



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  
<http://www.state.ar.us/dfa>

January 13, 2016

Senator Uvalde Lindsey, Co-Chairperson  
Representative Lanny Fite, 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 Emergency Management (ADEM) for your review.

ADEM is requesting four positions from the position pool established by Ark. Code Ann. §21-5-225(a)(1). The classifications requested along with the positions being surrendered are listed below:

<b><u>POSITIONS SURRENDERED</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>
22088861	Administrative Analyst	C037C	C115
22079763	Maintenance Specialist	S050C	C112
22088813	Maintenance Specialist	S050C	C112
22088834	ADEM Program Coordinator	G175C	C118

**CLASSIFICATIONS REQUESTED**

Grants Analyst (1)	G180C	C117
Maintenance Technician (2)	S046C	C113
ADEM Program Manager (1)	G140C	C120

**JUSTIFICATION**

ADEM is requesting to surrender the four positions listed above to address the critical needs of the agency as well as the specific job duties performed by each position, which are essential in providing services to the agency and State of Arkansas.



In an effort to address the needs of the agency, OPM conducted on-site job audits at ADEM. OPM staff also met with ADEM administrators to discuss the audit findings. After thorough review and analysis, it was determined that these positions were misclassified based on job duties and responsibilities.

Of the positions listed above, one position performs duties that include oversight and management of the Emergency Management Performance Grant, which funds 65% of the agency's staff and 50% of the salary of emergency management coordinators in 77 local jurisdictions within the state. In addition, there is one position that is responsible for coordinating the enhancements of key infrastructure and resources of the state. The remaining two positions perform duties that are vital to the day-to-day operations of the facility, grounds, and agency fleet.

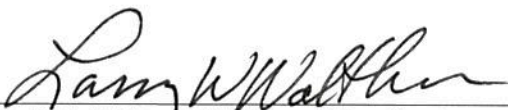
The Office of Personnel Management (OPM) has reviewed this request and based on job analysis, along with the agency's goal to properly classify positions and to maintain the agency's organizational structure, OPM **recommends** the approval of four pool positions for the classifications of (1) Grants Analyst, G180C, grade C117, (2) Maintenance Technician, S046C, grade C113, and (1) ADEM Program Manager, G140C, grade C120.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator

  
\_\_\_\_\_  
Chief Fiscal Officer of the State

DEC 30 2015

\_\_\_\_\_  
Date





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

Business Area	Agency/Institution	Date
0995	Arkansas Department of Emergency Management	12/16/15

**Position(s) to be Surrendered**


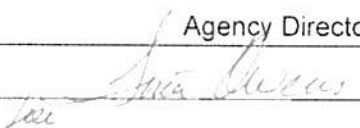
Position/Item Number	Classification Title	Pay Grade	Class Code
22088861	Administrative Analyst	C115	C037C
22079763	Maintenance Specialist	C112	S050C
22088813	Maintenance Specialist	C112	S050C
22088834	ADEM Program Coordinator	C118	G175C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	Grants Analyst	C117	G180C
	Maintenance Technician	C113	S046C
	Maintenance Technician	C113	S046C
	ADEM Program Manager	C120	G140C

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
	
Agency Director	Date
	12/18/15





ASA HUTCHINSON  
GOVERNOR

**STATE OF ARKANSAS  
DEPARTMENT OF EMERGENCY MANAGEMENT**



DAVID MAXWELL  
DIRECTOR

December 18, 2015

Kay Terry  
Office of Personnel Management  
DFA Building  
1509 W. 7<sup>th</sup> St., Ste 201  
Little Rock, AR 72201

Dear Ms. Terry:

A recent job audit was conducted by the Office of Personnel Management (OPM) for the two Maintenance Specialist positions (#22079763, #22088813), Grade C112. Upon completion of this audit OPM has made a recommendation that these positions be increased to Maintenance Technician positions, Grade C113. It is for this reason that we request to submit these (2) C112 positions to the Surrender Pool for the purpose of reclassification to (2) Maintenance Technician position titles.

There are two Maintenance Specialist positions housed out of Arkansas Department of Emergency Management (ADEM) central office which play a vital role in the upkeep of ADEM facility and vehicles. These positions monitor and maintain all environmental, electrical, and mechanical building systems through the performance of daily inspections of all systems, response of help desk tickets, and via Summit Tracer Communications. These positions coordinate issues with maintenance contractors and keeps agency senior staff informed of problems, progress, and results. The effectiveness of our fleet vehicles to respond in a timely manner during times of disaster rest on the maintenance, schedule service, and minor repair work conducted by these two positions. These positions perform in-service training for employees on equipment, safety, and procedural. In addition, the maintaining of a groomed appearance for the grounds and facility at a level befitting a high profile state agency depends solely on these two positions.

It is critical that qualified personnel are available when called upon to respond to a federal or state declared disaster or emergency. This position is necessary for the agency to respond adequately. As with all ADEM positions, these positions must be available for disaster duty at any time. Twelve-hour work schedules are possible and all ADEM positions are subject to 24-hour on-call duty in the event of an emergency or disaster.



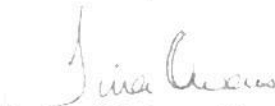
Ms. Terry

2

December 18, 2015

We thank you for your consideration on this matter and look forward to your guidance.

Sincerely,



David Maxwell

Director and State Homeland Security Advisor





ASA HUTCHINSON  
GOVERNOR

**STATE OF ARKANSAS  
DEPARTMENT OF EMERGENCY MANAGEMENT**



DAVID MAXWELL  
DIRECTOR

December 18, 2015

Kay Terry  
Office of Personnel Management  
DFA Building  
1509 W. 7<sup>th</sup> St., Ste 201  
Little Rock, AR 72201

Dear Ms. Terry:

A recent job audit was conducted by the Office of Personnel Management (OPM) for the Administrative Analyst position (#22088861), Grade C115. Upon completion of this audit OPM has made a recommendation that these positions be increased to Grants Analyst position, Grade C117. It is for this reason that we request to submit this C115 position to the Surrender Pool for the purpose of reclassification to the Grants Analyst position title.

The Administrative Analyst position is responsible for the managing of state and local assistance of the Emergency Management Performance Grant (EMPG). This assistance includes preparation of the federal grant application, maintenance of salary and grant compliance documentation of all staff paid from the EMPG grant. EMPG funds 65% of the agency's staff as well as 50% of the salary of the emergency management coordinators in 77 local jurisdictions within the state. This position reviews and processes quarterly reimbursements of reported salary and other expenses incurred by the local jurisdictions in the performance of their emergency management duties. In addition, this position monitors EMPG performance requirements for exercises and training, conducts monitoring site visits to the local jurisdictions to review EMPG records and procedures, and ensures compliance with EMPG regulations by all recipients of these funds.

This position is critical in ensuring the agency is in compliance with the main operating grant for this agency as EMPG funds 65% of the agency's salaries and approximately 80% of its operational costs. It is critical to ensuring agency compliance to federal regulations and procedures concerning this grant. This position coordinates with the local jurisdictions, agency staff, FEMA and legislative auditors. Local emergency management coordinators rely heavily on this position for technical assistance concerning the EMPG grant which is essential to provide the necessary funding for personnel and other items needed for emergency management response in their jurisdictions.



Ms. Terry

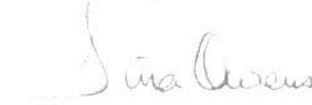
2

December 18, 2015

It is critical that qualified personnel are available when called upon to respond to a federal or state declared disaster or emergency. This position is necessary for the agency to respond adequately. As with all ADEM positions, these positions must be available for disaster duty at any time. Twelve-hour work schedules are possible and all ADEM positions are subject to 24-hour on-call duty in the event of an emergency or disaster.

We thank you for your consideration on this matter and look forward to your guidance.

Sincerely,

A handwritten signature in dark ink, appearing to read "David Maxwell", is written over a faint, rectangular background.

for David Maxwell  
Director and State Homeland Security Advisor





ASA HUTCHINSON  
GOVERNOR

**STATE OF ARKANSAS  
DEPARTMENT OF EMERGENCY MANAGEMENT**



DAVID MAXWELL  
DIRECTOR

December 18, 2015

Kay Terry  
Office of Personnel Management  
DFA Building  
1509 W. 7<sup>th</sup> St. Ste 201  
Little Rock, AR 72201

Dear Ms. Terry:

A recent job audit was conducted by the Office of Personnel Management (OPM) for the ADEM Program Coordinator position (#22088834), Grade C118. Upon completion of this audit OPM has made a recommendation that this position be increased to an ADEM Program Manager position, Grade C120. It is for this reason that we request to submit this C118 position to the Surrender Pool for the purpose of reclassification to the ADEM Program Manager position title.

The ADEM Program Coordinator is critical to the overall mission of the Arkansas Department of Emergency Management (ADEM) which is Arkansas' homeland security and emergency preparedness agency. This position provides a single point of focus for several critical tasks and programs that are directly related to each other. The first of which manages coordinated efforts to direct and enhance endeavors within the State of Arkansas to identify, prioritize, and protect critical infrastructure and key resources. Second, this position enables effective communication between ADEM, the Arkansas State Fusion Center (ASFC), and the full spectrum of law enforcement agencies operating within the state. Also, this position provides education, assistance and guidance to state and local law enforcement in several areas to include: critical infrastructure protection, terrorism/anti-terrorism awareness, state and federal grant applications, grants management, acquiring assistance and/or equipment from the Office of Law Enforcement Support and continuing education for sworn officers. In addition, this position serves as a liaison to the Arkansas Protective Security Advisor with the Department of Homeland Security on threat assessments conducted in the state.

This position is the manager of the Critical Infrastructure Protection Branch, with the crucial function of providing education, direction, and guidance to the members within the branch during day to day operations. This includes developing policies, procedures, and methodologies for the branch to seamlessly coordinate the information flow and work effort between the ADEM and the ASFC. As the manager of this branch, this position ensures members of this branch are properly trained for duties within the State Emergency Operations Center (SEOC) during

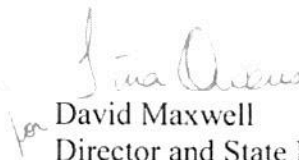


activation. This position is required to complete documentation for the hiring of positions, conduct interviews, and evaluate applicants for selection. After hiring, this branch manager is required to coordinate with Arkansas State Police (ASP) for analyst background checks, as well as complete nominations for Department of Homeland Security SECRET clearances for all analysts. As a supervisor, this position is responsible for work time monitoring, the professional development of staff (to include performance evaluations conducted at three months, six months, and annually) and adherence to agency policies and procedures.

It is critical that qualified personnel are available when called upon to respond to a federal or state declared disaster or emergency. This position is necessary for the agency to respond adequately. As with all ADEM positions, these positions must be available for disaster duty at any time. Twelve-hour work schedules are possible and all ADEM positions are subject to 24-hour on-call duty in the event of an emergency or disaster.

We thank you for your consideration on this matter and look forward to your guidance.

Sincerely,

A handwritten signature in dark ink, appearing to read "David Maxwell", is written over the printed name.

David Maxwell  
Director and State Homeland Security Advisor