



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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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 submits a request from the Arkansas Department of Agriculture for your review. Agriculture has requested one position from the position pool established by Ark. Code Ann. §21-5-225(a)(1). The position being surrendered along with the classification requested is listed below:

<u>POSITION SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22094758	Administrative Analyst	C037C	C115
<u>CLASSIFICATION REQUESTED</u>			
	Agriculture Program Manager	B049C	C120

JUSTIFICATION

The Department of Agriculture is requesting to surrender an Administrative Analyst for an Agriculture Program Manager, B049C, grade C120. Due to the complex nature of this position, laboratory accreditation, and organizational restructuring the agency requests one (1) position from the position pool. Agriculture has experienced considerable turnover within this position. This position is critical to the Veterinary Diagnostic Lab receiving area. The responsibilities of this position include collecting and checking in laboratory samples, stopping case accessioning errors and other incidences of non-conformity for quality control standards.

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If approved, this would allow the agency to attract, hire and retain qualified employees with the required skill set, and properly utilize the position as intended as well as maintain laboratory accreditation.

RECOMMENDATION

The Office of Personnel Management has reviewed the agency's request and **recommends** approval of one (1) pool position classified as Agriculture Program Manager, B049C, grade C120. Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

JUL 25 2016

Date

KB/as: 1-2

ARKANSAS AGRICULTURE DEPARTMENT

ASA HUTCHINSON
GOVERNOR

WES WARD
SECRETARY OF
AGRICULTURE



#1 NATURAL RESOURCES DRIVE
LITTLE ROCK, AR 72205

PHONE: (501) 683-4851
FAX: (501) 683-4852

E-MAIL: SECRETARY@AAD.AR.GOV

July 19, 2016

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

Re: Pool Position request

Dear Ms. Barnhill:

In accordance with the enclosure, please accept my recommendation for approval in requesting a pool position for the Arkansas Agriculture Department's Livestock and Poultry Division. This request is to surrender an Administrative Analyst position, (Class Code C037C, Grade C115) currently used in our Veterinary Diagnostic Lab receiving area, with an Agri Program Manager, (Class Code B049C, Grade C120). We feel this classification is more appropriate for the current job duties of this position.

Thank you for assistance and please let me know if you need any additional information with this request.

Respectfully,

A handwritten signature in black ink, appearing to read "Wes Ward".

Wes Ward
Secretary of Agriculture
State of Arkansas



**ARKANSAS
LIVESTOCK AND
POULTRY
COMMISSION**

P.O. Box 8505
ONE NATURAL RESOURCES DRIVE
Little Rock, Arkansas 72215

Phone: (501) 907-2400
Lab: (501) 907-2430
Fax: (501) 907-2425
Website: www.alpc.arkansas.gov

Bruce Holland, Executive Director

July 15, 2016

Kay Barnhill, Administrator
DFA-Office of Personnel Management
1509 W. 7th Street
Little Rock, AR 72203

RE: Pool Position, Agri Program Manager

Dear Kay:

We request your approval of an Agri Program Manager, Class Code B049C, Grade C120, from the Position Pool for Fiscal Year 2017 and beyond. This is needed to reclassify an Administrative Analyst position currently being utilized as the Section Supervisor of our Veterinary Diagnostic Lab receiving area. We propose to surrender the Administrative Analyst position in return for the Agri Program Manager position.

For several years the ALPC has utilized an Administrative Analyst position as the supervisor of the receiving section of our lab (this was the only position available). The duties for our Lab Receiving Section Supervisor, as currently required by changes in lab leadership and our goals for reaccreditation and best in the State lab status, do not match the job specifications for the currently utilized Administrative Analyst position. In order to more properly match the job duties and senior management classification of this vital position in our lab, we believe the Agri Program Manager title is a better fit. This position title will also provide a much more competitive salary range to recruit and retain highly qualified and skilled employees. We are currently attempting to fill this spot in our lab for the third time in less than five years and our preferred applicant who has the required skills and managerial abilities that we are looking for would require a greater salary level than available with the current position we have.

Reclassifying the Administrative Analyst position during the biennial budget process will not help us in hiring a Lab Receiving Supervisor currently. Our reaccreditation efforts will not permit us to wait a whole year to hire a highly qualified individual who can help us stop case accessioning errors and other incidences of non-conformance with our quality standard for checking in lab samples and dealing with veterinary clients. We are currently filling the Receiving Supervisor slot with other lab technical personnel who get further and further behind in their regular work.

COMMISSION MEMBERS

Monty Henderson, Fayetteville; Mack Hayden, Russellville; Rick Benson, Imboden;
Scott Sullivan, DeQueen; Ed Mabry, Batesville; Greg Hale, Little Rock; Dale Dixon, White Hall
An Equal Opportunity Employer

Kay Barnhill
July 15, 2016
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We ask that you approve this request and prepare the appropriate information for Personnel Committee approval. If you need further information please contact me at (501) 907-2412 or fwiedower@alpc.ar.gov.

Sincerely,



Fred Wiedower
Deputy Director



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

Business Area	Agency/Institution	Date
0400	Arkansas Agriculture Department/Livestock & Poultry Commission Division	7/19/2016

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22094758	Administrative Analyst	C115	C037C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Agri Program Manager	C120	B049C

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
Paula L. Jones, HR Administrator <i>Paula L. Jones</i>	7/19/2016

Agency Director	Date
Wes Ward, Secretary of Agriculture <i>Wes W. Ward</i>	7/19/2016