



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

EXHIBIT D.1

OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office
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May 17, 2018

Senator John Cooper, Co-Chairperson
 Representative Les Eaves, 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 Arkansas Public Employees Retirement System (APERS) for your review:

The Arkansas Public Employees Retirement System requests one position from the OPM surrender pool established by ACA §21-5-225(a)(1). The classification requested along with the position being surrendered are listed below:

<u>CLASSIFICATIONS REQUESTED</u>		<u>CLASS CODE</u>	<u>PAY GRADE</u>
State Systems Architect		D006N	IT10
<u>POSITIONS SURRENDERED</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
#22094649	APERS Investment Operations Manager	N159N	GS12

JUSTIFICATION

The Arkansas Public Employees Retirement System recently completed a pension system implementation project to replace their antiquated mainframe application. The agency currently needs an internal position responsible for operating their pension administration system and providing applications support. APERS does not currently possess a position that covers the breadth of these duties.

RECOMMENDATION

The Office of Personnel Management has reviewed this request from the Arkansas Public Employees Retirement System and recommends approval of one pool position authorized as D006N, State Systems Architect. APERS guarantees our office that it possesses sufficient funding to support this surrender pool position request.

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Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
DFA State Personnel Administrator



Chief Fiscal Officer of the State

MAY 07 2018

Date

KB/jlh: 1-2

MEMORANDUM

TO: Kay Barnhill, Administrator, Office of Personnel Management

FROM: Gail Stone, Executive Director 

DATE: May 3, 2018

SUBJ: REQUEST FOR OPM POOL POSITION



APERS has recently completed a 5-year, \$22 million pension system implementation project (COMPASS) to replace a legacy mainframe application. That application was housed at DIS and all application support was provided by them. To ensure the ongoing success of COMPASS and agency operations, we require an additional IT position:

D006N/State Systems Architect/IT10

In exchange for the requested position, APERS would surrender the following position to the OPM pool:

N159N/APERS Investment Operations Manager/GS12

State Systems Architect Justification

Although APERS has shifted operations to a new software vendor, Vitech, we still require strong applications support components that our current IT staff do not possess. The person in this position would be responsible for day to day administration and operation of the COMPASS pension administration system. It is critical that this person be familiar with APERS business processes, retirement law, and enterprise systems management and possess SQL programming language abilities. Primary areas of focus will include:

- ✓ Manage system batch schedules, including payroll generation functions for APERS, State Police, Judicial and District Judge retirement funds.
- ✓ Design application solutions, including workflows, documents, reports and queries.
- ✓ Act as COMPASS subject matter expert to resolve gaps in processes or to gather new system requirements.
- ✓ Communicate and manage delivery of changes from Vitech development staff.
- ✓ Manage data interfaces with external banks, AASIS, Dept. of Health, EBD, insurance vendors, death audit vendors, the APERS general ledger and other third party verification services.
- ✓ Manage acceptance testing for all changes delivered to COMPASS for compliance with business needs and application performance requirements.
- ✓ Manage user security for internal and external user groups.
- ✓ Manage the Kofax document induction application.
- ✓ Assist in continued data quality efforts to further refine and enhance APERS data.
- ✓ Provide application troubleshooting when errors are encountered.
- ✓ Work with the APERS education section to develop training materials for end users.

The OPM Request for Pool Position form is attached, along with the OPM class specification for the requested position. Your favorable consideration of our request is appreciated. Please contact Becky Walker, Director of Operations, at becky.walker@arkansas.gov or 682-7820 should you require additional information.



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
0370	AR Public Employees Retirement System	05/03/18

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
2209-4649	APERS Investment Operations Manager	GS12	N159N

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	State Systems Architect	IT10	D006N

I Hereby Certify / Understand That:

- A. The position requested is critical to the operation of this Agency/Institution 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/Institution.
- E. No current employee will be displaced by this action.

Agency Personnel Rep	Date
<i>Bekky Walker</i>	05/03/18

Agency Director	Date
<i>Gail H. Stone</i>	05/03/18