



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

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
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June 10, 2015

Senator Bart Hester, Co-Chairperson
 Representative Douglas House, 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 Insurance Department for your review.

The Arkansas Insurance Department (AID) has requested two positions from the OPM pool established by Arkansas Code 21-5-225 (a) (1). The classifications requested, effective July 1, 2015, with the positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22088146	Insurance Licensing Technician	X180C	C110
22088123	Public Information Manager	P004C	C123

CLASSIFICATIONS REQUESTED

Insurance Life & Health Compliance Officer	X083C	C118
New Title - AID Public Information Officer	XXXXC	C127

JUSTIFICATION

The AID is working to restructure the agency and requests the above pool positions in order for the agency to reorganize in the most efficient manner. The agency is requesting these swaps to avoid increasing the number of personnel, to avoid further reductions in their workforce and to assist in the restructuring of the organization.

Due to the level of responsibility and professional interactions that will be required of the AID Public Information Officer, the agency requests a grade C127.

Additionally, AID requests the following employees be moved into lower graded positions without a loss in their salary effective July 1, 2015.

<u>Current Name/Position #</u>	<u>Current Title</u>	<u>Current Grade</u>	<u>Current/Requested Salary</u>
T. Herndon / 2215794	Grants Manager	C121	\$41,311.50
C. Allbritton / 22156726	Grants Coordinator	C119	\$38,372.26

<u>Name</u>	<u>New Position #</u>	<u>New Title</u>	<u>New Grade</u>
T. Herndon	New C118 Pool Position	Ins Life and Health Compliance Ofcr	C118
C. Allbritton	22088181	Ins Life and Health Compliance Ofcr	C118

JUSTIFICATION

The restructuring of the division requires repositioning qualified personnel to render the reorganization more effective. The movement is not disciplinary and the agency does not wish to punish these employees by reducing their salaries, as the changes are through no fault of their own. The movement of the above employees is crucial in the reorganization process.

The Office of Personnel Management has reviewed this request and **recommends** the establishment of these pool positions and the requested employee salary amounts.

Sincerely,



Kay B. Terry
State Personnel Administrator



Chief Fiscal Officer of the State

MAY 27 2015

Date

Arkansas Insurance Department

Asa Hutchinson
Governor



Allen Kerr
Commissioner

May 22, 2015

Sent Via Email

Kay Barnhill Terry
Administrator
Office of Personnel Management
P.O. Box 3278
Little Rock, AR 72203

Dear Kay,

This will serve as a follow-up to our meeting on Wednesday, May 11, 2015. The following outlines my understanding of the items discussed at that meeting. All these requests are continuations of the reorganization I am implementing at the Insurance Department.

Thomas Herndon: The Department would like to surrender a vacant C110 position and request a pool position of Insurance Life & Health Compliance Officer, C118. This request is being made as a result of the transition of some personnel and duties to AHIM. Thomas is in charge of the specialized licensing and training of all personal assistants, brokers and other personnel marketing through the exchange. While many of the functions will be moved to AHIM over the next 18 months or so, the unique mix of federal and state requirements for licensing will mean that this becomes a regulatory function which will remain a duty of the Insurance Department. Thomas is currently in a grant position but it will be necessary for this duty to continue as a Department function; thus, the request for the position swap to allow a salary continuation so we can retain him.

Chantal Albritton is currently a Grants Coordinator at a C119 and will be moving into a full-time Department position as an Insurance Life & Health Compliance Officer which is a C118. She will be using her experience gained in the marketplace to continue to review form submissions submitted for use by AHIM. This is a regulatory function that will need to continue to stay with the Department. We request a salary continuation for Ms. Albritton.

Alice Jones, our Communications Director, will be retiring July 1, 2015. As a part of the reorganization, I plan to restructure the duties of the Communications Director so that all external communications on behalf of the Department will be handled by this person. Ms. Jones is currently a C123 (career level) and my request is to swap the C123 for a new C127 position, AID Public Information Officer.

As always, thank you so much for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read 'Allen W. Kerr', with a long horizontal flourish extending to the right.

Allen W. Kerr
Insurance Commissioner

cc: Abbi Bruno, Senior State Personnel Analyst
Lenita Blasingame, Insurance Chief Deputy Commissioner
Russ Galbraith, Incoming Insurance Chief Deputy Commissioner
Pam Looney, Assistant Insurance Deputy Commissioner
Andrea May, Personnel Manager