STATE OF ARKANSAS

Department of Finance and Administration

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

April 16, 2014

Senator Uvalde Lindsey, Co-Chairman
Representative Andrea Lee, Co-Chairman
Personnel Subcommittee of the Joint Budget Committee
Bureau of Legislative Research
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Gentlemen:

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

The Department of Information Systems (DIS) has submitted a request for 15 positions from the OPM growth pool and 3 positions from the OPM surrender pool. These positions are being requested to staff operational support for the Eligibility and Enrollment Framework (EFF) project underway at the Department of Human Services (DHS). Currently, the project is staffed by contractors and a few DIS employees, but more personnel are needed to replace contractors and to develop and maintain this system. The projected contract cost was $7.2 million while DIS has agreed to perform these services for $4.783 million.

The following positions were requested:

# Requested	Grade	Job Title	Minimum	Maximum
2	N907	DIS Division Director	$82,246	$102,807
1	N909	State Database Administrator Lead	$88,957	$111,196
5	C130	State Database Administrator	$60,810	$96,212
6*	C126	State System Administrator	$50,029	$83,742
2	C128	Information System Manager	$55,156	$89,796
1	C128	Data Warehouse Lead	$55,156	$89,796
1	C124	Information System Coordinator	$45,377	$78,038

* 3 from Surrender Pool and 3 from Growth Pool

The Office of Personnel Management has met with DIS to obtain additional information and to better understand the need for these positions. DIS has entered into an agreement with DHS for this project with the understanding that the state will save approximately $2.5 million in contract

costs. However, DIS does not have existing personnel that can be utilized to support this project and thus, the request for additional positions.

OPM is not recommending the establishment of the State Database Administrator Lead (grade N909) and one Division Director (grade N907) as these positions can be accommodated by other means. OPM is also recommending that specific project designation titles be established for these positions and that these positions can only be utilized in conjunction with this project. Employees who apply and accept these positions will sign a letter of understanding that these positions will expire at the end of the project and will not be picked up by the state. These positions are federally funded at a ratio of 75% federal to 25% state funds. The specific designation will enable OPM and DIS to better track this project.

The following titles, grades and minimum qualifications are being recommended for this request:

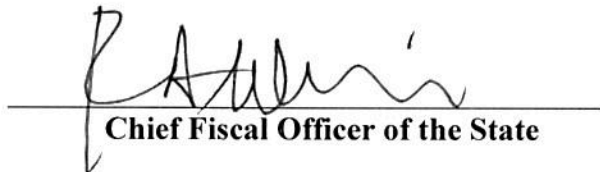| # Requested	Grade	Job Title	Min	Max	Minimum Qualifications
1	N907	DIS EEF DIVISION DIRECTOR	$82,246	$102,807	The formal education equivalent of a bachelor's degree in computer science, information technology, or a related field; plus seven years of related experience, including three years of management experience.
2	C130	DIS EEF DATABASE ADMINISTRATOR	$60,810	$96,212	Bachelor's degree in computer science, mathematics, or a related field; plus five years of experience in database development and analysis
3	C130	EEF SR. SYSTEM ADMINISTRATORS	$60,810	$96,212	Bachelor's degree in computer science, mathematics, or a related field; plus six years of experience in system administration
1	C128	DIS EEF DATA SPECIALIST	$55,156	$89,796	Bachelor's degree in computer science, mathematics, or a related field; plus five years of experience in system programming
2	C128	EEF SYSTEM ADMINISTRATOR	$55,156	$89,796	Bachelor's degree in computer science, mathematics, or a related field; plus five years of experience in system administration
1	C126	DIS EEF STATE SYSTEM ADMINISTRATOR	$50,029	$83,742	Bachelor's degree in computer science, mathematics, or a related field; plus four years of experience in system administration
2	C126	DIS EEF SECURITY SPECIALIST	$50,029	$83,742	Bachelor's degree in computer science, mathematics, or a related field; plus four years of experience in the security field
3	C126	DIS EEF PROGRAMMER ANALYST	$50,029	$83,742	Bachelor's degree in computer science, mathematics, or a related field; plus five years of experience in programming or analysis
1	C124	DIS EEF PROGRAM MANAGER	$45,377	$78,038	Bachelor's degree in computer science, mathematics, or a related field; plus four years of experience in computer support

This is a grand total of 16 positions to establish this new unit. Three of these positions will be traded with existing DIS positions and the other 13 will come from the growth pool. OPM is recommending these positions due to the savings that will be realized by utilizing state employees as opposed to out of state contractors.

Your consideration of this request is greatly appreciated.

Sincerely,

Kay Barnhill Terry
State Personnel Administrator

_____
Chief Fiscal Officer of the State

APR 1 4 2014
_____
Date

KBT/1-3

March 21, 2014

MS Kay Terry
State Personnel Administrator
Office of Personnel Management
1509 West Seventh Street
Little Rock, Arkansas 72201

SUBJECT: Central Growth Pool

Dear Ms. Terry

The Arkansas Department of Human Services, the Department of Workforce Services, and the Department of Information Systems have joined together to implement and maintain a new software framework that will be used to support a more efficient eligibility and enrollment process, and to support and streamline the eligibility process for the improved delivery of public services. The enterprise approach will automate current processes reducing processing time, producing consistent results, and increasing interoperability and expansion between state government entities.

As we have begun implementation of an enterprise platform using the IBM/Curam software framework, we have utilized both state employees and contracted personnel. Due to the large scope of this project and the amount of work required to implement the technology, including hardware, software and development time, long term dedicated resources are required.

To fulfill the staffing needs of both the implementation and expansion of this project, as well as, provide concurrent maintenance support, full-time technical resources are needed. DIS is the primary technical resource and is requesting fifteen (15) full–time positions that will provide technical support for this framework reducing our dependency on outside contractors. These positions give the state the resources and skills to provide in-house dedicated support to this project at a substantial cost savings to the State.

2 each	N079N	N907	DIS Division Director
1 each	D002N	N909	State Database Administrator Lead
5 each	D001C	C130	State Database Administrator
3 each	D014C	C126	State System Administrator
2 each	D007C	C128	Information System Manager

| 1each | D010C | C128 | Data Warehouse Lead |
| 1each | D030C | C124 | Information System Coordinator |

With these dedicated resources, DIS can provide concurrent maintenance support while allowing continued implementation and expansion of the project to the programs and services within the state.

DIS has analyzed the overall cost impact, and this request supports multi-agency enterprise efforts.

Sincerely,

Claire Bailey
CTO, State of Arkansas
Director, Department of Information Systems

Claire Baile·
Directo·

Mike Beeb·
Governo·

March 21, 2014

MS Kay Terry
State Personnel Administrator
Office of Personnel Management
1509 West Seventh Street
Little Rock, Arkansas 72201

SUBJECT: Position Pool

Dear Ms. Terry

The Arkansas Department of Human Services, the Department of Workforce Services, and the Department of Information Systems have joined together to implement and maintain a new software framework that will be used to support a more efficient eligibility and enrollment process, and to support and streamline the eligibility process for the improved delivery of public services. The enterprise approach will automate current processes reducing processing time, producing consistent results, and increasing interoperability and expansion between state government entities.

As we have begun implementation of an enterprise platform using the IBM/Curam software framework, we have utilized both state employees and contracted personnel. Due to the large scope of this project and the amount of work required to implement the technology, including hardware, software and development time, long term dedicated resources are required.

To fulfill the staffing needs of both the implementation and expansion of this project, as well as, provide concurrent maintenance support, full-time technical resources are needed. DIS is the primary technical resource and is requesting three (3) full–time positions that will provide technical support for this framework reducing our dependency on outside contractors. These positions give the state the resources and skills to provide in-house dedicated support to this project at a substantial cost savings to the State.

3 each	D014C	C126	State System Administrator

With these dedicated resources, DIS can provide concurrent maintenance support while allowing continued implementation and expansion of the project to the programs and services within the state.

DIS has analyzed the overall cost impact, and this request supports multi-agency enterprise efforts.

Sincerely,

Claire Bailey
CTO, State of Arkansas
Director, Department of Information Systems

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

Business Area	Agency/Institution	Date
0470	Arkansas Department of Computer Services	2/26/2014

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22087599	Training Instructor	C116	E046C
22087427	Administrative Specialist 11	C109	C073C
22087592	State System Specialist	C124	D023C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	State System Administrator	C126	D014C
	State System Administrator	C126	D014C
	State System Administrator	C126	D014C

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
Jerry Pack	3/21/14

Agency Director	Date
Claire Bailey	3/21/14