



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

December 14, 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 Human Services, Division of Child Care/Early Childhood Education (DHS/DCCECE), for your review.

The DHS/DCCECE requests one (1) pool position from the OPM Surrender Pool established by Ark. Code Ann. §21-5-225(a)(1). The classification requested 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>
22101315	Administrative Specialist III	C056C	C112
22100251	Administrative Specialist I	C087C	C106

**CLASSIFICATION REQUESTED**

DHS/DCC Assistant Director of Operations & Program Supervisor	G056C	C125
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**JUSTIFICATION**

As a result of a recent program evaluation conducted by the United States Department of Agriculture Food and Nutrition Service, DCCECE is seeking adequate and qualified staff to provide oversight of its statewide nutrition programs. This division of DHS is responsible for managing and maintaining food nutrition programs for eligible clients within the state of Arkansas. Currently, the agency implements five food programs totaling over \$82 million dollars: Special Nutrition Programs, the Child Care Food Program, the National School Lunch Program, the Special Milk Program, and the Summer Food Service Program.

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The Office of Personnel Management has reviewed this request and **recommends** the approval of one (1) pool position from the OPM Surrender Pool.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



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Chief Fiscal Officer of the State

DEC - 8 2016

\_\_\_\_\_  
Date

KB/jd:1-2



December 6, 2016

Ms. Kay Barnhill  
State Personnel Administrator  
Department of Finance and Administration  
Office of Personnel Management  
1509 West 7th Street  
Little Rock, Arkansas 72203



RE: Supplemental Pool Position Request  
Department of Human Services

Ms. Barnhill:

The department is requesting one (1) position from the Office of Personnel Management's position pool established by Arkansas Code 21-5-225 (a) (1). The requested position is a **G056C DHS/DCC Assistant Director Of Operations & Program Supervisor** at grade C125. The Division of Child Care and Early Childhood Education require a higher level of management staff to oversee implementation of our state's health and nutrition program operations. USDA management evaluations have recommended that adequate and qualified staff be available to oversee operations and management of this \$82 million dollar initiative.

To off-set the cost of this request, the division is surrendering a total of two (2) positions. They are:

Position #	Grade	Class	Title
22101315	C112	C056C	Administrative Specialist III
22100251	C106	C087C	Administrative Specialist I

If you have any questions or need for additional information, please give me a call at (501) 683-5928.

Sincerely,

George Bryant  
Human Resource Administrator

Cc: Glenn Eisenhauser, DHS Chief of Human Resources