

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

January 12, 2023

The Honorable Jonathan Dismang, Co-Chairperson  
 The Honorable Lane Jean, Co-Chairperson  
 Joint Budget Committee  
 State Capitol Building, Room 315  
 Little Rock, Arkansas 72201

Dear Senator Dismang and Representative Jean:

The Office of Personnel Management (OPM) submits a request from the Office of the Governor for your review.

The Office of the Governor is requesting five (5) positions, along with the establishment of five (5) new classifications, from the designated growth pool assigned to Constitutional offices established by Arkansas Code Annotated § 21-5-225(f)(1). Although the surrender of positions is not required, the five (5) vacant positions listed below will remain vacant and be eliminated during the biennial budget process. The classifications requested as well as the vacant positions are listed below:

<b><u>CLASSIFICATIONS REQUESTED</u></b>				
<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>	<b><u># OF POSITIONS</u></b>
NEW	Office of the Governor, Chief of Staff	SE04	\$149,862 - \$181,500	1
NEW	Office of the Governor, Deputy Chief of Staff	SE03	\$134,406 - \$167,000	2
NEW	Office of the Governor, Public Affairs Director	SE03	\$134,406 - \$167,000	1
NEW	Office of the Governor, Chief Legal Counsel	SE03	\$134,406 - \$167,000	1

Office of Personnel Management

501 Woodlane Street, Suite 205 \* Little Rock, AR 72201 \* 501.682.1753

The Honorable Jonathan Dismang, Co-Chairperson  
The Honorable Lane Jean, Co-Chairperson  
January 12, 2023  
Page 2.

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22096842	Gov Ofc Management Specialist	Q068U	GS09	\$50,222 - \$72,821
22132575	Gov Ofc Management Specialist	Q068U	GS09	\$50,222 - \$72,821
22150592	Gov Ofc Administrative Assistant II	Q076U	GS07	\$40,340 - \$58,493
22096827	Gov Office Administrative Assistant I	Q114U	GS06	\$36,155 - \$52,424
22096841	Gov Office Administrative Assistant I	Q114U	GS06	\$36,155 - \$52,424

### JUSTIFICATION

The Office of the Governor is requesting approval of the positions in order to ensure the proper functioning of the office. The incumbents within the requested positions will be tasked with making top level decisions involving the office. The Office of the Governor, Chief of Staff position will be responsible for overseeing the daily operations of the gubernatorial staff, advising the governor on policy issues, and ensuring accurate information is conveyed in a timely manner. The incumbents within the Office of the Governor, Deputy Chief of Staff positions will serve as advisors to the Chief of Staff as well as the governor providing prompt, well informed guidance whenever necessary. The Office of the Governor, Public Affairs Director will be responsible for overseeing the operations of the public affairs team and creating and implementing a public affairs plan. The Office of the Governor, Chief Legal Counsel will be responsible for overseeing all legal affairs within the office. These positions are integral to the successful operations of the Office of the Governor.

### RECOMMENDATION

The Office of Personnel Management has reviewed the request and **recommends** the approval of the five (5) pool positions listed above. OPM also recommends that this action be effective January 11, 2023. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management

KB:1-2