



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

March 15, 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 surrender pool request from the Arkansas Department of Environment Quality (ADEQ) for your review.

The Energy and Environment division of ADEQ requests one (1) position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1). The classifications requested and the positions surrendered are listed below:

CLASSIFICATION REQUESTED

| <u>CLASS CODE</u> | <u>TITLE</u> | <u>GRADE</u> | <u>SALARY RANGE</u> | <u>POSITION COUNT</u> |
|--------------------------|------------------------------|---------------------|----------------------------|------------------------------|
| NEW | E&E Executive Chief of Staff | SE01 | \$108,110 - \$147,200 | 1 |

POSITIONS SURRENDERED

| <u>POSITION NUMBER</u> | <u>TITLE</u> | <u>CLASS CODE</u> | <u>GRADE</u> | <u>SALARY RANGE</u> | <u>DATE VACATED</u> |
|-------------------------------|------------------------------|--------------------------|---------------------|----------------------------|----------------------------|
| 22091139 | Maintenance Assistant | S065C | GS01 | \$22,000 - \$31,900 | 03/06/2021 |
| 22091147 | Administrative Specialist II | C073C | GS03 | \$26,034 - \$37,749 | 05/31/2021 |

JUSTIFICATION

ADEQ Energy and Environment division of Shared Services requests the position of E&E Executive Chief of Staff SE01 to serve all entities within the department. This position will be responsible for handling special projects assigned as well as strategic performance and the development tools that will enable better engagement of staff performance. The

Office of Personnel Management

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The senior-executive level is requested due to the necessity of recruiting and retaining high-quality employees to perform the task mentioned.

The Energy and Environment division also requests one (1) new title E&E Director of Operations GS15 to serve all entities within the department. The E&E Director of Operations will be responsible for the supervision of all administrative services for the department, including records, fiscal, compliance, fleet, communications, human resources, and information technology.

RECOMMENDATION

The Office of Personnel Management has reviewed this request from the Department of Environmental Quality and **recommends** the requests to obtain one (1) new position and one (1) new title. OPM also recommends the surrender of two (2) positions to the OPM surrender pool. The total cost of this request is approximately \$67,893. The department guarantees it possesses the funds to execute this request.

Your consideration of this request is appreciated.


STATE PERSONNEL DIRECTOR


DATE

I'm not exactly sure of the process for this type of request, but I would like to make the following changes to our E&E biennial budget request. 754

1. I would like to add one new position in 9905 (Energy and Environment), grade SE01 with the title E&E Chief of Staff. In order to accommodate this request, I propose surrendering two current 9905 positions. Those two positions are: Maintenance Assistant (S065C, GS01), position # 22091139, and Administrative Specialist II (C073C, GS03), position # 22091147. No change to existing appropriation would be necessary to fund this new position.

Adding this new SE01 Chief of Staff position will more closely align E&E's shared services structure with other, similarly situated cabinet-level departments. Additionally, this position serves the entire department—all of its divisions, entities, and shared services—and merits an SE01 level of employment. The position requires significant working hours and responsibility; to continue to retain and attract quality employees, a senior executive level position is requested.

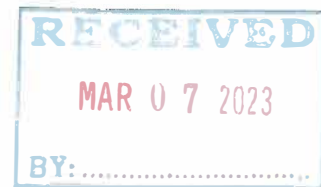
2. I would like to change the title of an existing position, E&E Chief of Staff (N230N, GS15), position #22161850, to E&E Director of Operations. No change in grade is requested. No change to existing appropriation is necessary to fund this current position.

Approval of these requests will greatly benefit E&E while also serving the needs of the State of Arkansas. I believe these changes could be done via a Governor's letter if approved.

Thank you for consideration.

-Shane

Shane E. Khoury
Secretary
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