



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

OFFICE OF PERSONNEL MANAGEMENT
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October 12, 2010

Dr. Becky Paneitz, President
Northwest Arkansas Community College
One College Drive
Bentonville, AR 72712

Dear Dr. Paneitz:

The Office of Personnel Management (OPM) has completed its review of the initial thirty-three (33) salary actions that have come into question. Based on the information provided by your staff, we have made the following determinations:

- **Additional Duty Pay** - Four classified employees and two unclassified employees received additional duty pay for which there is no authority. The four classified employees were Daveine Burgess, Susan Gidney, Lisa Hummel, and Nathan Miles. The unclassified employees were James Hall and Jill Wagar.

These payments should stop immediately and the overpayments should be collected from these employees. OPM will work with Northwest Arkansas Community College (NWACC) on recovery efforts.

- **Salary Increases without Job Duty Change** - It was not evident that seven employees who received salary increases had corresponding duty changes to warrant such actions. Again, this is the case for both classified and non-classified employees. Three classified employees, Tobias Phebus, Christy Reynolds, and Debbi Tillman were moved to different titles without a corresponding change in job duties. These titles were graded higher than the employees' previous titles. Of the employees mentioned above, several also had incorrect promotion calculations.

Unclassified employees, Guilizer Baggson, Evelyn Francis, Miranda Smith, Toni Stenshoel, and Eric Vest all were placed in titles with higher line item maximum salaries and no apparent job duty changes. Each employee received a salary increase with this job title change.

The difficulty OPM is having in reviewing these transactions is that many of the authorized job titles appear to be unrelated to the working title and therefore the assumed job duties. Those employees placed in other job titles strictly for salary increases should be reassigned to appropriate jobs at their previous salary levels/grades and these overpayments should be recouped.

- **Employees misclassified according to Job Title** - One classified employee, Marilyn Pickrel is classified as a Computer Support Specialist but her working title is Financial Aid System Manager. Two unclassified employees, Xue Lee and Shauna Sterling also fall into this category.

Three other employees in this category have been identified in other portions of this letter. The three employees, Baggson, Hall, and Francis are all titled as Counselor, but have unrelated working titles that include Director of Budget and Analytical Services, Executive Director of Public and Government Relations, and Assistant Vice President for Information Technology, respectively. It is not clear into which provisional title Martha Cortes has been placed.

These employees should be placed in appropriate job titles included in NWACC's appropriation act and salary increases should immediately cease with overpayments collected from the employees.

Based on the information provided, the increases for the following employees were valid actions. These employees include E. Davis, Jami Forrester, Diana Hoke, Regina Johns, Danielle May, Ryan Moore, Susan Pike, Metta Smith, Natalie Undernehr, Melanie Wilks, Darcy Williams Susan Holmes, Patricia Mocivnik, and Sarah Phillips


- **Promotional Practices** – Based on information received, all promotions were not on a competitive basis. OPM requests additional information regarding job advertising, promotional practices, and selection criteria.

As requested by Vicki Mills, State Payroll Systems Manager, OPM is awaiting additional information on all employees in order to complete this review.

In summary, when reviewing these salary transactions, it appears that salary concerns outweighed official job assignment titles. I would suggest that OPM and NWACC work together to better align your authorized titles with your employee assignments and institution needs.

I am available for any questions that you may have.

Sincerely,



Kay Barnhill Terry
State Personnel Administrator

Cc: Richard A. Weiss, DFA Director