

OFFICE OF PERSONNEL MANAGEMENT
CLASSIFICATION AND COMPENSATION
BIENNIAL BUDGET INSTRUCTIONS

2015 - 2017

GENERAL INFORMATION

This package contains detailed instructions for the preparation of your personnel biennial budget requests for the 2015 - 2017 biennium. The personnel biennial budget process for fiscal years (FY) 2016 and 2017 will be as follows:

- Personnel budgeting instructions are available on the OPM website.
- Agencies will complete the forms to indicate requested personnel changes for the 2015 - 2017 biennium and return the information to the Office of Personnel Management (OPM) by **June 23, 2014**.
- OPM will analyze the data and enter agency requests into the Performance Budgeting and Accountability System (PBAS).
- Each agency will be required to sign off on a position extract report to ensure the completeness and accuracy of the personnel budget requests.
- Each request will be analyzed and executive recommendations will be prepared for review by the Governor and his Budget Team.
- Agencies will be able to view and print final executive recommendations.
- Executive Recommendations will be reviewed by the Personnel Sub-Committee of the Arkansas Legislative Council.

You should also receive Office of Budget Instructions which include an “Executive Policy Statement for Preparation of the 2015 - 2017 Biennial Budget Request” from Governor Beebe. Personnel budget requests should reflect critical needs for the 2015 - 2017 biennium and include supporting justification. **The absolute deadline for receipt of personnel biennial budget requests is June 23, 2014.**

The attached forms should be completed electronically and submitted to the Office of Personnel Management. OPM will notify agencies when all requests have been entered and agencies will have the capability to view this information via PBAS. Once the request phase has been completed, there will not be an opportunity to add, delete, or change position budget requests.

DEFINITIONS

CAREER SERVICE POSITION: A position that is currently assigned a title, grade, and corresponding pay range on the Career Service pay plan as described in the Uniform Classification and Compensation Act. These positions must be grades C101 – C130.

PROFESSIONAL AND EXECUTIVE POSITION: A position that is currently assigned a title, grade, and corresponding pay range on the Professional and Executive pay plan as described in the Uniform Classification and Compensation Act. These positions must be grades N901 – N922.

UNCLASSIFIED POSITION: A position that is currently assigned a title and line item maximum salary rate set out in dollars for each fiscal year. These positions must have a grade beginning with the letter “U.” Salaries of unclassified positions will be recommended with the same increases provided to classified employees.

POSITION CLASSIFICATION QUESTIONNAIRE (PCQ): A document describing the duties and responsibilities of a position and the reporting relationships of that position. Attached to this packet is the PCQ that should be submitted when requesting new positions or changes in current classifications.

PAY PLAN INFORMATION: The pay plans will remain the same as the current plans for the next biennium.

BIENNIUM PERSONNEL BUDGET REQUESTS

CLASSIFICATION CHANGE REQUEST:

A request to change the authorized classification (job) of a position to a different classification of a higher, lower, or equal grade when substantial and permanent changes in the duties and responsibilities of the position have occurred. There is no salary adjustment for this request. However, in the cases of classification changes to a classification of a lower grade, salaries of affected employees will be capped at either the maximum or career level of the newly assigned grade, depending upon employee eligibility.

A classification change request only affects one position. Classification change requests should only be made where a clear misclassification has been determined. A completed PCQ and a narrative justification should be submitted supporting each request. The justification should include both the reason for the requested change and the impact of the change, if approved, on current employees. Requests that do not contain the required information will not be considered.

CROSSGRADES:

All positions that are currently crossgraded in-family (within the same occupational group) will be restored to the authorized level. Crossgrades that are out-of-family (outside of the authorized occupational group) will be recommended at the crossgraded level. All crossgrades of positions assigned to the Professional and Executive Pay Plan will be treated as out-of-family crossgrades and will remain at the crossgraded level.

TITLE CHANGE REQUEST:

A request to change the title of an existing job (classification). There is no salary adjustment for this request. Agencies that have experienced name changes should review their current job titles and request title changes if the titles are not up to date.

GRADE CHANGE REQUEST:

A request to change the current grade level assigned to a specific classification title because of inappropriate salary ranges. This will result in no salary increase. In the cases of changes to a lower grade, salaries will be capped at either the maximum or career level of the newly assigned grade, depending upon employee eligibility.

All requests for grade changes should include the reason for the requested change (market conditions, inability to recruit/retain, etc.) and the impact of the change, if approved, on current employees. Requests that do not contain the required information will not be considered. If the request is approved, the resulting legislatively enacted grade change will affect the employees in all agencies/institutions who are assigned to that classification.

ADDITIONAL POSITION REQUEST:

A request to establish a new position that is not currently authorized for use by an agency. This request may be to an existing classification (title) or to a new classification (title). Additional positions should not be requested unless a critical need can be documented and justification is provided to confirm that current positions or other resources will not meet the needs of the agency. Do not request new positions to replace those positions previously established by the OPM Growth Pool or through the Miscellaneous Federal Grants Process. A completed PCQ and a narrative justification should be submitted in support of each request. The justification should include the reason for the requested position and the impact of the position, if approved, on current employees and organizational structure. Requests that do not contain the required information will not be considered.

NEW TITLE REQUEST:

A request to establish a new classification. New titles should only be requested when absolutely necessary to accommodate needs. All requests for new titles should include the reason for the requested change and the impact of the change, if approved, on current employees and organizational structure. Requests that do not contain the required information will not be considered.

CONTINUATION OF GROWTH POOL AND/OR MISCELLANEOUS FEDERAL GRANT (MFG) POSITIONS:

Agencies must request continuation of all growth pool and MFG positions in order to continue these into the 2015 - 2017 biennium. All growth pool and MFG positions will be noted on the position extract report. Additional positions should not be requested to replace these positions.

POSITION NOT REQUESTED:

If an agency does not request that a position be continued for the biennium, then “position not requested” will be reflected on your position extract report.

POSITION EXTRACT REPORT:

This report will include all positions for an agency and all requested actions for those positions, including all additional position requests and continuation requests of previously established OPM Growth Pool positions and MFG positions. (Additional positions should not be requested to replace previously established growth pool positions or MFG positions in the 2015 - 2017 biennium.) If an agency does not request that a position be continued for the 2015 - 2017 biennium, then “position not requested” will be reflected on the report. Agency staff will be able to view and download a position extract report at their work site. This report is produced after the Office of Personnel Management enters all personnel biennial requests. Each agency must verify the accuracy of this information and sign off on the report as this is the information that will be reviewed by both the Executive and the Legislative Branches.

OVERALL INSTRUCTIONS

The Office of Personnel Management has attached a position listing (Form A, OPM Position Request Form) for your agency that reflects all of the positions and incumbents as of **May 16, 2014**. Employee names are included strictly to assist you in identifying positions. Cost center information is based on your 2015 annual budget requests. All unclassified positions reflect the incumbent's current salary, rather than the 2015 line item maximum. This listing is in position number sequence but can be sorted in any manner to meet the needs of your agency.

Your request should be submitted to the Office of Personnel Management via email at OPM-CC-Forms@dfa.arkansas.gov and copy your DFA State Personnel Analyst. Please submit only one final request package for your agency no later than **June 23, 2014**. If you do not have the resources to submit these forms electronically, please contact your DFA State Personnel Analyst.

AVAILABLE ON OPM WEBSITE:

General Information and Overall Instructions

Form B: OPM Title/Grade Change Request Form

Form C: OPM Additional Position Request Form

Position Classification Questionnaire

Detailed instructions for each form follows.

Instructions for Completing Form A:

OPM Position Request Form

- ◆ The spreadsheet is sorted in position number sequence and can be sorted in any manner to meet your needs.
 - ◆ If you do not have a request on a position, leave all cells to the right empty.
 - ◆ Employee data shown is effective as of May 16, 2014. Changes to employee data after this date are not reflected on this listing, but will be incorporated in subsequent budget reports.
 - ◆ All unclassified positions reflect the current annual salary paid to the incumbent. All unclassified salaries for the 2015 – 2017 biennium will have an executive recommendation for the same COLA percentage as classified employees.
1. **Continue Growth Pool and/or MFG Positions:** This column is to be used to request changing a growth pool or MFG position to a regular position. Enter a (Y) in this column that corresponds to the appropriate position.
 2. **End Position Effective 6/21/2014:** This column is to be used if a request is being made to permanently discontinue a position. Enter a (D) in the End Position Effective 6/21/2014 column cell that corresponds to the appropriate position being discontinued. No other information is necessary for this position.
 3. **Classification Change Request:** This column will be used to request a position classification change to an existing or new job. Enter a (Y) in the classification change column cell.
 4. **Class Code:** Enter the requested 5 digit alpha-numeric class code for the position classification change. If requesting a new job, enter “NEW” in the corresponding cell.
 5. **Requested Title:** Enter the job title that matches the class code that was entered in the Class Code column. If the position requires a new job (title), enter the proposed title to be created. Be sure that a Position Classification Questionnaire (PCQ) has been completed for the new job that is being requested and is submitted with the budget forms.

6. **GR (Grade):** This column will designate the pay grade, either C101 – C130 on the Career Service Pay Plan or N901 – N922 on the Professional and Executive Pay Plan, of the job to which a position is being changed. If the position is changing to an existing job, enter the authorized pay grade. If the position is changing to a new job, enter the requested pay grade.

NOTE:

A completed PCQ and a narrative justification should be submitted in support of each classification change request. The justification should include the reason for the requested change and the impact of the change, if approved, on current employees. Requests that do not contain the required information will not be considered.

REQUEST CHECKLIST

If requesting to continue a growth pool or MFG position as a regular position, the following field must be used:

Continue Growth Pool/MFG (Y)

If requesting a position to be discontinued, the following field must be used:

End Position Effective 6/21/2014(D)

If requesting a classification change from an existing job to another existing job, the following fields must be used:

Class Change (Y); Class Code; Requested Title; GR (grade)

If requesting a classification change from existing job to a new job, the following fields must be used:

Class Change (Y); Class Code (**NEW**); Requested Title; GR (grade)

Instructions for Completing Form B:
OPM Title/Grade Change Request Form

Before filling out this request form, please enter your Business Area and Agency Name in the area provided at the top of the form.

Title Change:

Auth. Class Code: Enter the authorized class code of the job title to be changed.

Requested Title Change: Enter the new requested title for the job.

Auth. GR: Enter the authorized grade of the classification.

Job Grade Change:

Auth. Class Code: Enter the authorized class code of the job to which a grade change is requested.

Auth. Title: Enter the authorized title of the job to which a grade change is requested.

Auth. GR: Enter the authorized grade of the job to which a grade change is requested.

Req. GR: Enter the requested grade of the job to which a grade change is requested.

All requests for grade changes should include the reason for the requested change (market conditions, inability to recruit/retain, etc.) and the impact of the change, if approved, on current employees. Requests that do not contain the required information will not be considered.

Instructions for Completing Form C:
OPM Additional Position Request Form

Before filling out this request form, please enter your Business Area and Agency Name in the area provided at the top of the form.

A completed PCQ and a narrative justification should be submitted in support of each additional position request. The justification should include the reason for the requested position and the impact of the position, if approved, on current employees and organizational structure. Requests that do not contain the required information will not be considered.

1. **Number of Positions Requested:** This column indicates the number of positions to be created of the same classification with **identical** position attributes. For example: If 10 positions are requested and they all have identical position attributes (i.e. designation, class code, title, fund, funds center, cost center, etc.), enter a 10 in this column. If 10 positions are requested, but they all have different attributes (i.e. designation, class code, title, fund, funds center, cost center, etc.), enter each request individually.

2. **Change Level / Designation:** Enter the change level/designation code (C01, C02, or C08) for the new position based on the agency's established budget priorities.

3. **Class Code:** Enter the 5 digit alpha-numeric class code of the job that is being requested for the position. If the job is new and does not have a class code, enter "NEW" in the cell.

4. **Requested Title:** Enter the existing title of the job to be used for the requested position. If the job is new, enter the proposed title.

5. **Pay Grade:** Enter the authorized pay grade of the job for the requested position. If the position is going to have a new job, enter the requested pay grade for that job.

6. **Sal YR 1:** If the requested job is new **AND** unclassified, enter the requested year 1 line item maximum salary. (Only enter salary data in this column.)

7. **Sal YR 2:** If the requested job is new **AND** unclassified, enter the requested year 2 line item maximum salary. (Only enter salary data in this column.)

8. **Org Unit:** Enter the organizational unit where the position is to be placed. If the organizational unit is unknown, enter the master organizational unit. This data can be changed in AASIS after conversion.

9. **Cost Center:** Enter the master cost center for the requested position. If the position is to be distributed across multiple cost centers, enter the cost centers individually in the rows below the master cost center provided for the position.

10. **Commitment Item:** Enter the commitment item for the requested position.
(501:00:00 Regular Salaries / 501:00:01 Extra Help)

11. **Cost Element:** Enter the Cost Element for the requested position. (5010001000 Regular Salaries / 5010002000 Extra Help)

12. **Fund:** Enter the fund for the requested position. If the position has multiple funds, enter them individually in the rows below the first fund given for the position.

13. **Funds Center:** Enter the funds center for the requested position. If the position will use multiple funds centers, enter them individually in the rows below the first funds centers given for the position.

14. **Personnel Area:** Enter the personnel area for the requested position.

15. **Personnel Sub-Area:** Enter the personnel sub-area for the requested position.

16. **Employee Group:** Enter the employee group for the requested position. (1 for regular positions or 7 for extra-help positions)

17. **Employee Sub-Group:** Enter the employee sub-group for the requested position.

18. **YR 1 Months:** Enter (12) unless the position is cost distributed between/among multiple cost centers. Total number of months for a position cannot exceed 12.

19. **YR 2 Months:** Enter (12) unless the position is cost distributed across multiple cost centers. Total number of months for a position cannot exceed 12.