



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskens

June 18, 2025

The Honorable Breanne Davis, Co-Chairperson
 The Honorable Les Warren, 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 Warren:

The Office of Personnel Management (OPM) submits a request from the Department of Transformation and Shared Services (TSS) for your review.

TSS is requesting three (3) positions from the OPM growth pool established by Arkansas Code Annotated § 21-5-225(b). The classifications requested are listed below:

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
HSP04P	State Personnel Specialist	SPC01	3	\$58,700 - \$86,876

JUSTIFICATION

TSS is requesting the above positions to accomplish the goals of the Arkansas Forward initiative to provide more centralized human resources services. The additional positions will be occupied by current employees of the Department of Commerce (ACOM) and will assist with the increased workload and responsibilities resulting from the human resources centralization efforts. These positions are necessary to ensure statewide payroll is processed accurately and in a timely manner. Approval of this request will result in an anticipated cost of approximately \$45,117 being funded through State Central Services. Although these positions are requested as growth pool positions for TSS, ACOM commits to freezing the three (3) payroll positions currently occupied by the employees for FY26. If approved, this request would result in no additional growth for state government.

RECOMMENDATION

OPM has reviewed the request and **recommends** the approval of three (3) growth pool positions effective the beginning of Fiscal Year 2026.

The Honorable Breanne Davis, Co-Chairperson
The Honorable Les Warren, Co-Chairperson
June 18, 2025
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Your consideration of this request is greatly appreciated.



STATE PERSONNEL DIRECTOR

6/05/25
DATE

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Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
9914	1	HSP04P	State Personnel Specialist	SPC01	\$58,700 - \$86,876	\$ 31,570.00	State Central Services
9914	1	HSP04P	State Personnel Specialist	SPC01	\$58,700 - \$86,876	\$ -	State Central Services
9914	1	HSP04P	State Personnel Specialist	SPC01	\$58,700 - \$86,876	\$ 13,547.80	State Central Services
Total Estimated Cost of the New Positions including 40% match						\$	45,117.80
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) %
Total Estimated Savings							\$	-
Estimated Savings to General Revenue							\$	-

Total Estimated Cost to the Agency	\$	45,117.80
Total Estimated Cost to General Revenue	\$	-
Total Authorized Position Adjustment		3

* 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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MAY 30 2025

Department of Transformation and Shared Services
Governor Sarah Huckabee Sanders
Secretary Leslie Fiskien

May 28, 2025

Kay Barnhill, Director
Office of Personnel Management
501 Woodlane Street, Suite 205
Little Rock, Arkansas 72201

Dear Ms. Barnhill,

The Department of Transformation and Shared Services (TSS) respectfully requests to establish three (3) pool positions from the growth pool.

CLASS CODE	POSITION GRADE	POSITION TITLE	SALARY RANGE
HSP04P	SPC01	State Personnel Specialist	\$58,700 – \$86,876
HSP04P	SPC01	State Personnel Specialist	\$58,700 – \$86,876
HSP04P	SPC01	State Personnel Specialist	\$58,700 – \$86,876

This request is in response to the increased workload and responsibility resulting from the payroll centralization efforts under the Arkansas Forward initiative. As this initiative progresses, our payroll team requires additional staffing to effectively manage the expanded responsibilities and maintain timely and accurate payroll services.

Simultaneously, the Department of Commerce will be relinquishing three (3) of its payroll positions as part of the broader realignment and consolidation efforts.

Your consideration of this request is greatly appreciated.

Sincerely,

Leslie Fiskien



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

Business Area

0914

Department Name / Agency Name

TSS OPM

Date

05/28/2025

Position(s) to be Surrendered

Position/Item Number Classification Title

Pay Grade

Class Code

Classification(s) Requested

Classification Title

Pay Grade

Class Code

State Personnel Specialist

SPC01

HSP04P

State Personnel Specialist

SPC01

HSP04P

State Personnel Specialist

SPC01

HSP04P

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

05/28/2025

Date

Department Secretary's Signature

5/29/25

Date