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Department of Shared Administrative Services
Governor Sarah Huckabee Sanders
Secretary Leslie Fisken

November 18, 2026

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) respectfully submits an amendment to the Department of Finance and Administration (DFA) plan for administering special compensation awards and recruitment incentives. Arkansas Code Annotated § 21-5-227 authorizes a department to develop their plan and submit it for OPM review and legislative approval. DFA previously submitted a plan for administering special compensation awards and recruitment incentives which was reviewed and approved by Arkansas Legislative Council in January 2026. DFA has since identified several job titles that were inadvertently omitted from the original submission and is requesting to add the titles listed below to the approved plan.

Title	Position Number	Grade
Administrative Analyst	22079960	SGS05
Call Center Specialist	22107755	SGS02
Call Center Specialist	22080072	SGS02
Call Center Specialist	22108996	SGS02
Fiscal Support Supervisor/Expert	22080121	SGS07
User Support Supervisor/Expert	22115121	IST06

OPM has reviewed this request and **recommends** the approval of the amended plan.

Your consideration of this request is greatly appreciated.

Kay Barnhill
STATE PERSONNEL DIRECTOR

11/4/26
DATE

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STATE OF ARKANSAS
Department of Finance and Administration

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October 20, 2026

Kay Barnhill, Administrator
Office of Personnel Management
501 Woodlane, Suite 201
Little Rock, AR 72201

Dear Ms. Barnhill:

The Department of Finance and Administration, Office of the Secretary, respectfully submits this request to amend a previously approved action by the Arkansas Legislative Council – Personnel Committee in January 2026.

The prior approval authorized the issuance of lump-sum bonus payments under the Special Compensation Award Plan. These awards are designed to recognize employees for their exceptional efforts and application of specialized expertise, which were instrumental in the successful implementation of the S/4HANA system. The approved bonuses range from $1,000 to $5,000.

It has since been identified that the following classifications were inadvertently omitted from the original request. The Department respectfully requests that these additional titles be added to the list of positions eligible for the Special Compensation Award Plan:

TITLE	GRADE
Administrative Analyst	SGS05
Call Center Specialist	SGS02
Fiscal Support Supervisor/Expert	SGS07
User Support Supervisor/Expert	IST04

Thank you for your favorable consideration.

Sincerely,

Jim Hudson, Secretary