



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

OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office
1509 West Seventh Street, Suite 201
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Little Rock, Arkansas 72203-3278
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www.dfa.arkansas.gov

November 14, 2017

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 from the Arkansas Military Department for your review.

The Arkansas Military Department is requesting the establishment of a new title, Directorate of State Resources Director, grade GS14. The agency is also requesting one (1) 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:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22089552	Director of Public Safety	T019C	GS08
22089350	Military Fire & Police Officer	T078C	GS03
22078147	Military Fire & Police Officer	T078C	GS03

CLASSIFICATION REQUESTED

Directorate of State Resources Director

GS14

JUSTIFICATION

This position will provide assistance with the management of agency operations to the Adjutant General and Deputy Adjutant General. This task will involve overseeing professional and administrative support staff through lower level supervisors, analyzing laws and regulations in order to update agency policies when necessary, investigating and resolving issues and complaints from state elected officials and assisting with the development of biennial budget requests. This position will also be responsible for managing all human resources matters including employee relations, training, records management and recruiting.

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Surrender of the three proposed positions in exchange for the requested position would result in a net budgetary reduction of \$10,191, assuming that the position is filled at the entry rate of pay.

The Office of Personnel Management has reviewed this request and **recommends** the approval of one (1) position from the OPM surrender pool and surrender of three (3) positions to be permanently frozen and removed from the agency's appropriation act during the next budget cycle. Additionally, the Office of Personnel Management **recommends** establishment of the new classification of Directorate of State Resources Director, grade GS14.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

NOV 06 2017

Date

KB/ca:1-2



Directorate of State Resources
Bldg. 4201, Camp Robinson
North Little Rock, Arkansas 72199-9600

10 April 2017

Kay Barnhill
Office of Personnel Management
1509 West Seventh Street, Suite 201
Little Rock, AR 72203-3278

Dear Ms. Barnhill,

This is a request to obtain one position from the Office of Personnel Management Pool established by ACA 21-5-225 (a) (1). The position needed class code has not been created. I have attached the class specification need for a Directorate of State Resources Director (GS14). This position would be located at Camp Robinson Directorate of State Resources.

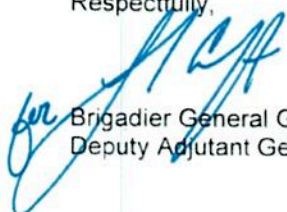
The State Military Department (Military) Directorate of State Resources Director is responsible for assisting the Adjutant General and Deputy Adjutant General in management of agency operations. This positions would directs the activities of a professional and administrative support staff through lower-level supervisors by reviewing and approving hire recommendations, performance evaluations, actions, policies, and procedures recommended by subordinates and evaluating the performance of subordinates. Interprets state and federal laws and regulations to establish and/or revise agency policies and procedures for review, approval, and implementation by the director. Researches and recommends resolution to problems, complaints, and inquiries from state elected officials regarding military department issues. Coordinates activities across divisional lines within the agency to ensure success of programs and projects. Reviews past budgets, positions, new programs, and projects to the Adjutant General and Deputy Adjutant General development of biennial budget requests. Represents the agency, the Adjutant General and Deputy Adjutant General Acts in his/her absence.

Also, provide agency leadership and guidance in all matters related to human resources. Directs, oversees, and monitors the operations of human resources including but not limited to recruiting and selection, benefits, employee relations, employee training, records management, compensation and classification. Ensures compliance with all federal, state and agency employment policies and procedures. Plans, develops new or revised human resources programs and systems to address changing needs of a large and diverse workforce in multi-locations. Presents and or defends the Department's position in all legal and legislative proceedings involving personnel administrative matters. Counsels agency directors, section heads and employees in regard to reconciling complex complaints and workforce issues. Maintains liaisons with other state entities such as: the Office of Personnel Management, Legislative Audit, Employee Benefits Division, the Arkansas Public Employee's Retirement System, the Attorney General's Office, the Department of Labor and the Governor's office, as necessary. Assists Division directors and the Executive Director in the preparation and submittal of the biennial and annual personnel related budget. Interprets, researches, and communicates Federal, State and Departmental policy regarding human resource management to agency directors, section heads, employees and applicants. The positions we are surrendering are:

<u>Position</u>	<u>Title</u>	<u>Class Code</u>	<u>Grade</u>	<u>GS Level</u>
2208-9560	Maintenance Assistant	S065C	C108	GS01
2207-9522	Administrative Specialist II	C073C	C109	GS03
2207-9489	Heavy Equipment Operator	S060C	C109	GS02
2208-9518	Administrative Specialist II	C073C	C109	GS01

Please review this request and respond. We have researched our current position control report and do not have ample positions and/or class/grade for use to cross grade the position we are requesting.

Respectfully,



Brigadier General Greg Bacon
Deputy Adjutant General



Directorate of State Resources
Bldg. 4201, Camp Robinson
North Little Rock, Arkansas 72199-9600

ASA HUTCHINSON
Governor

Abbi Bruno
Human Resources Administrator

November 6, 2017

Kay Barnhill, OPM Administrator
Office of Personnel Management
Department of Finance and Administration
P. O. Box 3278
Little Rock, AR 72203

Dear Ms. Barnhill,

The Arkansas State Military Department (AMD) is amending the positions we request to surrender in return for the classification of Directorate of State Resources Director, grade GS14.

The positions to be surrendered are as follows:

22089552 Director of Public Safety, T019C, GS08
22089350 Military Fire and Police Officer, T078C, GS03
22078147 Military Fire and Police Officer, T078C, GS03

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Abbi Bruno".

Abbi Bruno
HR Administrator



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

Business Area	Agency/Institution	Date
0975	State Military Department	9/20/2017

Position(s) to be Surrendered

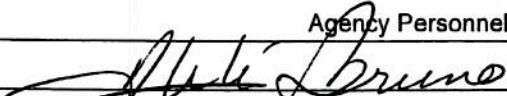
Position/Item Number	Classification Title	Pay Grade	Class Code
2208-9552	Director of Public Safety	GS08	T019C
2208-9350	Military Fire & Police Officer	GS03	T078C
2207-8147	Military Fire & Police Officer	GS03	T078C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Directorate of State Resources Director	GS14	

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
	11-06-17

Agency Director	Date