



November 17, 2021

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Joint Budget Committee
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from Department of Agriculture. The department is requesting to surrender two positions and obtain one position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classification requested along with the positions being surrendered are listed below:

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22094668	Administrative Specialist II	C037C	GS03	\$26,034 - \$37,749
22087934	Laboratory Technician	B111C	GS04	\$29,046 - \$42,116

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
B018C	Chemist	GS07	\$40,340 - \$58,493

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JUSTIFICATION

Agriculture is requesting the above surrender pool position to meet the needs of the agency and plans to cross-train throughout the Laboratory Services Section, which experiences seasonal surges and lulls. As the workload changes, and with the recent implementation of several new programs, they feel that a chemist will provide optimal technical expertise and flexibility across various programs. This is expected to cost approximately \$5,797 more than the positions surrendered, including fringe benefits, and Agriculture has the current funds for this expense.

The Office of Personnel Management has reviewed this request and **recommends** the approval of one position from the OPM surrender pool. Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED
SERVICES

11/8/21
DATE

KB/sd:1-2



Asa Hutchinson
Governor

ARKANSAS DEPARTMENT OF AGRICULTURE

1 Natural Resources Drive, Little Rock, AR 72205
agriculture.arkansas.gov
(501) 225-1598



Wes Ward
Secretary of Agriculture

October 25, 2021

Ms. Kay Barnhill
Administrator, Office of Personnel Management
Arkansas Department of Transformation and Shared Services
501 Woodlane Street, Suite 205
Little Rock, AR 72201




Dear Ms. Barnhill:

The Arkansas Department of Agriculture proposes to surrender two positions, GS03 Administrative Specialist II (#22094668) and GS04 Laboratory Technician (#22087934), to obtain a GS07 Chemist position to increase the efficiency and resiliency of the Department's Laboratory Services section. The project cost savings in base salaries for the proposed exchange is \$15,321.

A GS07 Chemist position is needed within the Laboratory Services Section to implement cross-training throughout the section. Due to the cyclical nature of the agriculture industry, the laboratory section experiences seasonal surges and lulls and relies on cross-training to adapt to the changing workload demands and maximize throughput. The recent implementation of several new programs within the laboratory section to support Arkansas's agriculture industry also increases the need for cross-training. A Chemist position will provide optimal technical expertise and flexibility across the various programs within the section.

Your assistance with this proposal to increase the efficiency and resilience of the Department's laboratories is appreciated. Please do not hesitate to let me know if additional information is needed.

Respectfully,


Wesley W. Ward
Secretary of Agriculture
State of Arkansas



Department of Transformation and Shared Services
 Office of Personnel Management
 Request for Pool Position

Business Area	Department Name / Agency Name	Date
0400	Arkansas Department of Agriculture	10/22/2021

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22094668	Administrative Specialist II	GS03	C073C
22087934	Laboratory Technician	GS04	B111C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Chemist	GS07	B081C

I hereby certify that:

- A. The position requested is critical to the operation of this Agency and a detailed justification for this request is attached. (Justification should be detailed and not less than one typed page in length.)
- B. Sufficient funds are available to fund this position at the requested grade.
- C. This is a full-time position that will not be used for any other purpose than that which is outlined in the attached narrative.
- D. The position to be surrendered is the highest grade position available and the loss of this position will not adversely affect the operation of this Agency.
- E. No current employee will be displaced by this action.

Paula L. Jones
 HR Administrator's Signature

10/22/2021
 Date

Wayne W. Hill
 Department Secretary's Signature

10/22/2021
 Date