



July 21, 2020

Senator David Wallace, Co-Chairperson
Representative Jim Wooten, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Department of Commerce for your review.

The Department of Commerce is requesting the establishment of one (1) new classification. The new classification requested is listed below:

CLASSIFICATION REQUESTED

<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
Chief Fiscal Officer	NEW	GS15	\$96,960 - \$140,592

JUSTIFICATION

The Department of Commerce is requesting the establishment of the above Chief Fiscal Officer classification in order to provide appropriate leadership to the fiscal team at the department. The department is requesting the establishment of the classification only without any additional positions. If approved, it is the intention of the department to crossgrade an existing position to this classification. The Chief Fiscal Officer will be responsible for managing all fiscal operations within the department. Typical functions of this classification include overseeing the preparation of the department annual operating plan, representing the department before committees concerning financial and budgetary operations, performing strategic planning and financial forecasting in support of department goals and objectives and directing the activities of a professional and administrative support staff through lower level managers.

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RECOMMENDATION

The Office of Personnel Management has reviewed this request from the Department of Commerce and recommends approval of one new classification entitled Chief Fiscal Officer with pay grade GS15.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



Secretary, Transformation & Shared Services

07/10/2020
Date

KB/ca:1-2





CHIEF FISCAL OFFICER

Class Code: TBD Grade: GS15

FLSA Status: E

Date: 07/10/2020

STATE OF ARKANSAS JOB DESCRIPTION

SUMMARY:

The Chief Fiscal Officer is responsible for overseeing all fiscal operations within a department. This position is governed by state and federal laws and agency policy.

TYPICAL FUNCTIONS:

Provides technical assistance concerning financial operations to subordinate divisional financial officers.

Coordinates and directs preparation of agency annual operations plan and biennium budget by receiving and reviewing budget requests for each division, compiles division requests into agency budget, making changes as needed, and submits budget for approval.

Represents the department before a variety of legislative committees concerning financial and budgetary operations.

Interprets government statutes relative to accounting, budgetary, financial, and funding operations and their applicability within the department.

Evaluates existing department regulations concerning accounting, budgetary, financial, and funding operations within the department and recommends practical modifications.

Prepares financial publications for distribution to federal and state government entities.

Performs strategic planning and financial forecasting in support of department goals and objectives.

Directs the activities of a professional and administrative support staff through lower level managers including interviewing applicants, approving hire recommendations, and evaluating and reviewing work performance of incumbents.

Performs other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of Generally Accepted Accounting Principles (GAAP).

Knowledge of state and federal laws, rules, regulations, policies and procedures related to accounting and fiscal management, budget development and procurement and travel.

Knowledge of manual and automated accounting systems.
Knowledge of supervisory practices and techniques.
Ability to supervise a subordinate professional, para-professional, and administrative support staff engaged in accounting activities.
Ability to interpret and apply the provisions of laws, rules, and policies to accounting transactions.
Ability to analyze financial information and prepare reports.
Ability to provide guidance and technical assistance to management and staff regarding accounting operations.
Ability to monitor and evaluate the effectiveness of accounting systems and controls, identify problems, and devise corrective actions.
Ability to communicate orally and in writing.
Ability to utilize Microsoft Excel to prepare financial spreadsheets.

MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education equivalent of a bachelor's degree in accounting, finance, or a related field; plus five years of experience in accounting, auditing, financial management or a related field.

Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.



Asa Hutchinson
GOVERNOR

Michael Preston
SECRETARY OF COMMERCE

July 9, 2020

Ms. Kay Barnhill
Administrator
Office of Personnel Management
1509 W. 7th Street, Suite 200
Little Rock, AR 72201

Dear Ms. Barnhill:

The Department of Commerce respectfully requests that OPM create a new position title of Chief Fiscal Officer, at a grade level of GS15. We would like to utilize an existing Commerce position to cross-grade to this new position for our Shared Services division; this new position would lead our fiscal teams.

Your consideration of this request is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Preston', written in a cursive style.

Michael Preston
Secretary