

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskén

March 6, 2024

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 Co-Chairs:

The Arkansas Department of Transformation and Shared Services (TSS) submits for your review a pool position request from the Department of Transformation and Shared Services and asks for your approval to accept this as a supplemental agenda item for the committee meeting on March 13, 2024. This request was inadvertently overlooked when the other personnel committee items were sent for the March 2024 agenda.

TSS respectfully requests your approval to add this item to the March 13, 2024, meeting as a supplemental agenda item. Thank you for your kind consideration of this request.

Respectfully submitted,

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

Leslie Fiskén
Secretary



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskien

March 13, 2024

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 Transformation and Shared Services (TSS) for your review.

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

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>
NEW	State Geographic Information Systems Officer	IT12	\$120,543-\$157,100

POSITION SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>LAST DATE VACATED</u>
22077822	GIS Analyst	D040	IT06	\$57,755-\$83,745	9/30/2023

The Honorable Breanne Davis, Co-Chairperson
The Honorable Mark Berry, Co-Chairperson
March 13, 2024
Page 2

JUSTIFICATION

The State Geographic Information Systems Officer will report to the Secretary of Transformation and Shared Services and is responsible for managing and coordinating all GIS activities in the Division as well as coordinating GIS issues with personnel from other state departments. These activities include the establishment of municipal boundaries, election precincts, school districts, section, township and range locations as well as land survey plats, and state certified corners. This office is also working on the Next Generation 911 which will have statewide impact and is currently surveying areas in Arkansas with Light Detection and Ranging (LIDAR) technology which provides an accurate representation of surveyed environments.

RECOMMENDATION

The Office of Personnel Management has reviewed this request from TSS and recommends the establishment of one (1) new classification and one (1) pool position authorized as this new classification. The cost for this one (1) surrender pool position is approximately \$104,631. The department has guaranteed that it possesses sufficient funding to support this surrender pool position request.

Your consideration of this request is greatly appreciated.



STATE PERSONNEL DIRECTOR

03/01/24

DATE

KB/ca:1-2

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
0472	1		State Geographic Information Systems Officer	IT12	\$111,504 - \$161,681	\$191,229	100% GR
Total Estimated Cost of the New Positions including 40% match						\$	191,229.00
Total Cost to General Revenue						\$	191,229.00

Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
0472	22077822	D040C	GIS Analyst	IT06	9/30/2023	Y	\$ 86,598.00	
Total Estimated Savings							\$	86,598.00
Estimated Savings to General Revenue							\$	86,598.00

Total Estimated Cost to the Agency						\$	104,631.00
Total Estimated Cost to General Revenue						\$	104,631.00
Total Authorized Position Adjustment							

* The Estimated Cost calculation is based upon the Midpoint of the salary range, plus 40% matching.



Department of Transformation and Shared Services
Governor Sarah Huckabee Sanders
Secretary Leslie Fiskien

February 27, 2024

Kay Barnhill, Director
Office of Personnel Management
501 Woodlane Street, Suite 205
Little Rock, Arkansas 72201

Dear Ms. Barnhill,

The Department of Transformation and Shared Services (TSS) respectfully requests to establish one (1) new title and one (1) surrender pool position. The requested new title is State Geographic Information Systems Officer, IT12. TSS will surrender position #22077822, GIS Analyst, IT06.

The TSS Division of Geographic Information Systems (GIS) is experiencing an increase in demand for services across the state. GIS controls the municipal boundaries, election precincts, school districts, section, township and range locations, land survey plots, and state certified corners. GIS is constantly updating municipal boundaries to ensure that county sales taxes are distributed correctly.

GIS has also been working on a large-scale project called Next Generation 911. This is a federal initiative to replace analog 911 infrastructure and move to a digital, IP-based system. This will help emergency services locate individuals based on their specific location. GIS is also surveying areas in Arkansas with light detection and ranging (LIDAR) which uses eye safe laser beams to "see" the world in 3D, providing machines and computers an accurate representation of the surveyed environment.

The approval of this request will better enable GIS to continue this vital research. The attached costing sheet reflects a total of \$104,631; however, the anticipated cost is approximately \$18,994.

Your consideration of this request is greatly appreciated.

Sincerely,

A handwritten signature in black ink that reads 'Leslie Fiskien'. The signature is written in a cursive style with a large, stylized 'L' and 'F'.

Leslie Fiskien



Department of Transformation and Shared Services
Office of Personnel Management
Position Classification Questionnaire

General Information

Business Area: 0472 Agency: Depart. Transformation & Shared Services
Preparer's Name: Scott Carnes Date: 02/27/2024
Position Number: New Class Code: New Grade: IT12
Job Title: TSS State Geographic Information Officer
Incumbent's Name: Shelby Johnson
Supervisor: Leslie Fiskien

Reason why position is being submitted for evaluation:



New Job/Title



Significant Change in Duties or Responsibilities

If there has been a significant change in duties or responsibilities, please describe in detail the changes and attach any other documents that illustrate your explanation:

Job Duties and Conditions

List up to 10 primary job duties this position performs or is expected to perform, in order of importance. Include the frequency of occurrence (daily, weekly, monthly, etc.) and percentage of time dedicated to each duty. **DO** **NOT** use acronyms or abbreviations.

<u>JOB DUTY</u>	<u>FREQUENCY</u>	<u>% TIME</u>
Oversees the management of spatial data	Daily	20
Coordinates use of common geographic databases among state organizations	Daily	10
Establishes standards for quality assurance for GIS Office	Daily	10
Determines strategic plan for data collection, format, and system architecture	Daily	25
Determines geospatial data policy to meet the requirements	Daily	10
Oversees the management of the Geographic Information System (GIS) professional team	Daily	25

Check one (1) of the following that best describes the overall working hours associated with this position. "Overtime" in this section means instances where an employee works more than 40 hours per week, regardless of actual overtime eligibility.

<input type="checkbox"/>	Works regular shifts, daily and weekly; rare instances of overtime required.
<input checked="" type="checkbox"/>	Some irregularities in hours because of overtime requirements, infrequent weekends and/or shift rotation, travel, etc.
<input type="checkbox"/>	Considerable irregularity of hours because of frequent overtime, frequent weekends, shift rotation, on-call availability, or travel.
<input type="checkbox"/>	Frequently requires highly irregular and unpredictable or particularly long work hours, such as attendance and participation at evening and/or weekend meetings, covering more than a single shift, extended travel, etc.

Check one (1) box that best describes the risk of negative consequences resulting from the actions of an incumbent in this position:

<input type="checkbox"/>	Low Risk —although job may have some variety of tasks, work assignments use standard procedures and are generally basic and routine. Assignments are generally closely monitored. Makes minor decisions.
<input type="checkbox"/>	Medium Risk —job has somewhat complex tasks requiring the regular use of professional judgment. Supervision is general and may be infrequent.
<input checked="" type="checkbox"/>	High Risk —Job has very complex tasks requiring high level of professional judgment. Makes decisions carrying high degree of responsibility where there may be little or no precedent; acts independently with little oversight.

Check one (1) type of environmental condition to which the person occupying this position would normally be exposed:

<input type="checkbox"/>	Normal office working conditions with no major sources of discomfort. Very low risk of minor physical injury.
<input checked="" type="checkbox"/>	Fair working conditions with routine discomforts. Position may require occasional work in the elements, moderate exposure to heat cold, moisture/wetness, soiled materials, or light chemical substances/cleaning solutions. Moderate risk of minor physical injury, relatively low risk of significant physical injury.
<input type="checkbox"/>	Difficult working conditions with frequent exposure to undesirable or hazardous working conditions. Position requires routine exposure to the elements regardless of conditions, dangerous chemical substances, or other inherently dangerous conditions. Substantial risk of significant physical injury.

Does a person occupying this position have fiscal responsibilities?

Yes ☐

No ☒

In dollars, how large is the budget for which this position is responsible?

If yes, please describe the fiscal responsibilities this person has, such as managing a budget, filling out purchase requisitions, approving transactions, maintaining employee salaries, etc.:

Supervision and Oversight

Check one (1) of the following leadership responsibilities a person occupying this position has:

<input type="checkbox"/>	Does not supervise other staff.
<input type="checkbox"/>	Leads peers on a regular basis but is not the direct supervisor. May help direct, schedule, or monitor staff, but does not hire, fire, or evaluate other employees.
<input type="checkbox"/>	Is the front-line supervisor over two or more full-time employees. Hires, fires, and evaluates subordinates.
<input type="checkbox"/>	Is the manager of a unit, section, or major function and typically also supervises personnel who are front-line supervisors or persons having professional-level responsibilities.
<input checked="" type="checkbox"/>	Is the director of a division, department, or large program and typically supervises management personnel and indirectly supervises subordinate staff under this position's line of authority.

If you indicated that this position supervises other employees, how many direct reports does this person have?

2

If you indicated that this position supervises other employees, how many indirect reports does this person have?

11

Please list the class code, title, and number of employees for each classification supervised by the person in this position. If necessary, attach additional sheets.

CLASS CODE	TITLE	GRADE	# OF EMPLOYEES
C073C	ADMINISTRATIVE SPECIALIST II	GS03	1
C056C	ADMINISTRATIVE SPECIALIST III	GS04	1
D040C	GIS ANALYST	IT06	2
D029C	SENIOR GIS ANALYST	IT07	4
B074C	SURVEYOR	GS09	1
D008C	TSS GIS LEAD	IT08	1
B016N	TSS LAND SURVEY STATE SURVEYOR	GS12	1
D023C	TSS STATE SYSTEMS SPECIALIST	IT06	1

How many supervisors does the person in this position supervise? If none, enter 0.

2

If you answered with a number other than 0 to the question above, for which divisions/sections/offices is this person responsible?

GIS OPERATIONS AND DIVISION OF LAND SURVEY

Check one (1) of the following statements that best describes this position:

<input type="checkbox"/>	Receives clear and specific instructions and/or follows standardized instructions or procedures without ongoing supervision. Work is checked for accuracy, adequacy, and adherence to instructions. Consults with supervisor on matters not covered by the original instructions or guidelines.
<input type="checkbox"/>	Receives moderate to limited supervision working from objectives set by supervisor. Organizes and carries out most assignments in accordance with standard practices, instructions, or previous training. Makes minor decisions routinely; may handle some unusual situations independently.
<input type="checkbox"/>	Receives general direction working from established policies and objectives. Plans and carries out assignments and resolves most conflicts that arise. Exercises judgment in the analysis of facts or conditions regarding individual issues. Completed work is checked only to determine compatibility with other work or effectiveness in meeting agency objectives.
<input checked="" type="checkbox"/>	Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Has responsibility for planning, designing, and implementing programs, projects, or studies and sets goals for major unit. Acts independently; approval from higher authority is conceptual with generally little reference to detail.

Education, Experience, and Skills

Check one (1) of the following educational levels which best describes the minimum required—regardless of the preferred level or the current incumbent's level—to be able to perform this job at a basic level of performance:

<input type="checkbox"/>	High School or Equivalent —requires enough basic education to understand and follow standard practices and instructions. May require some specialized courses, certifications, or licenses of limited scope.
<input type="checkbox"/>	Associate's Degree or Skilled Trade Certificate —requires knowledge of a specialized field or trade. Additional training equal to two (2) years of college, technical school, business school, or skilled trades training. May require licensing or certification.
<input checked="" type="checkbox"/>	Bachelor's Degree or Equivalent —requires professional level knowledge in a specialized or technical field such as those for which bachelor's degrees or IT certifications are commonly awarded. Additional training equal to successful completion of four (4) years of college or study.
<input type="checkbox"/>	Master's Degree —requires advanced knowledge and skills and expertise in a specific field. Requires the ability to understand and apply principles and practices of field or more than one (1) field. Requires one (1) to two (2) years' work in an accredited graduate school leading to degree. Recognized as subject matter expert.
<input type="checkbox"/>	Doctoral Degree —requires highly advanced knowledge and skills and mastery of a specific field. Ph.D., J.D., M.D., Ed.D. or similar doctoral level degree normally requiring at least three (3) years of work in an accredited graduate school leading to degree. Often must possess license and pass professional examination in order to practice in field.

Is a license required in order to perform this job? If so, what license is required? **DO NOT INCLUDE DRIVERS LICENSES OR NOTARIES PUBLIC.**

Check the level of experience necessary—**regardless of the preferred level or the current incumbent's level of experience**—at the time of hire in order to perform this job at a basic level of performance.

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input checked="" type="checkbox"/>	8 or more years

If this position normally supervises other employees, check the level of supervisory experience necessary—**regardless of the preferred level or the current incumbent's level of experience**—at the time of hire in order to perform this job at a basic level of performance:

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input checked="" type="checkbox"/>	8 or more years

Check one (1) of the following that best describes the physical effort required for this position:

<input type="checkbox"/>	Light —physical effort normally found in clerical or office work. Work is primarily sedentary; however, occasional handling of objects up to 10 lbs. and occasional walking and standing is required.
<input type="checkbox"/>	Moderate —physical effort represented by frequent handling of objects and/or materials of moderate weight (10-20 lbs.) and/or frequent use of light hand tools. May require walking or standing much of the time.
<input checked="" type="checkbox"/>	Substantial —physical effort represented by frequent handling of object and/or materials of substantial weight (20-50 lbs.) and/or frequent use of medium hand or power tools. In addition to considerable walking or standing, may require climbing and working from ladders or working in awkward positions.
<input type="checkbox"/>	Strenuous —Physical effort represented by frequent handling of heavy objects (50+ lbs.) and/or materials and work and/or frequent use of heavy hand tools. Work is often exposed to elements or in non-climate controlled conditions.

Please list any other knowledge, abilities, or skills necessary to perform the duties of this position. Examples include: computer skills, communication skills, organizational skills, etc. **DO NOT** copy from another job description.

Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life. Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models. Knowledge of global positioning technology, graphics, and photo imaging software. Knowledge of business and management principles involved in strategic planning, and coordination of people and resources. Ability to communicate project goals and problem solutions to supervisors, co-workers and subordinates in written or verbal form.

Please include any other information that may aid in the preparation of an accurate description of this position.

Approvals

SUPERVISOR REVIEW

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: Leslie Fisker

Title: Secretary of TSS

Date: 02/28/24

Signature: Leslie Fisker

AGENCY HR ADMINISTRATOR REVIEW

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: _____

Title: _____

Date: _____

Signature: _____