



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

EXHIBIT E
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

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 Department of Agriculture for your review.

The Arkansas Department of Agriculture has requested the establishment of one new title, Agri Law Enforcement Chief, grade GS10. The agency is also requesting one (1) position from the OPM central growth pool established by Ark. Code Ann. §21-5-225.

The agency is requesting the following classification from the OPM growth pool:

<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>	<u>NUMBER OF POSITIONS</u>
Agri Law Enforcement Chief	GS10	1

JUSTIFICATION

The creation of the above listed classification is being requested by the Arkansas Department of Agriculture as part of the ongoing reorganization at the agency. A major undertaking of this classification will include overseeing all law enforcement issues for the entire agency including the Arkansas Forestry Commission, State Plant Board, and Livestock and Poultry Commission. This classification will also be responsible for the supervision of 74 law enforcement officers and county rangers, reviewing and updating agency policy, preparing and monitoring the department budget, and training staff in proper law enforcement procedures.

This classification will also be tasked with managing emergency service and response for the entire Arkansas Department of Agriculture. This will include overseeing and coordinating all emergency functions of the department, serving as the point of contact for all other emergency agencies including local, state and federal entities, ensuring staff members receive essential training and preparing plans for catastrophic events.

Senator John Cooper, Co-Chairperson
Representative Les Eaves, Co-Chairperson
November 14, 2017
Page 2

The Office of Personnel Management has reviewed this request and **recommends** the approval of one (1) pool position from the OPM central growth pool. Additionally, the Office of Personnel Management also **recommends** establishment of the new classification of Agri Law Enforcement Chief, grade GS10. Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

OCT 17 2017

Date

KB/ca:1-2



ASA HUTCHINSON
GOVERNOR

ARKANSAS AGRICULTURE DEPARTMENT

ARKANSAS FORESTRY COMMISSION
ARKANSAS LIVESTOCK & POULTRY COMMISSION
ARKANSAS STATE PLANT BOARD

1 NATURAL RESOURCES DRIVE, LITTLE ROCK, AR 72205 | (501) 225-1598 | AAD.ARKANSAS.GOV



WES WARD
SECRETARY OF AGRICULTURE

October 4, 2017

Ms. Kay Barnhill
Administrator, Office of Personnel Management
1509 West 7th Street, Suite, 201
Little Rock, Arkansas 72201

Re: Pool Position request

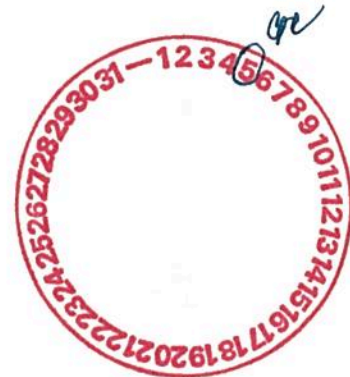
Dear Kay:

I am writing to request a pool position for a new job classification and grade increase to Agri Law Enforcement Chief, Grade GS10 for Mr. Billy Black who currently occupies the position of Staff Forester, Grade GS08. As part of the ongoing reorganization at the Arkansas Agriculture Department, Mr. Black's duties recently have expanded significantly. Attached is the Personnel Classification Questionnaire completed by Mr. Black.

Previously Mr. Black supervised law enforcement issues for the Arkansas Forestry Commission only but recently was assigned management responsibility over all enforcement issues and emergency functions of the entire department which includes the Arkansas Forestry Commission, State Plant Board, and the Livestock and Poultry Commission. The expansion of duties is needed to achieve higher operational efficiency and improve utilization of resources across the department, two of the highest priorities of our reorganizational efforts.

Mr. Black's expanded law enforcement duties include the supervision of two full time officers, 14 part-time officers, and law enforcement activities of 58 county rangers. He is required to develop and implement department policy, prepare budgets and manage expenditures of department funds, assign cases to subordinates, requisition and issue equipment and supplies, and meet with educational and community groups to discuss law enforcement subjects. Additional law enforcement responsibilities include ensuring department conformance to Law Enforcement Standards and Training, coordinating the investigation of criminal cases, training staff in proper police work procedures, and monitoring and evaluating the job performance of subordinates.

In addition to law enforcement responsibilities, Mr. Black has been assigned new emergency management responsibilities include managing the emergency service and response for the entire Arkansas Agriculture Department. These management duties include coordinating and responding to all emergency functions of the department, developing and implementing policy for department-wide coordination and response, serving as the agency contact for all other emergency agencies (local, state, and federal), ensuring staff training requirements have been met, and preparing plans and objectives for catastrophic events.



The Arkansas Agriculture Department also requests the retention of Mr. Black's current position, Staff Forester, GS08. Retention of this position is needed to ensure adequate resources are available for timely and full response to the increasing demand for emergency response and law enforcement needs of our agencies, constituents and rural communities.

Any assistance you can provide would be appreciated. Please let me know if you have any questions or need additional information.

Respectfully,

A handwritten signature in black ink, appearing to read 'Wesley W. Ward', with a stylized flourish at the end.

Wesley W. Ward
Secretary of Agriculture
State of Arkansas



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

Business Area	Agency/Institution	Date
0400	Arkansas Agriculture Department	10/04/17

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
	N/A		

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Agri Law Enforcement Chief	GS10	

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
<i>Sheldon H. Jones</i>	10/04/17

Agency Director	Date
<i>Wayne W. Wood</i>	10/04/17



**Department of Finance & Administration
Office of Budget**

FORM PACERT

CERTIFICATION OF FUNDING FOR PERSONNEL ACTIONS

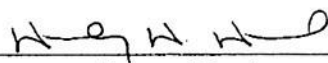
Agencies must complete this form for personnel actions involving director's discretion under the Uniform Classification & Compensation Act for either incumbents or new hires. By completing this form, your agency certifies that sufficient agency funds exist and are available during the current fiscal year, and are expected to be available on an ongoing basis, to cover the requested salary adjustment. Agencies requesting discretionary increases will not be eligible for additional Merit Adjustment Fund disbursements to cover the costs of such increases. For adjustments affecting more than one position, please attach a spreadsheet with the information below listed for each position. A signed copy of this form must be attached.

1. Business Area/Agency:		0400/Arkansas Agriculture Department	
2. Type of Action Requested:		Growth Pool	
3. Employee Name:			
4. Employee Personnel Number (if any):			
5. Position Number:			
6. Job Title:		Agri Law Enforcement Chief	
7. Class Code:		8. Grade:	GS10
9. Current Salary:			
10. Requested Salary:		\$ 56,039	
11. Change in Salary:		\$ 56,039	
12. Change in Personal Services Match:		\$ 14,570	
13. Total Budgetary Impact:		\$ 70,609	
14. Fund Center:		2ZR	
15. Cost Center:		496873	
16. Funding Source:		General Revenue	
17. Current Budget for Appropriation:		\$15,378,430	
18. Certified Funding for Appropriation:		\$15,378,430	

Justification:

See attached letter.

By signing this document, I certify that sufficient agency funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Merit Adjustment Fund.



Agency Director

10/4/2017

Date