



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

October 17, 2017

Senator John Cooper, Co-Chairperson  
Representative Les Eaves, 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 for two (2) new titles and three (3) pool positions from the position pools established by Ark. Code Ann. §21-5-225 from the Arkansas Department of Parks and Tourism (ADPT), the Arkansas Department of Labor, and Arkansas Rehabilitation Services.

ARKANSAS DEPARTMENT OF PARKS AND TOURISM

| <u>Positions Surrendered</u> | <u>Title</u>                         | <u>Grade</u> |
|------------------------------|--------------------------------------|--------------|
| 22143422                     | Food Preparation Specialist, S085C   | GS02         |
| 22092558                     | Construction Inspector, X129C        | GS05         |
| <br>                         |                                      |              |
| <u>Position Requested</u>    | ADPT Parks Div. Deputy Director, NEW | GS14         |

ARKANSAS DEPARTMENT OF LABOR

| <u>Position Surrendered</u> | <u>Title</u>   | <u>Grade</u> |
|-----------------------------|--|--------------|
| 22120320                    | Attorney Specialist, G047C (Currently crossgraded to Accounting Operations Manager, A027C) | GS11         |
| <br>                        |  |              |
| <u>Position Requested</u>   | Agency Controller I, A021C   | GS12         |

ARKANSAS REHABILITATION SERVICES

| <u>Position Surrendered</u> | <u>Title</u>                       | <u>Grade</u> |
|-----------------------------|------------------------------------|--------------|
| 22082016                    | Public Information Manager, P004C  | GS09         |
| <u>Position Requested</u>   | ARS Director of Communication, NEW | GS12         |

ADPT states that the proposed position is necessary to assist the current State Parks Division Director, who is responsible for administering the large number of projects and emergency incidents that occur annually at the state's 52 parks. The deputy division director will be responsible for coordinating the critical interactions between section managers for construction, major maintenance, resource interpretation, park operations, and emergency services.

The Arkansas Department of Labor requests an Agency Controller I to correct a change that occurred during the biennial session because the position that was crossgraded to this title was vacant due to the death of an incumbent. As a result, the position reverted back to its authorized level before being filled. When the subsequent candidate was chosen, the position level had been lost and the employee that accepted the job incurred an inadvertent loss in pay.

Arkansas Rehabilitation Services requests a new title and position of ARS Director of Communications to be responsible for managing the public relations of the agency. This position will coordinate communications for both Arkansas Career Education and Arkansas Rehabilitation Services, business areas 590 and 520, respectively. This position is part of an ongoing effort to streamline and share services between the business areas. In addition to the normal communication efforts one would expect from an agency, this position will also be responsible for reaching out to citizens with disabilities and will be expected to have a focus on communications accessibility.

OPM has reviewed these requests from ADPT, Labor, and Arkansas Rehabilitation Services and **recommends** the establishment of the titles and positions listed above.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator

  
**Chief Fiscal Officer of the State**

**OCT 05 2017**  
**Date**

Senator John Cooper, Co-Chairperson  
 Representative Les Eaves, Co-Chairperson  
 October 17, 2017

The costs for these positions is as follows:<sup>1</sup>

**0520 ARKANSAS REHABILITATION SERVICES**

| <u>Position</u> | <u>Status</u> | <u>FY18 Title</u>          | <u>FY18 Grade</u> | <u>Proposed Title</u>         | <u>Proposed Grade</u> | <u>Estimated Cost</u> | <u>GR/SCS Cost</u> | <u>Cash/SR Cost</u> |
|-----------------|---------------|----------------------------|-------------------|-------------------------------|-----------------------|-----------------------|--------------------|---------------------|
| 22082016        | VACANT        | PUBLIC INFORMATION MANAGER | GS09              | ARS DIRECTOR OF COMMUNICATION | GS12                  | \$19,554              | \$3,911            | \$15,643            |

**0800—DEPARTMENT OF LABOR**

| <u>Position</u> | <u>Status</u> | <u>FY18 Title</u>   | <u>FY18 Grade</u> | <u>Proposed Title</u> | <u>Proposed Grade</u> | <u>Estimated Cost</u> | <u>GR/SCS Cost</u> | <u>Cash/SR Cost</u> |
|-----------------|---------------|---------------------|-------------------|-----------------------|-----------------------|-----------------------|--------------------|---------------------|
| 22120320        | FILLED        | ATTORNEY SPECIALIST | GS11              | AGENCY CONTROLLER I   | GS12                  | \$4,333               | \$3,900            | \$433               |

**0900—PARKS & TOURISM**

| <u>Position</u> | <u>Status</u> | <u>FY18 Title</u>           | <u>FY18 Grade</u> | <u>Proposed Title</u> | <u>Proposed Grade</u> | <u>Estimated Cost</u> | <u>GR/SCS Cost</u> | <u>Cash/SR Cost</u> |
|-----------------|---------------|-----------------------------|-------------------|-----------------------|-----------------------|-----------------------|--------------------|---------------------|
| 22143422        | VACANT        | FOOD PREPARATION SPECIALIST | GS02              | ADPT PARKS DIV DEP    | GS13                  | \$31,147              | \$0                | \$31,147            |
| 22092558        | VACANT        | CONSTRUCTION INSPECTOR      | GS05              | DIR                   |                       |                       |                    |                     |

<sup>1</sup> For vacant positions, the cost is calculated as the entry rate of the new position minus the entry rate of the surrendered position(s).



**DEPARTMENT OF  
PARKS & TOURISM**

1 Capital Mall  
Little Rock, AR 72201  
501-682-7777

Central Administration  
Division  
501-682-2039

Great River Road Division  
870-295-2005  
Arkansas.com

Human Resources Section  
501-682-7742 (TDD)

Keep Arkansas  
Beautiful Division  
501-682-3507 (TDD)  
KeepArkansasBeautiful.com

State Parks Division  
501-682-1191 (TDD)  
ArkansasStateParks.com

Tourism Division  
501-682-7777 (TDD)  
Arkansas.com

**Asa Hutchinson  
GOVERNOR**

**Kane Webb  
EXECUTIVE DIRECTOR**

**DIVISION DIRECTORS**

Cynthia Dunlap  
ADMINISTRATION

Grady Spann  
STATE PARKS

Joe David Rice  
TOURISM

Kim Williams  
GREAT RIVER ROAD

Robert Phelps  
KEEP ARKANSAS  
BEAUTIFUL

# Arkansas

THE NATURAL STATE

October 2, 2017

Kay Barnhill  
Personnel Administrator, OPM  
1509 West 7th Street  
2nd Floor DFA Building  
Little Rock, AR 72201

RE: Pool Position Request

Dear Kay:

We have identified a need to request a position from the OPM Position Pool. State Parks Division in our agency has seen tremendous growth in regard to scope with myriad projects, initiatives, and incident responses required of the division to serve the public and keep our park system maintained. The recent addition of War Memorial Stadium under Parks Division has made a difficult management task even more difficult. The State Parks Division Director alone is not able to effectively triage and provide needed managerial direction for all of these projects and incidents. In order to more efficiently handle management oversight of this workload, a deputy director position is needed to coordinate the critical interaction between section managers for construction, major maintenance, resource interpretation, park operations and emergency services.

We therefore request a new position, ADPT Park Division Deputy Director (GS14) for this purpose. We have two vacant positions which will not need to be refilled we are able to trade into the pool for this purpose, one (1) Construction Inspector GS05 and one (1) Food Preparation Specialist GS02.

I am enclosing a completed OPM Request For Pool Position form, a position classification questionnaire, and a more complete justification summary for this purpose. I would appreciate your timely review. I realize this request will have to go before the Personnel Committee. I request this matter be placed on the agenda as soon as practical. Please let me know if you need any additional information in this matter.

Best Wishes,

Kane Webb  
Executive Director

Encls.





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

|               |  |          |
|---------------|--|----------|
| Business Area | Agency/Institution                       | Date     |
| 0900          | ARKANSAS DEPARTMENT OF PARKS AND TOURISM | 10/02/17 |

**Position(s) to be Surrendered**


| Position/Item Number | Classification Title        | Pay Grade | Class Code |
|----------------------|-----------------------------|-----------|------------|
| 22143422             | FOOD PREPARATION SPECIALIST | GS02      | S085C      |
| 22092558             | CONSTRUCTION INSPECTOR      | GS05      | X129C      |
|                      |                             |           |            |
|                      |                             |           |            |

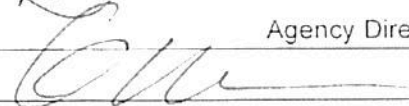
**Classification(s) Requested**

| N/A | Classification Title                | Pay Grade | Class Code |
|-----|-------------------------------------|-----------|------------|
| NEW | ADPT PARKS DIVISION DEPUTY DIRECTOR | GS14      | NEW        |
|     |                                     |           |            |
|     |                                     |           |            |
|     |                                     |           |            |

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       |
|   |                      | 10/02/2017 |

|   |                 |            |
|---|-----------------|------------|
|  | Agency Director | Date       |
|   |                 | 10/02/2017 |

## **ADPT Pool Position Request**

### **ADPT Parks Division Deputy Director**

On average, the Arkansas State Parks Division has more than 170 capital improvement projects and more than 300 major maintenance projects each year. There are also more than 2,500 emergency services incidents on average each year that occur across 52 state parks. The State Parks Division Director alone is not able to effectively triage and provide needed managerial direction for all of these projects and incidents. In order to more efficiently handle management oversight of this workload, a deputy director position is needed to coordinate the critical interaction between section managers for construction, major maintenance, resource interpretation, park operations and emergency services.

The Deputy Director will report to the Division Director and will have direct oversight for capital improvement projects, major maintenance projects, and emergency services incidents. This position will open lines of efficient communication between section managers to ensure improved production, timely responses to guests, vendors and contractors and the completion of projects on time. With direct oversight, timely updates and tracking progress of each project and situation will be more efficient and communicated with the State Parks Division Director and the State Parks, Recreation and Travel Commission. Currently, all of these projects and incidents occur independent of each other with only periodic updates, and, often work is impeded while waiting on managerial approval or coordination necessary between sections to move forward. The coordination and interaction of each section manager under one director is critical to the success of each project and event. By adding a deputy director position, this focused coordination will be required, and open and effective communication will occur on a regular basis.

The Deputy Director will be able to focus on the continual coordination of each project and event. The goal is for projects to remain on track without undue delay due to staff not being able to keep up with the status of each of the projects and incidents that occur each year. The Deputy Director will also be called upon to support the Division Director on strategic planning, law enforcement issues, staff training requirements, bench building, accountability of deliverables by section managers, and the overall operation of Arkansas State Parks.



**CERTIFICATION OF FUNDING FOR PERSONNEL ACTIONS**

Agencies must complete this form for personnel actions involving director's discretion under the Uniform Classification & Compensation Act for either incumbents or new hires. By completing this form, your agency certifies that sufficient agency funds exist and are available during the current fiscal year, and are expected to be available on an ongoing basis, to cover the requested salary adjustment. Agencies requesting discretionary increases will not be eligible for additional Merit Adjustment Fund disbursements to cover the costs of such increases. For adjustments affecting more than one position, please attach a spreadsheet with the information below listed for each position. A signed copy of this form must be attached.

|  |  |           |           |
|--|--|-----------|-----------|
| 1. Business Area/Agency:                 | 0900 Arkansas Dept. of Parks and Tourism |           |           |
| 2. Type of Action Requested:             | Surrender Pool                           |           |           |
| 3. Employee Name:                        | N/A                                      |           |           |
| 4. Employee Personnel Number (if any):   | N/A                                      |           |           |
| 5. Position Number:                      | NEW                                      |           |           |
| 6. Job Title:                            | ADPT PARKS DIVISION DEPUTY DIRECTOR      |           |           |
| 7. Class Code:                           | NEW                                      | 8. Grade: | GS14      |
| 9. Current Salary:                       |  |           | \$ 54,405 |
| 10. Requested Salary:                    |  |           | \$ 86,887 |
| 11. Change in Salary:                    |  |           | \$ 32,482 |
| 12. Change in Personal Services Match:   |  |           | \$ 8,445  |
| 13. Total Budgetary Impact:              |  |           | \$ 40,927 |
| 14. Fund Center:                         | 500                                      |           |           |
| 15. Cost Center:                         | 444258                                   |           |           |
| 16. Funding Source:                      | SPT0100                                  |           |           |
| 17. Current Budget for Appropriation:    | \$5,074,436                              |           |           |
| 18. Certified Funding for Appropriation: | \$5,074,436                              |           |           |

Justification:

On average, the Arkansas State Parks Division has more than 170 capital improvement projects and more than 300 major maintenance projects each year. There are also more than 2,500 emergency services incidents on average each year that occur across 52 state parks. The State Parks Division Director alone is not able to effectively triage and provide needed managerial direction for all of these projects and incidents. In order to more efficiently handle management oversight of this workload, a deputy director position is needed to coordinate the critical interaction between section managers for construction, major maintenance, resource interpretation, park operations and emergency services.

By signing this document, I certify that sufficient agency funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Merit Adjustment Fund.

  
\_\_\_\_\_  
Agency Director

10-2-17  
\_\_\_\_\_  
Date



STATE OF ARKANSAS

**ARKANSAS DEPARTMENT OF LABOR**

10421 WEST MARKHAM • LITTLE ROCK, ARKANSAS 72205-2190  
(501) 682-4500 • Fax: (501) 682-4535 • TDD: (800) 285-1131

July 14, 2017

Ms. Kay Barnhill  
State Personnel Administrator  
Office of Personnel Management  
State of Arkansas  
Little Rock, AR

Re: Request for Pool Position to replace Position Number 22120320

Dear Ms. Barnhill:

As you are aware, the Arkansas Department of Labor has encountered an issue that occurred with the transition to the new pay plan. The agency is requesting your approval of a pool position at the classification of Agency Controller I. A Request for Pool Position Form is attached to this request for your consideration.

ADL Position Number 22120320 has an approved classification of Attorney Specialist, Class Code G47C, Pay grade C126. On January 5, 2017 this position was cross-graded to Agency Controller I, Class Code A021C, also Page Grade C126. This was done because it was determined that the agency needed to hire a Chief Financial Officer to direct the finance division and ensure compliance with federal and state regulations and best financial practices. After a search Mr. David Kinnard was hired in this position on March 13, 2017. Unfortunately this employee passed away unexpectedly on the evening of May 12, 2017. The agency immediately did a Hiring Freeze Waiver request and began seeking applicants with experience leading a state agency finance department. A qualified current state employee was found, Ms. Karen Fricke, of the Arkansas Department of Information Services, who was making of \$105,444 per year. Ms. Fricke was willing to transfer to ADL at a pay cut and the agency offered her the position Agency Controller I/Chief Financial Officer at an annual salary of \$95,849. The agency is very fortunate that she accepted this offer.

It is my understanding that because the position was vacant when the new pay plan was implemented it was reverted to the original classification of Attorney Specialist which is a now paygrade GS11 in the new plan and lower than Agency Controller I now a paygrade GS12. In order to pay this employee the position was cross-graded to Accounting Operations Manager, Class Code A027C, Paygrade GS11. The maximum of the new paygrade is \$90,670 and the most an employee can be paid. If the pool position is approved it will be used to restore the Agency Controller I position and allow the employee to be paid the salary she was offered, \$95,849.

Your consideration of this request is greatly appreciated. Should you need further information regarding this request please do not hesitate to contact me at 682-4541 or ADL HR staff, Veronica Alexander or Elva Cromwell at 682-2811.

Best Regards,

A handwritten signature in black ink, appearing to read "L. Jones, Jr.", written over a white rectangular area.

Leon Jones, Jr.  
Director





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

|               |                              |          |
|---------------|------------------------------|----------|
| Business Area | Agency/Institution           | Date     |
| 0800          | Arkansas Department of Labor | 07/14/17 |

**Position(s) to be Surrendered**

| Position/Item Number | Classification Title          | Pay Grade | Class Code |
|----------------------|-------------------------------|-----------|------------|
| 22120320             | Accounting Operations Manager | GS11      | A027C      |
|                      |                               |           |            |
|                      |                               |           |            |
|                      |                               |           |            |

**Classification(s) Requested**

| N/A | Classification Title | Pay Grade | Class Code |
|-----|----------------------|-----------|------------|
|     | Agency Controller I  | GS 12     | A021C      |
|     |                      |           |            |
|     |                      |           |            |
|     |                      |           |            |

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     |
| Veronica Alexander <i>Veronica Alexander</i> | 07/14/17 |

|                 |          |
|-----------------|----------|
| Agency Director | Date     |
| Leon Jones, Jr. | 07/14/17 |



Asa Hutchinson  
*Governor*

**Department of Career Education**  
**Arkansas Rehabilitation Services**  
D. Alan McClain, *Commissioner*

Charisse Childers, Ph.D.  
*Director*

April 27, 2017

Kay Barnhill Terry, State Personnel Administrator  
Office of Personnel Management, Suite 201  
Arkansas Department of Finance and Administration  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278

RE: Pool Request - Fiscal Year 2018 Director of Communications, P001N, Grade GS12

Dear Ms. Terry:

The purpose of this letter is to officially request a Director of Communications pool position. Career Education is an agency in transition facilitated by a collaborative partnership with Arkansas business and industry. The Director of Communications is responsible for managing the public relations aspect of the agency. The Director helps build and sustain the reputation of the agency by providing accurate, reliable, and substantive information. In addition, the Director is tasked with managing the agency brand through internal communications and external media relations. All written press releases and information relayed to the public are delivered through the Communication Office.

A copy of detail duties and responsibilities governing this position is attached. Your assistance and support to obtain approval for a Director of Communications position for this agency is needed and appreciated. Thank you for your consideration of this request.

Sincerely,

DeCarlia Smith, Human Resources Administrator  
Department of Career Education



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

|               |                                |          |
|---------------|--------------------------------|----------|
| Business Area | Agency/Institution             | Date     |
| 0520          | Department of Career Education | 04/14/17 |

**Position(s) to be Surrendered**

| Position/Item Number | Classification Title       | Pay Grade            | Class Code |
|----------------------|----------------------------|----------------------|------------|
| 22082016             | PUBLIC INFORMATION MANAGER | <del>GS12</del> GS09 | P004C      |
|                      |                            |                      |            |
|                      |                            |                      |            |
|                      |                            |                      |            |

**Classification(s) Requested**

| N/A   | Classification Title       | Pay Grade | Class Code |
|-------|----------------------------|-----------|------------|
| REHAB | Director of Communications | GS12      | P001N NEW  |
|       |                            |           |            |
|       |                            |           |            |
|       |                            |           |            |

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    |
| <i>DeJanae Smith</i> | 4/14/17 |
| Agency Director      | Date    |
|                      |         |

## **Arkansas Department of Career Education**

### **Functional Job Description: Director of Communications**

**Class Code: P007N Grade: GS12**

#### **Position Summary**

This Senior Management position will provide strategic planning and direction of communication strategies with external and internal audiences; identify web-based marketing and social media opportunities and develop strategies; coordinate/maintain/provide direction on marketing campaigns; write content for various publications and edit and proofread content created by other writers; coordinate agency audiovisual material needs; work with director and senior staff to research and develop speeches and supporting materials for speaking engagements and writings and on occasion speak to groups about the agency; monitor how the agency is portrayed in news articles, websites, and other public venues; assist in the daily operation of the communications office and serve as the second in command. Frequent in-state travel, including some overnight, will be required. Some after-hours duty will be required.

#### **Education and Professional Work Experience**

The formal education equivalent to a bachelor's degree in communication or business administration; plus four years of experience in the communications field, including three years in a supervisory capacity; related field (i.e. media relations, marketing managers, non-profit executives)

Broad knowledge of and experience in providing creative direction relating to public information initiatives and in evaluating the effectiveness of such initiatives. Strong technical knowledge of and experience in web development, social media and online marketing, branding, and market research techniques and practices. Strong technical skills in photography, videography, audio systems, and audiovisual editing.

Experience in researching, writing, and editing for publications and web content. Experience in photography, video, and audio production and editing. Ability to manage special projects. Excellent English written and verbal communications skills, including strong proofreading and copy editing skills. Strong interpersonal skills and an ability to work with a variety of individuals. Experience in working with media specifically the Freedom of Information Act and responding on behalf of the agency.

The Director of Communications must demonstrate initiative as a self-starter, be analytically astute, exercise good judgment, and highly motivated to competently achieve performance expectations with minimal supervision. A high level of integrity is essential to be successful as the assistant communications director. The candidate must be able to effectively communicate orally and in writing. Public presentation experience is needed. Management and organizational skills are required with attention to detail. Help support efforts to establish and maintain a successful, dynamic social media presence for our agency.

### **Job Duties and Responsibilities**

Assist in developing and implementing marketing and communication plans with a strong emphasis in social media.

Analyze information to develop marketing, communications and social media strategies and products for internal and external audiences.

Develop an agency social media presence and execute strategies for online marketing and social media efforts. Must be well-versed in social media and experienced using social networking sites such as Twitter, Facebook, Instagram, YouTube, and others.

Monitor client and brand activity across a broad range of social networking sites and blogs, cultivate and grow online relationships with key target stakeholders, and seek new opportunities to integrate social media into our strategic marketing objectives.

Plan and oversee design and production of marketing products.

Develop and execute strategies for website enhancements and revisions, including navigation and design. Produce content for website.

Write, edit, and proof print and web copy, ensuring accuracy, grammatical correctness, and consistency with agency mission.

Coordinate audiovisual and technical assistance and support to staff to ensure quality productions. Operate media equipment. Train staff on the use of media equipment.

Monitor effectiveness of various marketing strategies to maximize overall marketing. Recommend changes to ensure maximum effectiveness.

Research and develop speeches, speaking points, and supporting materials.

Provide support and assistance to agency staff with marketing their special events and projects and works collaboratively with staff to ensure that their projects align with the agency mission and goals and the overall marketing goals.

Some supervisory responsibilities.

Represent the agency as assigned.

Assist in daily operations of communications office.

Serve as director in the absence of the communications director.