



June 15, 2021

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Joint Budget Committee
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Commerce, Division of Workforce Services (DWS) for your review. DWS is requesting one (1) position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classification requested along with the positions being surrendered are listed below:

POSITIONS SURRENDERED

Table with 5 columns: POSITION, CLASS CODE, CLASSIFICATION TITLE, PAY GRADE, SALARY RANGE. Rows include Administrative Specialist II and Maintenance Specialist.

CLASSIFICATION REQUESTED

Table with 4 columns: CLASS CODE, CLASSIFICATION TITLE, PAY GRADE, SALARY RANGE. Row includes Accountant II.

JUSTIFICATION

The Division of Workforce Services needs an additional position within its Adult Education Section to assist with grant accounts. Financial responsibilities for the Temporary Assistant for Needy Families Program, Supplemental Nutrition Assistance Program, and AmeriCorps Program were recently transferred to the Adult Education Section. The agency states that it does not currently have positions within this section that can handle this increase in financial responsibility. The total cost savings without personal services match is approximately \$7,058.

The Honorable David Wallace, Co-Chairperson  
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June 15, 2021  
Page 2.

**RECOMMENDATION**

The Office of Personnel Management has reviewed this request from the Arkansas Department of Commerce, Division of Workforce Services and recommends approval of one (1) surrender pool position. Additionally, if this request is approved then our office recommends continuation of this surrender pool position into Fiscal Year 2022. The agency guarantees our office that it possesses sufficient funding to support this pool position request.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



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SECRETARY OF TRANSFORMATION & SHARED  
SERVICES

6/21/2021  
DATE

KB/jlh:1-2



Asa Hutchinson  
GOVERNOR

Michael Preston  
SECRETARY OF COMMERCE

May 21, 2021



Kay Barnhill, Administrator  
Office of Personnel Management- OPM Department  
of Transformation and Shared Services  
1509 West Seventh Street, Suite 200  
Little Rock, Arkansas 72201

RE: Request to Surrender/Swap Two Positions for One Position

Dear Ms. Barnhill:

This correspondence seeks to surrender the following vacant positions:

<u>Position Number</u>	<u>Classification Title</u>	<u>Grade</u>	<u>Class Code</u>
22080292	Administrative Specialist II	GS03	C037C
22080305	Maintenance Specialist	GS03	S050C

The position being requested:

<u>Classification Title</u>	<u>Grade</u>	<u>Class Code</u>
Accountant II	GS08	A082C

The Accountant II position will work within the finance office of DWS-Adult Education to assist with grant accounts after award completion, reconcile accounts for billing/invoices/drawdown of grants and contracts, monitor grant and contract activities involving budget, and process budget modifications.

The Adult Education Section has expanded its services to include the Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T), and the AmeriCorps programs. Adult Education is also working with multiple state agencies and other community-based organizations. Adding these programs created more financial processing and monitoring. The salary for the two surrendering positions will total \$52,068, the salary for the new position will be \$45,010.

Sincerely,

Michael Preston  
Secretary