

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

February 23, 2023

The Honorable Breanne Davis, Co-Chairperson  
 The Honorable Jim Wooten, Co-Chairperson  
 Uniform Personnel Classification and  
 Compensation Plan Subcommittee  
 Arkansas Legislative Council  
 State Capitol Building, Room 315  
 Little Rock, Arkansas 72201

Dear Senator Davis and Representative Wooten:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Finance and Administration (DFA) for your review.

DFA is requesting one (1) position from the OPM growth pool established by Arkansas Code Annotated § 21-5-225(b) along with the establishment of one (1) new classification. The classification requested is listed below:

**CLASSIFICATION REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
NEW	State Infrastructure Coordinator	GS15	\$96,960 - \$140,592

**JUSTIFICATION**

DFA is requesting the above position and new classification in order to meet the needs of the department. The requested position will be responsible for coordinating the implementation of infrastructure investments throughout the state which involves tracking and analyzing prospective funding opportunities, developing infrastructure investment plans, and ensuring funding is managed appropriately. This position will also be responsible for maintaining constant contact with agency management, elected officials, state and federal executives and other state infrastructure coordinators. This position will serve as an infrastructure advisor to the Governor as well as the Chief Fiscal Officer of the state. The anticipated cost of this growth pool request is approximately \$180,333 including matching.

Office of Personnel Management

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





STATE OF ARKANSAS **1743**  
**Department of Finance  
 and Administration**

**OFFICE OF THE SECRETARY**  
 1509 West Seventh Street, Suite 401  
 Post Office Box 3278  
 Little Rock, Arkansas 72203-3278  
 Phone: (501) 682-2242  
 Fax: (501) 682-1029  
 www.arkansas.gov/dfa



February 14, 2023

Joseph Wood, Secretary  
 Department of Transformation and Shared Services  
 501 Woodlane  
 Little Rock, AR 72201

Dear Mr. Wood:

The Department of Finance and Administration (DFA) Shared Services respectfully requests one (1) pool position from the growth pool. DFA additionally requests creation of a new title for a recently created State Infrastructure Coordinator role.

**DFA SHARED SERVICES: POSITION/TITLE REQUESTED**

CLASS CODE	POSITION GRADE	POSITION TITLE	SALARY RANGE
NEW	GS15	State Infrastructure Coordinator	\$96,960 - \$140,592

The State Infrastructure Coordinator will lead coordination, planning, supporting, tracking and transparency on Infrastructure. This role is dedicated to maximizing available federal funding opportunities and ensure leveraging through interagency coordination and external coalition building for strategic projects which advance Arkansas’s priorities. Infrastructure investments are expected across all sectors of the economy including transportation (road, rail, bridges, public transit), ports, airports, electrification, levees and dams, water and sewer systems, power and energy, broadband, cybersecurity, commerce, manufacturing, environmental remediation brownfields, agriculture, and resource conservation. When implemented properly, this planning will help ease inflationary pressures and strengthen supply chains by making long overdue improvements and modernizations. It will drive the creation of good-paying jobs, build workforce, and grow the economy sustainably and equitably so that everyone gets ahead for decades to come.

Included in this plan are strategies to expand access to clean drinking water through investments in critical water infrastructure. It will also ensure that every Arkansan has access to reliable high-speed internet, which allows access to jobs, to participate equally in school learning, health care, and to stay connected. Large investments in energy transmission and grid will upgrade our power infrastructure to minimize outages, increase reliability for residential and manufacturing needs, and facilitate energy choices while lowering costs. And it will fund new programs to support the development, demonstration, and deployment of cutting-edge

energy technologies, important to energy security for our state and nation. This is a new role housed under the purview of DFA and this position will serve as lead and key advisor on Infrastructure and will provide technical expertise and assistance in support of the CFO of the State and the Governor.

Thank you for your favorable consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alan McVey', written in a cursive style.

Alan McVey

DFA Deputy Director/Chief of Staff

## **JOB DETAILS**

### **STATE INFRASTRUCTURE COORDINATOR**

The Department of Finance and Administration Infrastructure Coordinator is responsible for coordination and successful implementation of state infrastructure investments in the State of Arkansas. They will be key advisor to the state Chief Fiscal Officer and Governor on the administration, planning, reporting and coordination of available state and federal funding for Infrastructure projects to maximize investments consistent with the priorities of the State of Arkansas.

Class Code: NEW

Job Grade: GS15

#### Special Job Requirements:

Has regular contact with agency management, elected officials, business leaders, state and federal department executives and infrastructure teams, National Governors Association, state Infrastructure Coordinators, related associations, and the general public.

#### Typical Functions:

Will serve as a part of the leadership team within the Department of Finance and Accounting. This position will coordinate with state departments with the support of DFA staff and external consultants to develop program strategy and administration, implementation, oversight and reporting on Infrastructure efforts. This will include state programs funding through federal grant monies from American Rescue Act (ARPA), Infrastructure and Investment Jobs

Act (IIJA), Inflation Reduction Act(IRA), and others, as applicable. Will be responsible for tracking of key funding opportunities and communications across departments, while providing oversight and analysis of state and federal funding opportunities. In coordination with Senior Management, Legislators and the Governor, the infrastructure coordinator will develop a State infrastructure investment strategic planning process and as well as a State dashboard to maximize transparency efforts and outcomes. Lead coordination across State, Federal and Inter-Governmental Partners, to develop framework guidance to enhance competitiveness for discretionary grants related to stakeholder engagement, technical assistance and program administration and collaborate on the best path forward to ensure maximum return and leverage of federal dollars. Plan and schedule training and workshops for coordination across state government and with stakeholders for pursuing funding opportunities. Work with senior management and legislators during legislative sessions when assigned. Will work collaboratively with the leaders of the Department of Finance and Administration to administer budgeted activities, monitor expenditures and readjust budget allocations when necessary. Provide oversight and leadership for project and program reporting. Prepare reporting metrics to supervising leadership, including grant capture rate, identifying problems and recommendations as well as methods of resolution. Will establish a dashboard and transparency site to allow continuous updated reporting. Will establish procedures and framework to ensure compliance with laws, regulations, guidance and procedures; as well as recommend and discuss changes in department policies, procedures to meet reporting requirements as need. Will work with state departments on prioritizing the efficient spending of monies in alignment with the Governor's and the States identified priorities, along with providing guidance to leadership to ensure grant requirements are met. Will serve as a strategic advisor to priority department infrastructure projects. Will serve as the designation State Infrastructure Coordinator for Arkansas with the National Governors Association.

Performs other duties as assigned.

## Knowledge, Abilities, and Skills:

This position will need to possess knowledge of principles and practices to plan, organize and direct people on program standup and establishment. A general knowledge of infrastructure regulations, laws and practice as well as State government processes, regulations and reporting. General Knowledge and skills of state accounting processes and systems. Possess the ability to manage, motivate and mobilize people in a supervisory capacity. Ability to direct personnel and budgeting activities. Ability to evaluate the effectiveness of programs and services. Ability to interpret applicable statutes, regulations, policies, and procedures.

## Minimum Qualifications:

The formal education equivalent of a bachelor's degree in STEM, accounting, public administration, business administration, or a related field: plus six years of experience in STEM, finance, accounting, or program related fields, including two years in a supervisory or leadership capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

## Required Certificates:

None

## Exempt: