



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 17, 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 Education (ADE) for your review:

The Arkansas Department of Education (ADE) is requesting one position from the OPM Surrender Pool established by Arkansas Code Annotated §21-5-225 (a) which states:

- (1) *There is established a pool of two hundred fifty (250) career service positions at grade C130 and one hundred fifty (150) professional and executive positions at grade N922 assigned to the Office of Personnel Management to be used to reclassify positions in state agencies and institutions to the proper classification and grade if the state agency or institution does not have a vacant position available with the appropriate classification and grade.*
- (2)
 - (A) *Positions authorized as career service positions may not be reclassified as professional and executive classifications utilizing these pool positions.*
 - (B) *Positions authorized as professional and executive classifications may not be reclassified into career service classifications utilizing these pool positions.*
- (3) *To obtain a position from the pool, a state agency or institution must surrender to the pool the position being reclassified.*
- (4) *The office shall review all requests and may grant approval of the reclassification after review by the Personnel Committee.*
- (5) *No position established under this section shall exceed a salary rate in excess of the highest rate established by grade in the requesting agency's or institution's appropriation act.*

The classification requested along with the positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
#22082862	Public School Program Advisor	E019C	C122
#22129072	Public School Program Advisor	E019C	C122

CLASSIFICATION REQUESTED

Public School Program Manager E006C C126

JUSTIFICATION

The Arkansas Department of Education currently possesses fourteen positions authorized as Public School Program Manager, thirteen positions are occupied. The agency needs an additional position which will be directly underneath the Assistant Commissioner for Public School Accountability and responsible for managing its School Performance Unit. Its responsibilities will include coordinating assignments with federal programs and their school improvement units while ensuring adherence to federal requirements established by the Every Student Succeeds Act as well as developing structures for implementing policies generated by their Technical Advisory Committee. The agency states that it does not currently possess a position capable of undertaking these responsibilities.

The Office of Personnel Management has reviewed this request and recommends the approval of one surrender pool position authorized as Public School Program Manager, E006C, C126.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
DFA State Personnel Administrator



Chief Fiscal Officer of the State

AUG 03 2016

Date



Arkansas Department of Education

Transforming Arkansas to lead the nation in student-focused education

July 28, 2016

Johnny Key
Commissioner

Ms. Kay Barnhill
State Personnel Administrator
Department of Finance and Administration
1509 West 7th Street
Little Rock, AR 72201

**State Board
of Education**

Mireya Reith
Fayetteville
Chair

Dear Ms. Barnhill:

The Arkansas Department of Education (ADE) is requesting your assistance in obtaining one (1) pool position, a Public School Program Manager, Class Code E006C, Pay Grade C126 from the Office of Personnel Management Pool.

Dr. Jay Barth
Little Rock
Vice Chair

This Public School Program Manager will oversee the School Performance Unit of the Division of Public School Accountability and will work under the direct supervision of the Assistant Commissioner in the Division of Public School Accountability.

Joe Black
Newport

This position will be responsible for:

Susan Chambers
Bella Vista

Charisse Dean
Little Rock

- overseeing the daily operations of the School Performance Unit, reviewing and providing guidance as needed/directed on state and federal statutes;
- coordinating assignments with the Federal Programs and School Improvement Units on efforts as related to new/revised federal requirements under the new "Every Student Success Act" (ESSA);
- collaborating with the Director of the Office of Innovation for Education, Arkansas Department of Education's (ADE) Director of Information Systems and Chief Information Officer and ADE Director of Student Assessment;
- supporting and implementing policies and methodologies as advised by ADE's Technical Advisory Committee (TAC) in overall accountability processes involved in the assignment of district and school statuses as related to academic performance to meet federal and state requirements.
- Duties of this position will be governed by state/federal laws and agency/institution policies.

Dr. Fitz Hill
Little Rock

Ouida Newton
Poyen

R. Brett Williamson
El Dorado

Diane Zook
Melbourne

Job Functions:

- Provide general supervision of professional and administrative staff by reviewing project assignments and work performed, recommending subordinates for hiring, promotions, terminations and conducting performance evaluations.
- Analyze relevant new or revised laws and executive policies and determine when changes may be necessary to ensure compliance with requirements.
- Assist in the proposed rule writing processes with regard to laws that govern accountability systems.
- Implement directives, policies and procedures for school performance reports mandated by the Arkansas State Legislature and under Federal requirements.
- Monitor implementation of changes necessary to ensure validity of data and reports.

Four Capitol Mall
Little Rock, AR
72201-1019
(501) 682-4475
ArkansasEd.gov

*An Equal
Opportunity
Employer*

Ms. Kay Barnhill

Page 2

July 28, 2016

- Communicate, collaborate and coordinate with other departments throughout ADE and school districts regarding performance data.
- Inform the development of training for ADE staff, school districts and schools.
- Produce, review and revise Commissioner's Memos as needed.
- Assist with data collection, data correction, report layout and compiling information for reports mandated by the Arkansas State Legislature and to meet Federal requirements.
- Oversee and/or develop protocols regarding corrections and/or appeals of assigned statuses/designations along with the organization and storage procedures of sensitive documents.
- Oversee development and submission of materials as may be requested by the State Board of Education, Arkansas Legislature or other organizations.
- Establish timelines and priorities for accountability system planning, implementation, and monitor development stages to ensure the validity of data and reports and adherence to deadlines.
- Direct or conduct special projects, as directed by management, by assigning work activities, monitoring progress, and preparing status reports, or making presentations, as required.

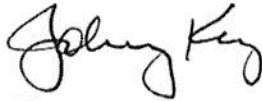
In an effort to facilitate this request, the ADE is prepared to surrender two (2) positions as follows:

Position Number 22082862, E019CPublic School Program Advisor, Pay Grade C122

Position Number 22129072, E019C Public School Program Advisor, Pay Grade C122

Your favorable consideration of this request will be greatly appreciated. Should you have questions, please do not hesitate to contact ADE's Human Resources Office at (501) 682-4209.

Sincerely,



Johnny Key
Commissioner of Education

JK:ch

Attachment



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

Business Area	Agency/Institution	Date
0500	ARKANSAS DEPARTMENT OF EDUCATION	07/28/2016

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
2208 2862	PUBLIC SCHOOL PROGRAM ADVISOR	C122	E019C
2212 9072	PUBLIC SCHOOL PROGRAM ADVISOR	C122	E019C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	PUBLIC SCHOOL PROGRAM MANAGER	C126	E006C

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
CLEMETTA HOOD	07/28/2016

Agency Director	Date
JOHNNY KEY, COMMISSIONER OF EDUCATION	07/28/2016