting to surrender these positions in exchange for the creation of two GS-06 (Legal Services Specialist) positions. This exchange would not result in an overall increase in positions or appropriation.

Attorneys in RLC rely heavily on their support staff who must be experienced, trustworthy, and dependable to meet the demands of the office. Our attorneys are taxed with caseloads that include complex corporate income tax and sales tax protests and multimillion-dollar litigation. Our attorneys handle all of their own litigation, including appeals to the Arkansas Supreme Court. They also handle administrative protests, tax opinions, business closures, foreclosures, bankruptcies, and subpoenas, as well as drafting and analyzing proposed legislation.

We currently have three open GS-04 (Legal Support Specialist) positions. These positions do not require a bachelor's degree. We have advertised one of those positions consecutively for one year, approximately ten separate advertisements. We have been unable to recruit any applicants in response to the GS-04 advertisements who would be able to meet the requirements of the position.

We are requesting to surrender three GS-04 positions (2210-8854, 2210-8855, and 2210-8484) in exchange for two GS-06 positions. The surrender of three open positions in exchange for two positions would not result in an increase in positions or appropriation.

Please do not hesitate to contact us with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul M. Gehring".

Paul M. Gehring
Assistant Commissioner of Revenue
Policy and Legal

cc: Charles S. Collins,
Commissioner of Revenue