

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

June 14, 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 Arkansas Department of Finance and Administration (DFA) for your review.

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

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
R041C	DFA Statewide Program Coordinator	GS11	1	\$62,531 - \$90,669

POSITION SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>LAST DATE VACATED</u>
22080181	DFA Tax Research Analyst	A057C	GS08	\$45,010- \$65,264	Occupied

Office of Personnel Management

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

The Honorable Breanne Davis, Co-Chairperson
The Honorable Mark Berry, Co-Chairperson
June 14, 2023
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JUSTIFICATION

DFA is requesting the above position in order to meet the needs of the department. The requested position will be located within the DFA Office of Accounting – Economic Accounting and Tax Research (EATR) division which has experienced an increased demand for tax research and policy making. The requested position will be responsible for providing assistance to the Chief Fiscal Officer of the State and the Office of the Governor regarding accounting and tax issues, recommending and preparing research approaches to revenue impacts, analyzing the impact of federal and state budget policies and providing tax related research findings to senior executives and legislative committees when requested. The current incumbent within the surrendered position will receive a 10% promotion into the requested position. This will result in an anticipated cost of approximately \$6,381.

RECOMMENDATION

The Office of Personnel Management has reviewed the request and **recommends** the approval of one (1) position listed above. DFA 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 K. Burchill

STATE PERSONNEL DIRECTOR

6/01/23

DATE

KB/ca:1-2



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STATE OF ARKANSAS
Department of Finance
and Administration

OFFICE OF THE SECRETARY

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MAY 05 2023

May 4, 2023

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

Dear Mr. Wood:

The Department of Finance and Administration (DFA) Office of Accounting – Economic Accounting and Tax Research (EATR) respectfully requests one (1) pool position from the growth pool.

OFFICE OF ACCOUNTING: POSITION REQUESTED

CLASS CODE	POSITION GRADE	POSITION TITLE	SALARY RANGE
R041C	GS11	DFA STATEWIDE PROGRAM COORDINATOR	\$62,531 - \$90,669

OFFICE OF ACCOUNTING: POSITION SURRENDERED

CLASS CODE	POSITION GRADE	POSITION TITLE	SALARY RANGE
A057C	GS08	DFA TAX RESEARCH ANALYST	\$45,010 - \$65,264

The Office of Budget is experiencing an increased demand for tax research and faster turnaround times for policy making. As compared to previous responsibilities for this position, a higher level of skills and knowledge is required as the Office of Budget/EATR continues to provide reliable research results for direct use by policymakers.

This position’s duties have evolved and now this role provides direct research findings to senior executives and legislative committees as requested in the areas of tax research, impact analysis, and other research related to tax reform issues. It recommends and prepares research approaches to revenue impacts and provides analysis for the purpose of determining collections performance, projecting growth, and forecasting the revenue impact of new policy or timing of collections response to policy change. It interprets existing and proposed legislation, laws, budget directives, and policies and prepares and analyzes financial information on the generation and collection of taxes in state and federal scenarios of taxpayer response to provide timely recommendations on policy change and future effects. Additionally, this position provides technical expertise and assistance in support of the CFO of the State and the Governor.

EATR is also charged with evaluating the impact of federal and state budget policies and produces technical financial documents and revenue reports within given deadlines and time frames in support of the official general revenue forecast and budget process. This position acts as a representative at legislative committee meetings, tracks legislative tax changes and impacts on state revenues, and prepares associated documents for presentation to the General Assembly. It must keep abreast of laws and regulations to maintain up-to-date compliance. It is also responsible for providing research leadership in completing biennial documents on tax research and exercising judgment in support of the CFO of the State for decisions, consequences, and results having an impact on people, costs, and quality of service.

These responsibilities and decisions require a higher level of complexity and efficiency in conducting reliable tax policy research. The Office of Budget - EATR respectfully requests the creation of one DFA Statewide Program Coordinator, GS11 from the surrender pool in exchange for surrendering a DFA Tax Research Analyst, GS08.

Thank you for your favorable consideration.

Sincerely,



Alan McVey

DFA Deputy Director and Chief of Staff



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

Business Area	Department Name / Agency Name	Date
0610	Department of Finance and Administration	5/4/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22080181	DFA TAX RESEARCH ANALYST	GS08	A057C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
DFA Statewide Program Coordinator	GS11	R041C

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. Valentini*

Date *5/4/2023*

Department Secretary's Signature *DeMey*

Date *5/4-23*



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

OFFICE OF BUDGET
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www.arkansas.gov/dfa

MEMORANDUM

To: Alan McVey, Chief of Staff
From: Robert Brech, Deputy Director
Date: April 26, 2023
Subject: EATR - Personnel Request

The Office of Economic Analysis & Tax Research (EATR) currently is authorized a GS08 DFA Tax Research Analyst position. Due to the complex nature of the Office, I would like to request to swap the GS08 DFA Tax Research Analyst position for a GS11 DFA Statewide Program Coordinator in hopes of promoting current staff.

Increased demand for tax research and faster turnaround times for policy making decisions require a higher level of complexity and efficiency in conducting reliable tax policy research. As compared to previous responsibilities for this position, a higher level of skills and knowledge is required as EATR continues to provide reliable research products for direct use by policymakers.

Attached is a Position Classification Questionnaire (PCQ) requesting a new position and relinquishing the GS08.