



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskien

Memorandum

To: Human Resource Administrators
From: Kay Barnhill, State Personnel Director
Date: June 10, 2025
Subject: **ARCareers Biennium Conversion**

OPM is preparing for biennium conversion this month. Because of the new pay plan and the major changes to grades and titles, system conversion will be more complex than usual. This memorandum outlines details regarding biennium conversion and ARCareers.

Job Descriptions

Draft job descriptions have been forwarded to all departments and agencies for review and input. It is very important that OPM receive your subject matter expert feedback as soon as possible. **The original deadline of June 6 has been extended to June 13, 2025.** You will not be able to advertise positions that do not have final job descriptions.

Advertising of Positions

Effective July 1, 2025, positions in the following grades will require advertising on the ARCareers website for at least five (5) business days:

- All SGS positions
- All SPC08 and below
- All IST11 and below
- All LES 09 and below
- All MED07 and below

Upward adjustments within the job series are not required to be advertised; however, requests to change to the next higher level must be submitted and approved by OPM.

Intent to Fill requests will be required for positions that are exempt from advertising or for requests to pay the incumbent \$100,000 or more.

Closing Older Requisitions

To make biennium conversion more manageable and to clean up older, open requisitions that remain active in ARCareers, **OPM will close all active requisitions that were created before May 15 in ARCareers on June 19.** Closing requisitions does not delete them, and these requisitions and any candidates that applied to them will remain in the system.

For those requisitions that will remain open, OPM will convert these to the new job title and job description assigned to the position number. If you see anything unusual after conversion, please

contact your personnel analyst or open a ticket by contacting 501-682-1800 or emailing ARCareers@arkansas.gov.

Access Restrictions

Due to the many steps involved in the biennium conversion process, **department HR access to create new requisitions will be restricted between June 20 to July 1.** You will be able to view and work with existing requisitions. Access to Onboarding, Learning, and other sections of ARCareers should remain unaffected. **Full access will be restored by July 1.**

Onboarding Candidates in Existing Requisitions

Departments are encouraged to complete onboarding of candidates before June 19. Candidates already in onboarding during conversion should be unaffected, and it will be critical for you to confirm that candidates have the right start dates and salary rates after conversion.

OPM is available to assist you with a smooth transition from the current pay plan to the new pay plan. Please reach out with any questions.