



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

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MEMORANDUM

TO: All State Agency Directors, Boards, Commissions, and Human Resource Managers

FROM: Kay B. Terry, Administrator *Kay B. Terry / w8*
Office of Personnel Management

DATE: January 27, 2012

SUBJECT: Office of Personnel Management 2012 Update

The Office of Personnel Management would like to provide an update of policy and program changes that are being implemented at this time.

AR State Jobs Website:

The enhancements to the AR State Jobs website will be implemented February 4, 2012, at 12:00 a.m. There will be an announcement posted to the website informing users of this scheduled maintenance. This should be a seamless transition with the least amount of interrupted workflow. The enhancements will be available to you Monday, February 6, 2012, and your current postings should not change.

Please be reminded that all exempt positions assigned to the Career Service Pay Plan must be advertised for a minimum of ten (10) working days and all non-exempt positions assigned to the Career Service Pay Plan must be advertised for a minimum of five (5) working days. Positions assigned to the Executive and Professional Service Pay Plan may be advertised at the discretion of the agency.

The enhanced website has been designed to be a paperless applicant tracking system with features in place to allow for reviewing and making hiring selections online. Applicants may take advantage of local libraries and workforce service centers throughout the state to submit applications. The state of Arkansas will continue to accept paper applications; however, online applications are the preferred method. When a paper application is submitted, the enhanced AR State Jobs system will allow the agency to scan the application and attach it to the position being advertised.

Internal Advertisement Approval Process:

A new feature has been added to the AR State Jobs website that allows for internal position advertisements. Effective February 6, 2012, requests to advertise internally must be submitted and approved by the Office of Personnel Management prior to posting the advertisement.

Concurrent Employment:

No employee concurrently employed may receive two state pay checks for the same hours of work. Therefore, employees are not allowed to use annual leave from the primary employer while working the same hours at the secondary employer. The employee would be allowed to draw a second paycheck if the work occurred outside the employee's regular scheduled hours of work from the primary employer.

The Office of Personnel Management is excited to provide you with the newly enhanced AR State Jobs website. The revised system should be a great tool for your agency and help address some of the challenges faced by state human resources staff. The paperless system will provide a cost savings to your agency in the form of printing, paper, postage, and employee resources. Our eventual goal is to have the AR State Jobs website fully integrated into the AASIS system so that we can continue to offer employment tools to address your agency needs. The Office of Personnel Management has a trained staff on hand to assist you with any questions or challenges you might face with the implementation of the enhanced AR State Jobs website. We will continue to provide training opportunities and can tailor these trainings to meet the needs of your agency.

If you have any questions concerning any of the above, please feel free to contact your Personnel Analyst.