



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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Phone: (501) 682-1823  
<http://www.state.ar.us/dfa>

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 Waterways Commission for your review.

The Arkansas Waterways Commission has a requested one position from the temporary transition pool established by Ark. Code Ann. §21-5-225(c), which states:

- (1) The office shall establish and maintain a temporary transition pool of twenty-five (25) career service positions at grade C130 and twenty-five (25) professional and executive positions at grade N922 to be used to establish additional temporary positions in state agencies of the proper classification and grade if the state agency does not have sufficient positions available with the appropriate classification and grade to address organizational transition issues such as succession planning or other changes in agency administration.*
- (2) Temporary transition pool positions are to be used by state agencies only if the personnel service needs exceed the number of positions in a classification authorized by the General Assembly and were not anticipated at the time of the passage of the agency's operating appropriation act.*
- (3) A position established under this section shall not exceed a salary rate in excess of the highest rate established by grade or by line item in the requesting agency's appropriation act.*
- (4) No position shall be authorized to the agency from the temporary transition pool until the specific positions are requested by the agency, recommended by the office, and reviewed by the Personnel Subcommittee of the Legislative Council.*
- (5) Temporary transition pool positions shall be authorized for not more than one hundred eighty (180) calendar days in a fiscal year and may not be renewed or extended.*

The agency is requesting the classification listed below:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
Business Operations Specialist	C022C	C116

**JUSTIFICATION**

The Waterways Commission is requesting this position due to the retirement of the current employee in December, 2016. The agency wants to hire someone and have them train alongside the current employee before retirement. The agency has stated that it possesses sufficient funding to support this temporary transition pool position.

After review of this request, the Office of Personnel Management **recommends** establishment of the requested temporary transition pool position classified as Business Operations Specialist. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



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

JUL 25 2016

\_\_\_\_\_  
Date



## Arkansas Waterways Commission

Asa Hutchinson, Governor

Gene Higginbotham, Executive Director

July 19, 2016

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

RE: Transition replacement pool request

Dear Ms. Barnhill,

The Arkansas Waterways Commission request a transition replacement pool position to replace our Business Operations Specialist who will be retiring December 31, 2016.

The Business Operations Specialist is one of three full time positions at the Commission and vital to our daily operations. The Commission is a service bureau agency with no access to AASIS. The Business Operations Specialist works with various departments at DFA to insure that all of the Commissions financial transactions are dealt with in a timely manner. This position also has significant budgetary and personnel responsibilities. In order to reduce issues and possible problems with our daily operations with this upcoming retirement, we would like to have the transition position begin on November 7, 2016. This would enable the transition employee to train for two weeks with the retiring employee. The retiring employee has enough accumulated annual leave to depart the office on November 21, 2016.

The Commission has enough room in budgeted salaries to pay for the transition employee through cost savings of a new hire in a different position and a savings in salary with the transition employee after they assume the retiring employees position.

I appreciate your consideration of this request. If you have any questions, I can be reached at (501) 682-1176.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gene Higginbotham', is written over a printed name. The signature is fluid and cursive.

Gene Higginbotham



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

Business Area	Agency/Institution	Date
0341	Arkansas Waterways Commission	07/18/2016

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	Business Operations Specialist	C116	C022C

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
<i>Gene Higginbotham</i>	07.18.2016