



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

**EXHIBIT E.1**  
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  
www.dfa.arkansas.gov

September 21, 2016

Senator Uvalde Lindsey, Co-Chairperson  
Representative Lanny Fite, 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 Department of Information Systems (DIS) for your review.

DIS is also requesting one (1) position from the OPM Central Growth Pool established by Arkansas Code §21-5-225(b), which states:

- (1) The office shall establish and maintain a central growth pool of two hundred (200) career service positions at grade C130 and one hundred (100) professional and executive positions at grade N922 to be used to establish additional positions in state agencies of the proper classification and grade when the state agency does not have sufficient positions available with the appropriate classification and grade to meet an agency's mandated responsibilities.*
- (2) Central growth pool positions are to be used by the state agencies if the personnel services needs exceed the number of positions in a classification authorized by the General Assembly and were not anticipated at the time of the passage of the agency's operating appropriation act.*
- (3) No position established under this section may exceed a salary rate in excess of the highest rate established by grade in the requesting agency's appropriation act.*
- (4) The agency shall provide justification to the office for the need to allocate positions from the central growth pool.*
- (5) Titles shall not be assigned to the agency from the central growth pool until specific positions are requested by the agency, recommended by the office, and reviewed by the Personnel Committee.*
- (6) If the new classifications are necessary for any of these additional positions, the office may assign the appropriate title and grade after review by the Personnel Committee.*

*(7) If an agency requests any central growth pool position to be continued during the subsequent fiscal year, the position must be requested as a new position in the agency's subsequent fiscal year budget request.*

The agency is requesting the classification listed below:

<u>CLASSIFICATION REQUESTED</u>	<u>CLASS CODE</u>	<u>GRADE</u>
State System Architect	D006N	N907

Although it is not required, OPM will freeze the following two (2) positions, due to the grade and classification requested:

<u>POSITION SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22087574	Computer Operator	D084C	C114
22087485	Administrative Specialist II	C073C	C109

**JUSTIFICATION**

The State Cyber Security Office located at DIS has been in need of an additional senior Security Architect for approximately three years. The lack of essential personnel became apparent when DIS was tasked to design, implement, and maintain the security infrastructure for the Eligibility and Enrollment Framework (EEF) system located at the Department of Human Services (DHS). This position is also responsible for training engineering staff and high level technical support for state entities as it relates to security issues. Since that time, the Security Office has been assigned the responsibility to design, implement, and maintain the network configurations and security infrastructure for the K12 network. A large portion of this work fell on the Networking Division in the past, but new equipment and configurations now require skilled security personnel to accomplish these tasks.

The Office of Personnel Management has reviewed this request and **recommends** the approval of one (1) pool position from the OPM Central Growth Pool and the freeze of two (2) positions. Your approval of this request is greatly appreciated.

Sincerely,  
  
 Kay Barnhill  
 State Personnel Administrator



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

SEP 08 2016

\_\_\_\_\_  
 Date

August 23, 2016

Ms. Kay Barnhill  
State Personnel Administrator  
Office of Personnel Management  
1509 West Seventh Street  
Little Rock, Arkansas 72201

SUBJECT: Pool Position Request for State Systems Architect

Dear Ms. Barnhill:

The Department of Information Systems (DIS) is requesting a Pool Position for Class Code D006N, State Systems Architect, Grade N907 for our Security Office at the Department of Information Systems in Little Rock.

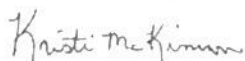
This IT position requires strong architectural ability, analytics, engineering and various advanced technical skills. The primary responsibility of this position is to design and implement advanced security solutions for multiple agencies across the state of Arkansas. An in-depth knowledge of compliance with Federal programs is required as those issues must be addressed as a component of any design for security solutions on the State Network. This is a high level need.

This position is responsible for level 4 technical support for state entities as related to security devices as well as training of the engineering staff in the State Cyber Security Office along with interaction with Federal authorities including the FBI, IRS, Homeland Security and other regulatory agencies that impact the business of customer agencies. This position is vital to the business of state government as more functions are automated and compliance standards continue to tighten.

An approval at this Pool Position Request would allow us to seek qualified candidates that is critical for the department and all those it services and their security needs. Thank you for your assistance and review of this request. Please advise if we need to provide additional supporting documentation.

Sincerely,

Kristi McKinnon



DIS Human Resources Director



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

Business Area	Agency/Institution	Date
0470	Department of Information Systems	08/16/16

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22087574	Computer Operator	C114	D084C
22087485	Administrative Specialist II	C109	C073C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	State Systems Architect	N907	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
Kristi McKinnon	08/16/16

Agency Director	Date
Mark Myers	08/16/16