



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

**OFFICE OF PERSONNEL MANAGEMENT
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TO: State Agency Human Resource Managers
FROM: Kay Barnhill Terry, State Personnel Administrator
DATE: June 13, 2008
SUBJECT: 2009-2011 Biennium Additional Position Requests

As Governor Beebe has directed, additional positions for the 2009-2011 biennium should only be requested if there is a critical need that can not be accommodated with existing resources. The requests should be prepared for review by the DFA Office of Budget and Office of Personnel Management (OPM). Justification regarding the necessity of the new positions must be included.

All requests should utilize the classification structure that has been recommended in the Pay Plan Study. New positions should be requested on OPM Form D "Arkansas Planning Budgeting and Administrative System – OPM Additional Position Request Form" along with justification and a summary of job duties. OPM Form D is available on the Office of Personnel Management website at:
http://www.arkansas.gov/dfa/personnel_mgmt/documents/FormD.doc.

Submit completed OPM Form D, and any supporting documentation, to the DFA Office of Budget so requests can be entered into the PBAS system and have a position number assigned to each request. These requests should be submitted by Monday, June 30, 2008.

If you have any questions, please feel free to contact your Personnel Representative at 682-1753 or myself at 682-5077 or kay.barnhill@dfa.state.ar.us.

Attachment