


**Department of Transformation and Shared Services**

 Governor Sarah Huckabee Sanders  
 Secretary Leslie Fiskens

March 13, 2024

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 Disability Determination for Social Security Administration (DDSSA) for your review.

DDSSA is requesting two (2) pool positions from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a). The classification requested and the positions offered for surrender are listed below:

**CLASSIFICATIONS REQUESTED**

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
G234C	DDSSA Program Director	GS13	2	\$77,862 – \$112,900

**POSITION SURRENDERED**

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>LAST DATE VACATED</u>
22095284	DDSSA Fraud Investigator	X070C	GS08	\$45,010 - \$65,265	8/31/2023
22095341	DDSSA Claims Adjudicator III	X071C	GS08	\$45,010 - \$65,265	3/24/2023
22151669	DDSSA Adjudicative Assistant	C049C	GS04	\$29,046 - \$42,117	4/5/2023
22095461	DDSSA Adjudicative Assistant	C049C	GS04	\$29,046 - \$42,117	5/13/2023

**JUSTIFICATION**

DDSSA currently has two (2) employees classified as DDSSA Program Directors. As these two (2) employees are nearing retirement, the necessity for departmental reorganization to meet ongoing needs of the department has occurred. The two additional DDSSA Program Director positions, are necessary to provide the outstanding leadership services that the State of Arkansas has been known to provide. The DDSSA Program Director holds the responsibility of supervising and directing staff members to ensure program compliance to federal and state regulations.

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March 13, 2024  
Page 2

This encompasses various tasks, such as setting short and long-term goals, evaluating the effectiveness and compliance of operational policies and procedures, integrating and executing new business processes from other state disability agencies, conducting performance evaluations of program staff, and offering support to the agency director.

**RECOMMENDATION**

OPM has reviewed this request from DDSSA and recommends the establishment of two (2) surrender pool positions, authorized as G234C, DDSSA Program Director. Based on the number of filled positions being surrendered, there will be no additional cost for this pool position request.

Your consideration of this request is greatly appreciated.

*Kay Bannell*

STATE PERSONNEL DIRECTOR

*03/01/24*

DATE

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
0311	2	G234C	DDSSA Program Director	GS13	\$77,862 to \$112,900	\$267,066	Federal 100%
Total Estimated Cost of the New Positions including 40% match						\$	267,066.00
Total Cost to General Revenue						\$	-

Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
0311	22095284	X070C	DDSSA Fraud Investigator	GS08	8/31/2023	Yes	\$94,068	Federal 100%
0311	22095341	X071C	DDSSA Claims Adjudicator III	GS08	3/24/2023	Yes	\$74,857	Federal 100%
0311	22151669	C049C	DDSSA Adjudicative Assistant	GS04	4/5/2023	Yes	\$58,958	Federal 100%
0311	22095461	C049C	DDSSA Adjudicative Assistant	GS04	5/13/2023	Yes	\$51,169	Federal 100%
Total Estimated Savings							\$	279,052.00
Estimated Savings to General Revenue							\$	-

Total Estimated Cost to the Agency						\$	(11,986.00)
Total Estimated Cost to General Revenue						\$	-
Total Authorized Position Adjustment							-2

\* The Estimated Cost calculation is based upon the Midpoint of the salary range, plus 40% matching.

\*\* The Estimated Savings calculation is based upon the exit salary plus 40% match, only if a position has been vacant less than 1 year from the date of the request. Otherwise, savings is solely based on \$6,600 provided to EBD for all budgeted positions.

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FEB 14 2024  
BY: .....



**STATE OF ARKANSAS**  
*Disability Determination for Social Security Administration*

701 SOUTH PULASKI STREET  
LITTLE ROCK, ARKANSAS 72201  
TELEPHONE 501-682-3030

SARAH HUCKABEE SANDERS  
Governor

ARTHUR BOUTIETTE  
Director

February 8, 2024

Ms. Kay Barnhill, Director of Personnel Management  
Department of Transformation and Shared Services  
Office of Personnel Management  
501 Woodlane, Suite 201  
Little Rock, AR 72201

Dear Ms. Barnhill,

Disability Determination for Social Security Administration (DDSSA) respectfully requests to utilize the OPM surrender pool to establish two (2) DDSSA Program Director positions in exchange for surrendering four (4) vacant DDSSA positions. The new positions will receive complete federal funding from the Social Security Administration, as do all DDSSA positions.

DDSSA is responsible for processing disability claims in compliance with Social Security rules and regulations. The DDSSA Program Director is responsible for managing and overseeing staff personnel to ensure program compliance with federal and state regulations, which includes but is not limited to establishing goals, both short- and long-range, the review of operating program policies and procedures for effectiveness and compliance, the integration and implementation of new business processes from other state disability agencies, overseeing the evaluations of program staff, in addition to providing assistance to the agency director.

In my 25+ years with DDSSA, the operations of this agency have always been under the leadership of two employees, classified as DDSSA Program Directors. The same leadership continued after the Arkansas DDSSA was selected to house the largest Extended Service Team in the nation. With one DDSSA Program Director retiring this year and the other retiring shortly thereafter, a total reorganization is needed to meet the ongoing needs of our ever-expanding and changing agency.

The classifications requested and the surrendered positions are listed below.

Classification Requested	Class Code	Grade	Salary Range
DDSSA Program Director	G234C	GS13	\$77,862 - \$112,900
DDSSA Program Director	G234C	GS13	\$77,862 - \$112,900

Surrendered Positions	Classification	Class Code	Grade	Salary Range
22095284	DDSSA Fraud Investigator	X070C	GS08	\$45,010 - \$65,265
22095341	DDSSA Claims Adjudicator III	X071C	GS08	\$45,010 - \$65,265
22151669	DDSSA Adjudicative Assistant	C049C	GS04	\$29,046 - \$42,117
22095461	DDSSA Adjudicative Assistant	C049C	GS04	\$29,046 - \$42,117

Two additional DDSSA Program Director positions are necessary to provide and maintain the leadership that Arkansas is known for and is displayed in our commitment to serving the citizens of Arkansas. Your consideration and recommendation of this request is greatly appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Arthur Boutiette".

Arthur Boutiette  
DDSSA Director

Attachments

AB/mt



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

Business Area	Department Name / Agency Name	Date
0311	DDSSA	02/08/2024

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
2095284	DDSSA Fraud Investigator	GS08	X070C
22095341	DDSSA Claims Adjudicator III	GS08	X071C
2 2151669	DDSSA Adjudicative Assistant	GS04	C049C
22095461	DDSSA Adjudicative Assistant	GS04	C049C

**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
DDSSA Program Director	GS13	G234C
DDSSA Program Director	GS13	G234C

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.

<i>Melissa Thomas</i>	02/08/2024
HR Administrator's Signature	Date

<i>Cynthia Bontell</i>	2/8/24
Department Secretary's Signature	Date