



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

**OFFICE OF PERSONNEL MANAGEMENT  
 Administrator's Office**  
 1509 West Seventh Street, Suite 201  
 Post Office Box 3278  
 Little Rock, Arkansas 72203-3278  
 Phone: (501) 682-1823  
<http://www.state.ar.us/dfa>

October 16, 2013

Representative Andrea Lea, Co-Chairman  
 Senator Uvalde Lindsey, Co-Chairman  
 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 Department of Human Services, Office of Finance and Administrative Services (DHS/OFA) for your review.

The DHS/OFA is requesting three positions from the position pool established by Arkansas Code 21-5-225 (a) (1). The classification requested along with the positions being surrendered are listed below:

<b><u>POSITIONS SURRENDERED</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>
22099763	Administrative Specialist I	C087C	C106
22100854	Administrative Specialist I	C087C	C106
22110340	Administrative Specialist III	C056C	C112
22103297	Administrative Specialist III	C056C	C112
22097537	Family Service Worker Specialist	M027C	C118
22099299	Family Service Worker Specialist	M027C	C118

**CLASSIFICATION REQUESTED**

3 positions	State IT Security Specialist	D025C	C124
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**JUSTIFICATION**

The Arkansas Department of Human Services, Office of Finance and Administrative Services (DHS/OFA), is requesting to surrender the six positions listed above and requests three State IT Security Specialist positions, grade C124, from the position pool.

Representative Andrea Lea, Co-Chairman  
Senator Uvalde Lindsey, Co-Chairman  
October 16, 2013  
Page 2

These positions are needed to address the new Health Insurance Portability and Accountability Act (HIPAA) security regulations, and they will be responsible for information database and transport encryption, network storage, reporting security, client Protected Health Information (PHI) and Personal Identifying Information (PII) data classification, policy development, implementation, and compliance.

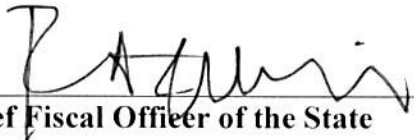
The Office of Personnel Management has reviewed this request and **recommends** the approval of three pool positions for the classification of State IT Security Specialist, D025C, grade C124.

Your approval of this request is greatly appreciated.

Sincerely,



Herbert M. Scott  
State Personnel Administrator

  
\_\_\_\_\_  
Chief Fiscal Officer of the State

OCT 11 2013

\_\_\_\_\_  
Date

HMS  
10/11/13

HMS/JD:1-2



**Arkansas Department of Human Services**  
**Office of Finance and Administration**  
**Human Resources**

PO Box 1437, Slot WG1 Little Rock, AR 72203-1437 Tel: 501-682-6455 Fax: 501-683-4351

September 26, 2013

**RECEIVED**  
 OCT 11 2013  
 OFFICE OF PERSONNEL MGMT  
 CLASS & COMP

Mr. Herbert Scott  
 State Personnel Administrator  
 Department of Finance and Administration  
 Office of Personnel Management  
 1509 West 7th Street  
 Little Rock, Arkansas 72203

RE: Supplemental Pool Position Request  
 Division of Administrative Services

Mr. Scott:

The Division of Administrative Services is requesting three (3) positions from the Office of Personnel Management's position pool. The need for these positions is to cover the required changes imposed by the new Health Insurance Portability and Accountability Act (HIPAA) revised regulations. The requested positions are:

<u>Number of Positions</u>	<u>Authorized Job Title</u>	<u>Class Code</u>	<u>Grade</u>
3	State IT Security Specialist	D025C	C124

In exchange for the three requested positions, the division offers the surrendering of the following six positions:

<u>Position # Surrender</u>	<u>Authorized Job Title</u>	<u>Class Code</u>	<u>Grade</u>
22099763	Administrative Specialist I	C087C	C106
22100854	Administrative Specialist I	C087C	C106
22110340	Administrative Specialist III	C056C	C112
22103297	Administrative Specialist III	C056C	C112
22097537	Family Svce Worker Specialist	M027C	C118
22099299	Family Svce Worker Specialist	M027C	C118

Attached for your review is a summary presentation outlining the regulatory requirements and how it affects our IT department. If you have any questions or need for additional information, please give me a call at (501) 683-5928.

Sincerely,

George Bryant  
 DHS Human Resource Manager

attachments

"The Department of Human Services is in compliance with Titles VI and VII of the Civil Rights Act."