



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

OFFICE OF PERSONNEL MANAGEMENT  
**Administrator's Office**  
 1509 West Seventh Street, Suite 201  
 Post Office Box 3278  
 Little Rock, Arkansas 72203-3278  
 Phone: (501) 682-1823  
 www.dfa.arkansas.gov

August 14, 2018

Senator John Cooper, Co-Chairperson  
 Representative Les Eaves, 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 Office of Personnel Management (OPM) submits a request for four (4) pool positions from the OPM surrender pool established by Ark. Code Ann. §21-5-225 on behalf of the Department of Arkansas Heritage (DAH):

<u>POSITION</u>	<u>SURRENDERED TITLE</u>	<u>GRADE</u>	<u>PAY RANGE</u>
22091312	Archival Technician, P062C	GS02	\$23,335- \$33,835
22091313	Archival Technician, P062C	GS02	\$23,335- \$33,835
22091314	Archival Technician, P062C	GS02	\$23,335- \$33,835
22091315	Archival Technician, P062C	GS02	\$23,335- \$33,835
22092772	Maintenance Technician, S065C	GS01	\$22,000- \$31,900

<u>REQUESTED TITLE</u>	<u>REQUESTED GRADE</u>	<u>PAY RANGE</u>
Archival Assistant, P043C	GS04	\$29,046- \$42,116
Archival Assistant, P043C	GS04	\$29,046- \$42,116
Archival Assistant, P043C	GS04	\$29,046- \$42,116
Archival Assistant, P043C	GS04	\$29,046- \$42,116

These positions are all located in the Arkansas State Archives division and were originally established for the duties of a micro-photographer, or microfilming. With advancements in technology, these duties have evolved to include digitization of records, which requires a higher skill set from candidates. In order to attract and retain qualified candidates, DAH requests the Archival Assistant, GS04, level. All four Archival Technician positions are currently occupied, and the Maintenance Technician position has been vacant since September 1, 2016. The turnover rate for this classification within the last year is 20%, and 43% within the last 3 years. The total budgetary decrease is expected to be approximately \$20,000.

Senator John Cooper, Co-Chairperson  
Representative Les Eaves, Co-Chairperson  
August 14, 2018  
Page 2 of 2

The Office of Personnel Management has reviewed this request from DAH and **recommends** this request.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



---

**Chief Fiscal Officer of the State**

**JUL 31 2018**

**Date**

KB/sd:1-2



THE DEPARTMENT OF ARKANSAS  
**HERITAGE**

Asa Hutchinson  
Governor

Stacy Hurst  
Director



July 17, 2018

Arkansas Arts Council

Arkansas Historic  
Preservation Program

Arkansas Natural  
Heritage Commission

Delta Cultural Center

Historic Arkansas Museum

Mosaic Templars  
Cultural Center

Old State House Museum

Ms. Kay Barnhill, Administrator  
DFA/OPM  
1509 West 7<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Little Rock, AR 72201

Dear Kay:

This letter is to transmit DAH's request for four surrender pool positions. The surrendered positions are four Archival Technicians P062C GS02 and one Maintenance Technician S065CC GS01 in exchange for four Archival Assistants P043C GS04. Attached for your review are the required justification and request form.

As you know, DAH has worked diligently to adhere to the Governor's initiative to streamline state government. In FY17, we voluntarily surrendered eight positions for a total savings of approximately \$312,691.

Your favorable approval of this request is appreciated. Please contact me if you need further information.

Sincerely,

Stacy Hurst



323 Center Street, Suite  
1500  
Little Rock, AR 72201

(501) 324-9150  
fax: (501) 324-9154  
TDD: 711

e-mail:  
[info@arkansasheritage.com](mailto:info@arkansasheritage.com)  
website:  
[www.arkansasheritage.com](http://www.arkansasheritage.com)

An Equal Opportunity  
Employer

**Justification for Request for Surrender Pool Positions  
Archival Assistant  
P043C GS04**

The Department of Arkansas Heritage requests four Surrender Pool Positions with a classification of Archival Assistant P043C GS04. The positions will be housed at the Arkansas State Archives.

In exchange, we will surrender four Archival Technician P062C GS02 positions:

22091312, 22091313, 22091314, 22091315

and one Maintenance Technician S065C GS01 position:

22092772

The four Archival Technician positions are filled. The Maintenance Technician position has been vacant since September 1, 2016.

The Archival Technician job title was originally established to replace that of "Micro-photographer." As the old title suggests, micro-photographers performed duties exclusively related to traditional microfilming. With advancements in technology in recent years, the role of Archival Technician has evolved along with technological developments in the archival field: Digitization as a preservation tool is ever-increasing. Today, Archival Technicians digitize records, organize/process archival collections, interact with the public, and make presentations about digitization and preservation. With those changes, the duties are commensurate with those of an Archival Assistant. In order to attract—and retain—qualified staff, these positions should be at the Archival Assistant level.

If approved, we request that the current incumbents of the Archival Technician positions be moved into the new Archival Assistant positions. The total budgetary impact results in a savings as shown below, all paid from General Revenue:

<b>Total Current Salaries (incl. Pers Svc Match)</b>	<b>Total Increase in Salaries</b>	<b>Total Increase in Personal Services Match</b>	<b>Total Budgetary Impact Results in a Savings of:</b>
\$135,947	\$5,697	\$1,309	\$20,054

Sufficient funds are available to fund the positions.

No current employee will be displaced by this action.



DEPARTMENT OF FINANCE & ADMINISTRATION  
**Office of Personnel Management**  
**Request for Pool Position**

Business Area	Agency/Institution	Date
0865	Department of Arkansas Heritage	07/17/18

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22091312	Archival Technician	GS02	P062C
22091313	Archival Technician	GS02	P062C
22091314	Archival Technician	GS02	P062C
22091315	Archival Technician	GS02	P062C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	Archival Assistant	GS04	P043C
	Archival Assistant	GS04	P043C
	Archival Assistant	GS04	P043C
	Archival Assistant	GS04	P043C

I Hereby Certify / Understand That:

- A. The position requested is critical to the operation of this Agency/Institution 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/Institution.
- E. No current employee will be displaced by this action.

Agency Personnel Rep	Date
Debbie Biggs	07/17/18

Agency Director	Date
Stacy Hurst	07/17/18



DEPARTMENT OF FINANCE & ADMINISTRATION  
**Office of Personnel Management**  
**Request for Pool Position**

Business Area	Agency/Institution	Date
0865	Department of Arkansas Heritage	07/17/18

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22092772	Maintenance Assistant	GS01	S065C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code

I Hereby Certify / Understand That:

- A. The position requested is critical to the operation of this Agency/Institution 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/Institution.
- E. No current employee will be displaced by this action.

Agency Personnel Rep	Date
Debbie Biggs	07/17/18

Agency Director	Date
Stacy Hurst	07/17/18