



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

September 21, 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

The Office of Personnel Management submits a request from the Arkansas Agriculture Department for your review.

The Arkansas Agriculture Department has requested two positions from the OPM Central Growth Pool established by Ark. Code Ann. §21-5-225. The first position is the establishment of one (1) new title, Deputy Chief Financial Officer, at a grade C128, and the second position is one (1) Senior Microbiologist, at a grade C119. Although not required for obtaining a position from the OPM Central Growth Pool, Agriculture has agreed not to surrender the ARLPC Director position, 22094802. This position will be eliminated from their appropriation act during the next budget cycle:

<u>Position Number</u>	<u>Surrendered Classification Title</u>	<u>Class Code</u>	<u>Grade</u>	<u>LIM</u>
22094802	ARLPC Director	U048U	U048U	\$117,287

CLASSIFICATIONS REQUESTED

Deputy Chief Financial Officer	NEW	C128
Senior Microbiologist	B127C	C119

JUSTIFICATION

The Agriculture Department has made significant reorganization changes due to consolidating the human resources and accounting operations of the Arkansas State Plant Board, Arkansas Livestock and Poultry Commission, and the Arkansas Forestry Commission.

Since this consolidation, the agency has experienced efficiencies of some duties and cross-training of employees. The Director of the Livestock and Poultry Commission position, recently vacated, is no longer necessary to the efficient operation of the Agriculture Department. To further the agency's reorganization, Agriculture seeks a Deputy Chief Financial Officer with department-wide responsibility. This position will be responsible for management of the agency's budget responsibilities, capital projects, and general oversight of fiscal operations, in addition to managing the consolidation of the human resources and accounting division. If approved, this position would ensure adequate management and oversight of the larger consolidated team.

The second position is a Senior Microbiologist, which will function as a team leader and attain the proficiency required to retain certification. This position will have significant responsibilities such as sample testing, initiating a screening program for Chronic Wasting Disease (CWD), developing tests, and incorporating new laboratory methodologies. If approved, this position would increase efficiencies for the state, CWD testing fees would be kept in-state, and laboratory turn-around time would be reduced.

The Office of Personnel Management has reviewed this request and **recommends** the establishment of one new title and approval of two (2) pool positions from the OPM Central Growth Pool classified as Deputy Chief Financial Officer, grade C128, and Senior Microbiologist, grade C119. Your approval of this request is greatly appreciated.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

SEP 15 2016

Date

ARKANSAS AGRICULTURE DEPARTMENT

ASA HUTCHISON
GOVERNOR

WES WARD
SECRETARY OF AGRICULTURE



#1 NATURAL RESOURCES DRIVE
LITTLE ROCK, AR 72205

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

September 2, 2016

Ms. Kay Barnhill
Administrator
Office of Personnel management
1509 West 7th Street, Room 201
Little Rock, AR 72201

Dear Ms. Barnhill:

I am writing to request two pool positions: (1) a Class 128 Deputy Chief Financial Officer position in exchange for the surrender of the currently authorized and vacated Director of the Livestock and Poultry Commission position, position U048U; and (2) a C119 Senior Microbiologist position.

Class 128 Deputy Chief Financial Officer

According to A.C.A. 25-38-203, the Arkansas Agriculture Department shall administer the departments, institutions, other agencies or parts of departments, institutions, or other agencies transferred to the department. Further, according to A.C.A. 25-38-206, the human resources and accounting operations shall be administered under the direction and supervision of the Arkansas Agriculture Department.

The Arkansas Agriculture Department has made significant progress over the past year in consolidating the human resources and accounting operations of the Arkansas State Plant Board, the Arkansas Livestock and Poultry Commission, and the Arkansas Forestry Commission. Efficiencies have been gained through the relocation of personnel to one location, the consolidation of some duties, and cross training of employees.

Replacing the Director of the Livestock and Poultry Commission position with a lower graded Deputy Chief Financial Officer position would allow the Arkansas Agriculture Department to complete the consolidation of the human resources and accounting division and ensure adequate management and oversight of the larger consolidated team. The duties of the

Deputy Chief Financial Officer would include management of the Arkansas Agriculture Department's budget responsibilities, capital projects, and general oversight of fiscal operations.

Prior to the position being vacated, the Director of the Livestock and Poultry Commission had a salary of more than \$100,000. If approved, the starting salary for a Class 128 Deputy Chief Financial Officer position would be \$55,156. The addition of this position would aid the Arkansas Agriculture Department in fulfilling its statutory obligations, allow the agency to operate more efficiently and result in reduced salary expenses.

C119 Senior Microbiologist

The Arkansas Agriculture Department and the Arkansas Game and Fish Commission want to initiate a screening program for Chronic Wasting Disease (CWD) in free-ranging cervids using the facilities of the Arkansas Agriculture Department's Arkansas Veterinary Diagnostic Laboratory. The Arkansas Game and Fish Commission has been using out of state laboratories for surveillance screening because the Arkansas Veterinary Diagnostic Laboratory is not currently staffed to meet the needs of Arkansas's CWD surveillance program on an ongoing basis. With the first-ever positive case of CWD in Arkansas, and with the acceptance of the ELISA (enzyme-linked immunosorbent assay) procedure as a screening adjunct to the more involved procedure of immunohistochemistry staining, both agencies want to phase in ELISA testing at the Arkansas Veterinary Diagnostic Laboratory.

Sample testing levels are estimated at 150-400 samples per month with surges up to 5,000-7000 samples in a few weeks during modern gun deer season. Management at other veterinary diagnostic laboratories conducting these types of tests recommend one full-time person be dedicated to CWD testing efforts using the ELISA procedure with 2-3 additional persons cross-trained to handle surges. A C119 position is needed to function as the team leader and to attain the proficiency required to retain certification.

The addition of a C119 position at the Arkansas Veterinarian Diagnostic Laboratory to implement CWD surveillance sample testing would result in increased efficiencies for the State of Arkansas. CWD testing fees would be kept in-state rather than going to out of state facilities for the same tests, and turn-around time would be reduced.

I appreciate your consideration of these requests. Please let me know if you have questions or need additional information.

Respectfully,



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	09/02/16

Position(s) to be Surrendered

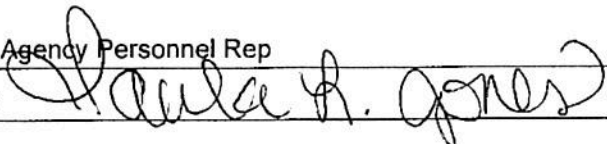
Position/Item Number	Classification Title	Pay Grade	Class Code
22094802	ARLPC Director	U048U	U048U

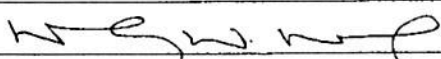
Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
NEW TITLE	Deputy Chief Financial Officer	C128	
D127C	Senior Microbiologist	C119	

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 	09/02/16

Agency Director	Date
Wes Ward, Secretary of Agriculture 	09/02/16



SENIOR MICROBIOLOGIST

Class Code: B127C Grade: C119

FLSA Status: Exempt

Date: 07/01/2011

STATE OF ARKANSAS JOB DESCRIPTION

SUMMARY:

The Senior Microbiologist is responsible for preparing samples for testing, conducting tests, and recording results and acting as lead Microbiologist. This position is governed by state and federal laws and agency/institution policy.

TYPICAL FUNCTIONS:

Provides general supervision of the work of laboratory, clinical, environmental and administrative staff by assigning and prioritizing work assignments, providing instructions, providing training and assuring employee work performance is evaluated.

Receives specimens/samples of analysis, stores samples until ready for testing, enters sample information in receipt log book, numbers, dates, and prepares samples for laboratory examination.

Conducts a variety of microbiological and chemical tests, labels samples, records and interprets results, evaluates data, prepares written analysis, and compiles and prepares productivity and related reports.

Establishes and monitors the standards of accuracy, precision, and efficiency in the performance of tests or the operations of equipment, establishes quality control and preventative maintenance systems, and monitors safety compliance.

Develops tests and incorporates new laboratory methodologies, updates procedure manuals, and evaluates media, reagents, and standards according to established criteria.

Calibrates laboratory equipment, conducts performance checks of equipment and instruments, and maintains laboratory equipment and instruments by correcting malfunctions.

Performs method evaluation tests on new procedures and equipment and recommends policy and procedure modifications.

Maintains laboratory records and files.

Performs other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of microbiological theories and principles.

Knowledge of the methods and techniques of microbiological tests and analysis.

Knowledge of laboratory operations and equipment maintenance.

Ability to assign and coordinate work activities and monitor the performance of co-workers and/or subordinates.

Ability to perform microbiological tests and analysis.

Ability to calibrate and maintain laboratory equipment

Ability to write descriptive results of analysis and maintain records.

Ability to prepare media, standards, and reagents.

Ability to analyze and verify data using confirmation and statistical procedures.

MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education equivalent of a bachelor's degree in microbiology, biology, chemistry, or other program related fields; plus two years of experience in laboratory testing and analysis and laboratory operations, including one year in a microbiologist laboratory.

Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

June 9, 2011