

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

May 17, 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 Department of Military for your review.

Department of Military is requesting one (1) pool position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a). The classification requested and positions surrendered are listed below:

**CLASSIFICATION REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
D022N	IT Senior Project Manager	IT09	\$80,242 - \$116,351

**POSITION SURRENDERED**

<b><u>POSITION NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>	<b><u>LAST DATE VACATED</u></b>
22158624	GIS Analyst	D040C	IT06	\$57,755 - \$83,745	3/5/2023
22089337	Fiscal Support Analyst	A091C	GS05	\$32,405 - \$46,987	6/29/2019
22089516	Accountant I	A089C	GS07	\$40,340 - \$58,493	8/20/2022

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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### JUSTIFICATION

Department of Military needs additional classification and this position authorized because it is now categorized as temporary and there is a full-time employee sitting as extra-help as of 3/6/2023. The position authorized as Senior Project Manager will be responsible for managing state network systems and printers for all state computers. This position serves as the Chief information Officer for the department and maintains the departments website. The incumbent has incorporated a paperless HR system and is currently working on providing an OCR system for work to be completed more efficiently. It would negatively impact the department not making this position permanent and having to hire someone outside the agency.

### RECOMMENDATION

The Office of Personnel Management has reviewed this request from the Department of Military and **recommends** the request to obtain one (1) position. This cost of this request is approximately \$92,697 inclusive of salary, matching, and benefits. The agency guarantees that proper funding is available, and no inequities will result from the creation and filling of this position.

Your consideration of this request is greatly appreciated.

*Kay Pankell*

STATE PERSONNEL DIRECTOR

*5/8/23*

DATE

KB/lh:1-2

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MAR 28 2023

The Department of the Military  
Human Resources Unit  
Bldg 4201, Camp Robinson  
North Little Rock, Arkansas 72199-9600

SARAH HUCKABEE SANDERS  
Governor

JEFFREY WOOD  
Chief of Staff

March 27, 2023

Kay Barnhill, State Personnel Manager  
Department of Transformation and Shared Services  
Office of Personnel Management  
P.O. Box 3278  
Little Rock, AR 72203-3278

Dear Ms. Barnhill:

The Department of Military (DOM) would like to surrender the following positions, in exchange for an IT09 Senior Project Manager position. It is critical that we make have this position, because it is now categorized as temporary and the position needs a permanent position, we currently have a full-time employee sitting in this temporary extra-help position as of 03/06/2023. We would like to surrender the following positions with cost and fringe calculated below as a replacement.

It is critical that we maintain this position for the department, this position manages our state network systems, printers, copiers, for all state computers here, this position serves as the Chief Information Officer for our department, he attends weekly meetings on behalf of the department. This position has incorporated a paperless HR system, assisted in maintaining our departments website, and currently is working on providing us with a sophisticated OCR system so that we can work more efficiently, he constantly searches for lower cost systems, and licenses to improve our department, losing this position would negatively impact the growth of what he has already accomplished, and would undoubtedly cost us more money to hire someone outside the agency with his expertise and experience working on a military installation.

The current cost of the IT09 Senior Project Manager position with fringe is \$2,425.61 annually.


Breakdown Calculations:

Salary 80,242 x 2.4 %Fringe= 1,925.81 +Health Cost 500.00= \$2,425.81.

POOL SURRENDER							
POSITION	CLASS CODE	GRADE	TITLE	SALARY	FRINGE	HEALTH	TOTAL COST
22158624	D040C	IT06	GIS ANALYST	\$57,555.00	\$ 13,813.20	\$ 500.00	\$ 71,868.20
22089337	A091C	GS05	FISCAL SUPPORT ANALYST	\$ 32,405.00	\$ 7,777.20	\$ 500.00	\$ 33,682.20
22089516	A089C	GS07	ACCOUNTANT I	\$ 40,340.00	\$ 9,681.00	\$ 500.00	\$ 50,521.00
						Total	\$ 156,071.40

Your favorable approval of the pooled positions requested, or the Department of Military (DOM) is greatly appreciated.

Respectfully

A handwritten signature in blue ink, appearing to read "Michelle Young-Hobbs".

Human Resources Administrator  
Michelle Young-Hobbs, Department of Military

Attached: Pool Surrender Form



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

<b>Business Area</b>	<b>Department Name / Agency Name</b>	<b>Date</b>
0975	DEPARTMENT OF MILITARY	03/22/2023

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22158624	GIS ANALYST	IT06	D040C
22089337	Fiscal Support Analyst	GS05	A091C
22089516	Accountant I	GS07	A089C

**Classification(s) Requested**

<b>Classification Title</b>	<b>Pay Grade</b>	<b>Class Code</b>
IT SENIOR PROJECT MANAGER	IT09	<del>8022N</del> 8022N

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.

*[Handwritten Signature]*  
HR Administrator's Signature

*[Handwritten Signature]*  
Department Secretary's Signature

03/22/2023

Date

*3/22/2023*

Date