

Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders Secretary Joseph Wood Director Kay Barnhill

May 17, 2023

The Honorable Breanne Davis, Co-Chairperson
The Honorable Mark Berry, 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 Berry:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Commerce (ACOM), Waterways Commission for your review.

Waterways Commission is requesting one (1) pool position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225 (a). The classification requested and surrendered positions are listed below:

CLASSIFICATION REQUESTED

CLASS			
CODE	<u>TITLE</u>	GRADE	SALARY RANGE
A116C	Business Operations Manager	GS08	\$45,010 - \$65,265

POSITION SURRENDERED

POSITION		CLASS			LAST DATE
NUMBER	<u>TITLE</u>	CODE	GRADE	SALARY RANGE	VACATED
22154691	Administrative Analyst	C037C	GS06	\$36,155 - \$52,425	03/18/2023
22094940	Business Operations Specialist	C022C	GS05	\$32,405 - \$46,987	01/07/2023

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JUSTIFICATION

Arkansas Waterways Commission (AWC) currently operates with merely three (3) regular positions authorized as B009C, ACOM Director Waterways Commission, C037C, Administrative Analyst, and C022C, Business Operations Specialist. The responsibilities of the entire Commission are distributed proportionally among these three (3) positions. During the past four (4) months, the two (2) subordinate positions have vacated. While a small portion of the responsibilities have been redirected to ACOM's Division of Shared Services, the majority of responsibilities are being either absorbed by the Director or temporarily not handled. The responsibilities of the requested pool position will include coordinating their annual grant program, communicating with grant applicants and grant awardees, managing education and public outreach programs, creating audiovisual presentations and media releases, monitoring and modifying their agency website, assisting with creating budget related reports, organizing and attending commission meetings, as well as assisting their Director upon demand.

RECOMMENDATION

The Office of Personnel Management (OPM) has reviewed this request from the Arkansas Department of Commerce (ACOM), Waterways Commission and recommends the establishment of one (1) surrender pool position authorized as A116C, Business Operations Manager. The cost for this one (1) surrender pool position is approximately \$49,362.30. The agency guarantees our office that it possesses sufficient funding to support this surrender pool position request.

Your consideration of this request is greatly appreciated.

STATE PERSONNEL DIRECTOR

DATE

KB/jlh:1-2



April 24, 2023

Kay Barnhill, Administrator
Department of Transformation & Shared Services
Office of Personnel Management
501 Woodlane Street, Suite #205
Little Rock, AR 72201

RE: Pool Position Request w/Surrender: Class: A116C, Grade: GS08, Title: Business Operations Manager

Dear Ms. Barnhill:

The Arkansas Waterways Commission (AWC) request a pool position to function as Business Operations Manager for the division. The funding for this position has been certified by Department of Commerce Chief Fiscal Officer.

AWC will surrender two positions:

22094940, Class: CO22C, Grade: GS05, Title: Business Operations Specialist

22154691, Class: C037C, Grade: GS06, Title: Administrative Analyst

AWC is small, currently with only 3 full-time positions. Consequently, the duties were shared amongst staff to adequately spread the workload. In 2023, the incumbents of the GS05 and GS06 positions both exited, causing a burden on the Division. To close some of the gaps in the overall program, services, and responsibilities of AWC, Commerce Shared Services has absorbed the Fiscal duties. However, the shared services team does not have the capacity to take on managing daily operations, serving as a frequent proxy division director or the administrative duties required.

The hybrid nature of the job responsibilities will mean the division has to be competitive in salary offer to attract the right candidate and will need to fill the position as soon as possible, which is why the GS08 grade is requested.

For these reasons, the division will require a new position to perform those operations and administrative duties. Prolonged vacancy of a support position will result in undue hardship for the division director and the department overall. Your favorable consideration of these requests is very much appreciated.

Sincerely,

Hugh McDonald

Secretary

1790



APR 27

Business Area

Department Rame / Agency Name

Date

0341

Arkansas Waterway Commission

04/21/2023

Position(s) to be Samurdered

Position Rem Number Classification Title

Pay Grade

Class Code

22094940

Business Operations Specialist

GS05

C022C

22154691

Administrative Analyst

GS06

C037C

Classification(s) Requested

Classification Title

Pay Grade

Class Code

Business Operations Manager

GS08

A116C

I hereby cerrfy that

- The position requested is critical to the operation of this Agency and a distalked just fination for this request is attached (Jushification should be detailed and not less than one typed page in length.)
- R Sufficient funds are available to fund in a position at the requested grade.
- C This is a full-time position that will not be used for any the purpose than that which is or fined in the attached narrative
- The position to be surrendered is the highest gradie position available and the loss of this position will not adversely affect the D. operation of this Agency
- Ε No current employee will be displaced by to action

HR Administrator's Signature

Date

4/21/23

Request for Pool Position (Revised 03/01/2021)