



STATE OF ARKANSAS

## Department of Finance and Administration

### OFFICE OF PERSONNEL MANAGEMENT Classification & Compensation

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### MEMORANDUM

TO: All State Agency, Boards, and Commission Personnel Contacts

FROM: Herb Scott, Deputy Administrator  
Office of Personnel Management

DATE: January 16, 2009

SUBJECT: Revision to Crossgrade/Downgrade Process and Form

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Effective Tuesday, January 20, 2009, agencies requiring a crossgrade or downgrade of a position must complete the updated ZPAOS1 form and submit it to the Office of Personnel Management Personnel Representative assigned to the requesting agency. The attached updated form has three new sections for the requesting agency: agency name, business area and date.

Once the action has been entered into the AASIS system, your Personnel Representative will return the approved form to you. These requests should be submitted **no later than the Tuesday preceding payroll processing**. Incomplete or inaccurate crossgrade/downgrade ZPAOS1 forms will be returned to the requesting agency for correction.

If you have any questions, please feel free to contact Callan Callaway at 682-5145 or [callan.callaway@dfa.state.ar.us](mailto:callan.callaway@dfa.state.ar.us) or Wendy Beadle at 683-1982 or [wendy.beadle@dfa.state.ar.us](mailto:wendy.beadle@dfa.state.ar.us) or your Personnel Representative at 682-1753.