

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

March 28, 2023

The Honorable Breanne Davis, Co-Chairperson  
 The Honorable Jim Wooten, Co-Chairperson  
 Uniform Personnel Classification and  
 Compensation Plan Subcommittee  
 Arkansas Legislative Council  
 State Capitol Building, Room 315  
 Little Rock, Arkansas 72201

Dear Senator Davis and Representative Wooten:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Education (ADE) for your review.

ADE is requesting four (4) brand new classifications, five (5) growth pool positions, and five (5) surrender pool positions from the OPM growth pool and OPM surrender pool established by Arkansas Code Annotated § 21-5-225. The classifications requested, position count for each classification, and twenty (20) surrendered positions are listed below:

**CLASSIFICATIONS REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>	<b><u>POSITION COUNT</u></b>
NEW	ADE Chief of Staff	SE04	\$149,862 – \$181,500	1
NEW	ADE Associate Deputy	SE02	\$120,543 – \$157,100	3
NEW	ADE Chief Legal Counsel	SE01	\$108,110 – \$147,200	1
NEW	ADE Program Director	GS15	\$96,960 – \$140,592	1
E001N	ADE Coordinator of Special Programs	GS13	\$77,862 – \$112,900	4

Office of Personnel Management

501 Woodlane Street, Suite 205 \* Little Rock, AR 72201 \* 501.682.1753

**POSITIONS SURRENDERED**

<b><u>POSITION NUMBER</u></b>	<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>	<b><u>DATE VACATED</u></b>
22082709	D077C	Help Desk Specialist	GS05	\$32,405 - \$46,987	1/7/2020
22082710	D077C	Help Desk Specialist	GS05	\$32,405 - \$46,987	1/28/2019
22082714	C020C	Student Applications Specialist	GS06	\$36,155 - \$52,425	12/9/2019
22082716	C020C	Student Applications Specialist	GS06	\$36,155 - \$52,425	7/30/2016
22082752	C056C	Administrative Specialist III	GS04	\$29,046 - \$42,117	3/17/2019
22082753	C056C	Administrative Specialist III	GS04	\$29,046 - \$42,117	7/9/2019
22082765	C073C	Administrative Specialist II	GS03	\$26,034 - \$37,749	2/6/2015
22082773	C056C	Administrative Specialist III	GS04	\$29,046 - \$42,117	4/14/2019
22082786	C056C	Administrative Specialist III	GS04	\$29,046 - \$42,117	8/16/2020
22082859	R036C	Human Resources Specialist	GS04	\$29,046 - \$42,117	7/14/2018
22082866	C056C	Administrative Specialist III	GS04	\$29,046 - \$42,117	11/16/2018
22082871	D077C	Help Desk Specialist	GS05	\$32,405 - \$46,987	5/10/2019
22082886	C056C	Administrative Specialist III	GS04	\$29,046 - \$42,117	8/10/2019
22082902	A074C	Fiscal Support Supervisor	GS06	\$36,155 - \$52,425	6/30/2017
22082924	C022C	Business Operations Specialist	GS05	\$32,405 - \$46,987	8/15/2013
22082925	C073C	Administrative Specialist II	GS03	\$26,034 - \$37,749	9/10/2016
22082957	B076C	Research Project Analyst	GS06	\$36,155 - \$52,425	6/30/2017
22082994	G178C	Policy Development Coordinator	GS06	\$36,155 - \$52,425	6/30/2017
22124634	G178C	Policy Development Coordinator	GS06	\$36,155 - \$52,425	6/30/2017
22148280	X037C	Education Investigator	GS08	\$45,010 - \$65,265	6/4/2016

**JUSTIFICATION**

The Arkansas Department of Education needs additional classifications and positions authorized as these classifications in order to assist with implementing the Arkansas LEARNS (Literacy, Empowerment, Accountability, Readiness, Networking, and School Safety) Act which is Act 237 of the 94<sup>th</sup> General Assembly, adhering to Executive Orders issued by Governor Sarah Huckabee Sanders, as well as creating cohesiveness among all agencies within the department.

The Honorable Breanne Davis, Co-Chairperson  
The Honorable Jim Wooten, Co-Chairperson  
March 28, 2023  
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The position authorized as ADE Chief of Staff will be responsible for overseeing all operations within the department and advising their Secretary of Education upon demand. The positions authorized as ADE Associate Deputy will be responsible for directly supervising their Assistant Commissioners. The position authorized as ADE Chief Legal Counsel will be responsible for overseeing all legal affairs within the department, supervising all subordinate legal personnel within the department, ensuring appropriate representation of the department concerning legal matters, as well as coordinating with the Attorney General's Office. The agency states that existing classifications and positions cannot absorb these responsibilities.

The position authorized as ADE Program Director will be responsible for overseeing the day-to-day administration and delivery of a large-scale program as well as coordinating work responsibilities for the program between multiple agencies. The positions authorized as ADE Coordinator of Special Programs will be responsible for organizing work activities, assisting with grant administration, preparing documentation and reports, as well as distributing data.

**RECOMMENDATION**

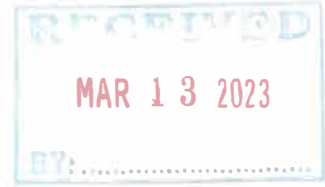
The Office of Personnel Management has reviewed this request from the Arkansas Department of Education and **recommends** the establishment of four (4) brand new classifications, five (5) growth pool positions, and five (5) surrender pool positions. The cost for these five (5) growth pool positions and five (5) surrender pool positions is approximately \$125,250 for the remainder of this fiscal year. The agency guarantees our office that it possesses sufficient funding to support this pool position request.

Your consideration of this request is greatly appreciated.

  
STATE PERSONNEL DIRECTOR

  
DATE

1760



## Arkansas Department of Education

Four Capitol Mall • Little Rock, Arkansas • 72201-1030 • (501) 682-4475 • Fax (501) 682-1079

Sarah Huckabee Sanders  
Governor

Jacob Oliva  
Secretary

March 9, 2023

Ms. Kay Barnhill, Director  
Office of Personnel Management  
501 Woodlane, Suite 205  
Little Rock, Arkansas 72201

Dear Ms. Barnhill,

The Arkansas Department of Education (ADE) requests the following positions from the OPM Growth Pool pursuant to OPM Policy Number 44 and A.C.A. § 21-5-225. These new positions will be used to implement SB294, the Arkansas Learns Act, as well as executive orders issued by Governor Sanders, and to create cohesiveness among all divisions of ADE. ADE is requesting the approval of the positions to ensure the proper operational functioning of the ADE office. The Chief of Staff will be responsible for management and oversight of the daily operations of ADE staff, advising the Secretary of Education on policy issues, and ensuring accurate information is conveyed in a timely manner. The three ADE Associate Deputy positions will advise and support the agency Deputy Commissioners as well as the Secretary of Education. The Chief Legal Counsel will oversee all attorneys and legal affairs within the ADE, ensure effective representation of ADE in legal matters, and coordinate with the Attorney General's Office when necessary. These positions are integral to the successful operations of ADE, thus it is necessary to be able to recruit and retain high quality staff.

ADE is requesting an annual salary of \$172,000 for the ADE Chief of Staff. This salary is above the grade maximum of \$167,000.

Classifications Requested				
CLASS CODE	TITLE	GRADE	SALARY RANGE	# OF POSITIONS
NEW	ADE Chief of Staff	SE03	\$134,406 - \$167,000	1
NEW	ADE Associate Deputy	SE02	\$120,543 - \$157,100	3
NEW	ADE Chief Legal Counsel	SE01	\$108,110 - \$147,200	1



## Arkansas Department of Education

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The Arkansas Department of Education is also requesting the following positions from the OPM Surrender/ Swap Pool pursuant to OPM Policy Number 44 and A.C.A. § 21-5-225.

<b>Classifications Requested</b>				
<b>CLASS CODE</b>	<b>TITLE</b>	<b>GRADE</b>	<b>SALARY RANGE</b>	<b># OF POSITIONS</b>
NEW	ADE Program Director	GS15	\$96,960 - \$140,592	1
NEW	ADE Coordinator of Special Programs	GS13	\$77,862 - \$112,900	4

ADE is submitting twenty (20) positions to surrender. The position numbers, class, grades, and titles are as follows:

<b>ADE POSITIONS SURRENDERED</b>				
<b>Position Number</b>	<b>Title</b>	<b>Class Code</b>	<b>Grade</b>	<b>Salary Range</b>
22082765	ADMINISTRATIVE SPECIALIST II	C073C	GS03	\$31,892 - \$37,749
22082925	ADMINISTRATIVE SPECIALIST II	C073C	GS03	\$31,892 - \$37,749
22082752	ADMINISTRATIVE SPECIALIST III	C056C	GS04	\$29,046 - \$42,117
22082753	ADMINISTRATIVE SPECIALIST III	C056C	GS04	\$29,046 - \$42,117
22082773	ADMINISTRATIVE SPECIALIST III	C056C	GS04	\$29,046 - \$42,117
22082859	HUMAN RESOURCES SPECIALIST	R036C	GS04	\$29,046 - \$42,117
22082866	ADMINISTRATIVE SPECIALIST III	C056C	GS04	\$29,046 - \$42,117
22082886	ADMINISTRATIVE SPECIALIST III	C056C	GS04	\$29,046 - \$42,117
22082709	HELP DESK SPECIALIST	D077C	GS05	\$39,696 - \$46,987
22082710	HELP DESK SPECIALIST	D077C	GS05	\$39,696 - \$46,987



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22082871	HELP DESK SPECIALIST	D077C	GS05	\$39,696 - \$46,987
22082924	BUSINESS OPERATIONS SPECIALIST	C022C	GS05	\$39,696 - \$46,987
22082714	STUDENT APPLICATIONS SPECIALIST	C020C	GS06	\$36,155 - \$52,425
22082716	STUDENT APPLICATIONS SPECIALIST	C020C	GS06	\$36,155 - \$52,425
22082902	FISCAL SUPPORT SUPERVISOR	A074C	GS06	\$36,155 - \$52,425
22082957	RESEARCH PROJECT ANALYST	C076C	GS06	\$36,155 - \$52,425
22082994	POLICY DEVELOPMENT COORDINATOR	G178C	GS06	\$36,155 - \$52,425
22124634	POLICY DEVELOPMENT COORDINATOR	G178C	GS06	\$36,155 - \$52,425
22148280	EDUCATION INVESTIGATOR	X037C	GS08	\$45,010 - \$65,265
22082786	ADMINISTRATIVE SPECIALIST III	C056C	GS04	\$29,046 - \$42,117

Should you have any questions regarding this request, please contact Teletha Leonard at [Teletha.Lleonard@ade.arkansas.gov](mailto:Teletha.Lleonard@ade.arkansas.gov) or 501-537-9686.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jacob Oliva'.

Jacob Oliva  
Secretary of Education



Department of Transformation and Shared Services  
Office of Personnel Management  
Position Classification Questionnaire

General Information

Business Area: 9904 Agency: Arkansas Department of Education  
Preparer's Name: Clemetta Hood Date: 03/12/2023  
Position Number: \_\_\_\_\_ Class Code: \_\_\_\_\_ Grade: GS15  
Job Title: ADE Program Director  
Incumbent's Name: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

Reason why position is being submitted for evaluation:

New Job/Title

Significant Change in Duties or Responsibilities

If there has been a significant change in duties or responsibilities, please describe in detail the changes and attach any other documents that illustrate your explanation:

This position will work with the Governor's Education Plan - Arkansas Literacy, Empowerment, Accountability, Readiness, Networking and School Safety (LEARNS).

The incumbent in this position is expected to be responsible for the day-to-day administration and delivery of program content for a large, complex program or several departmental programs. The incumbents is expected to act independently within the goals and objectives of the program and the guidelines established by the supervisor who has ultimate responsibility for program design, goals, financial control and accountability.

**Job Duties and Conditions**

List up to 10 primary job duties this position performs or is expected to perform, in order of importance. Include the frequency of occurrence (daily, weekly, monthly, etc.) and percentage of time dedicated to each duty. **DO NOT** use acronyms or abbreviations.

<u>JOB DUTY</u>	<u>FREQUENCY</u>	<u>% TIME</u>
Oversees the planning and implementation of program and/or departmental services	Daily	20
Directs the day-to-day operation and administration of the program and/or departmental services	Daily	20
Selects, trains, supervises, and evaluates professional, classified staff, either directly or through	Daily	15
Performs office management duties for the program; directs the workflow and supervises the necessary	Daily	15
Coordinates work between units within program/department/division.	As Needed	15
Serves as a resource to staff and others on matters relating to program policies, procedures and activities.	As Needed	15

Check one (1) of the following that best describes the overall working hours associated with this position. "Overtime" in this section means instances where an employee works more than 40 hours per week, regardless of actual overtime eligibility.

<input type="checkbox"/>	Works regular shifts, daily and weekly; rare instances of overtime required.
<input type="checkbox"/>	Some irregularities in hours because of overtime requirements, infrequent weekends and/or shift rotation, travel, etc.
<input checked="" type="checkbox"/>	Considerable irregularity of hours because of frequent overtime, frequent weekends, shift rotation, on-call availability, or travel.
<input type="checkbox"/>	Frequently requires highly irregular and unpredictable or particularly long work hours, such as attendance and participation at evening and/or weekend meetings, covering more than a single shift, extended travel, etc.



Check one (1) box that best describes the risk of negative consequences resulting from the actions of an incumbent in this position:

<input type="checkbox"/>	<b>Low Risk</b> —although job may have some variety of tasks, work assignments use standard procedures and are generally basic and routine. Assignments are generally closely monitored. Makes minor decisions.
<input type="checkbox"/>	<b>Medium Risk</b> —job has somewhat complex tasks requiring the regular use of professional judgment. Supervision is general and may be infrequent.
<input checked="" type="checkbox"/>	<b>High Risk</b> —Job has very complex tasks requiring high level of professional judgment. Makes decisions carrying high degree of responsibility where there may be little or no precedent; acts independently with little oversight.

Check one (1) type of environmental condition to which the person occupying this position would normally be exposed:

<input checked="" type="checkbox"/>	<b>Normal office working conditions</b> with no major sources of discomfort. Very low risk of minor physical injury.
<input type="checkbox"/>	<b>Fair working conditions</b> with routine discomforts. Position may require occasional work in the elements, moderate exposure to heat cold, moisture/wetness, soiled materials, or light chemical substances/cleaning solutions. Moderate risk of minor physical injury, relatively low risk of significant physical injury.
<input type="checkbox"/>	<b>Difficult working conditions</b> with frequent exposure to undesirable or hazardous working conditions. Position requires routine exposure to the elements regardless of conditions, dangerous chemical substances, or other inherently dangerous conditions. Substantial risk of significant physical injury.

Does a person occupying this position have fiscal responsibilities?

Yes

No

In dollars, how large is the budget for which this position is responsible?

If yes, please describe the fiscal responsibilities this person has, such as managing a budget, filling out purchase requisitions, approving transactions, maintaining employee salaries, etc.:

**Supervision and Oversight**

Check one (1) of the following leadership responsibilities a person occupying this position has:

<input type="checkbox"/>	Does not supervise other staff.
<input type="checkbox"/>	Leads peers on a regular basis but is not the direct supervisor. May help direct, schedule, or monitor staff, but does not hire, fire, or evaluate other employees.
<input type="checkbox"/>	Is the front-line supervisor over two or more full-time employees. Hires, fires, and evaluates subordinates.
<input type="checkbox"/>	Is the manager of a unit, section, or major function and typically also supervises personnel who are front-line supervisors or persons having professional-level responsibilities.
<input checked="" type="checkbox"/>	Is the director of a division, department, or large program and typically supervises management personnel and indirectly supervises subordinate staff under this position's line of authority.

If you indicated that this position supervises other employees, how many direct reports does this person have?

to be determined

If you indicated that this position supervises other employees, how many indirect reports does this person have?

Please list the class code, title, and number of employees for each classification supervised by the person in this position. If necessary, attach additional sheets.

CLASS CODE	TITLE	GRADE	# OF EMPLOYEES

How many supervisors does the person in this position supervise? If none, enter 0.	
If you answered with a number other than 0 to the question above, for which divisions/sections/offices is this person responsible?	

Check one (1) of the following statements that best describes this position:

<input type="checkbox"/>	Receives clear and specific instructions and/or follows standardized instructions or procedures without ongoing supervision. Work is checked for accuracy, adequacy, and adherence to instructions. Consults with supervisor on matters not covered by the original instructions or guidelines.
<input type="checkbox"/>	Receives moderate to limited supervision working from objectives set by supervisor. Organizes and carries out most assignments in accordance with standard practices, instructions, or previous training. Makes minor decisions routinely; may handle some unusual situations independently.
<input type="checkbox"/>	Receives general direction working from established policies and objectives. Plans and carries out assignments and resolves most conflicts that arise. Exercises judgment in the analysis of facts or conditions regarding individual issues. Completed work is checked only to determine compatibility with other work or effectiveness in meeting agency objectives.
<input checked="" type="checkbox"/>	Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Has responsibility for planning, designing, and implementing programs, projects, or studies and sets goals for major unit. Acts independently; approval from higher authority is conceptual with generally little reference to detail.

#### Education, Experience, and Skills

Check one (1) of the following educational levels which best describes the minimum required—regardless of the preferred level or the current incumbent's level—to be able to perform this job at a basic level of performance:

<input type="checkbox"/>	<b>High School or Equivalent</b> —requires enough basic education to understand and follow standard practices and instructions. May require some specialized courses, certifications, or licenses of limited scope.
<input type="checkbox"/>	<b>Associate's Degree or Skilled Trade Certificate</b> —requires knowledge of a specialized field or trade. Additional training equal to two (2) years of college, technical school, business school, or skilled trades training. May require licensing or certification.
<input type="checkbox"/>	<b>Bachelor's Degree or Equivalent</b> —requires professional level knowledge in a specialized or technical field such as those for which bachelor's degrees or IT certifications are commonly awarded. Additional training equal to successful completion of four (4) years of college or study.
<input checked="" type="checkbox"/>	<b>Master's Degree</b> —requires advanced knowledge and skills and expertise in a specific field. Requires the ability to understand and apply principles and practices of field or more than one (1) field. Requires one (1) to two (2) years' work in an accredited graduate school leading to degree. Recognized as subject matter expert.
<input type="checkbox"/>	<b>Doctoral Degree</b> —requires highly advanced knowledge and skills and mastery of a specific field. Ph.D., J.D., M.D., Ed.D. or similar doctoral level degree normally requiring at least three (3) years of work in an accredited graduate school leading to degree. Often must possess license and pass professional examination in order to practice in field.

Is a license required in order to perform this job? If so, what license is required? **DO NOT INCLUDE DRIVERS LICENSES OR NOTARIES PUBLIC.**

Check the level of experience necessary—regardless of the preferred level or the current Incumbent's level of experience—at the time of hire in order to perform this job at a basic level of performance.

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

If this position normally supervises other employees, check the level of supervisory experience necessary— regardless of the preferred level or the current Incumbent's level of experience —at the time of hire in order to perform this job at a basic level of performance:

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

Check one (1) of the following that best describes the physical effort required for this position:

<input type="checkbox"/>	<b>Light</b> —physical effort normally found in clerical or office work. Work is primarily sedentary; however, occasional handling of objects up to 10 lbs. and occasional walking and standing is required.
<input type="checkbox"/>	<b>Moderate</b> —physical effort represented by frequent handling of objects and/or materials of moderate weight (10-20 lbs.) and/or frequent use of light hand tools. May require walking or standing much of the time.
<input type="checkbox"/>	<b>Substantial</b> —physical effort represented by frequent handling of object and/or materials of substantial weight (20-50 lbs.) and/or frequent use of medium hand or power tools. In addition to considerable walking or standing, may require climbing and working from ladders or working in awkward positions.
<input type="checkbox"/>	<b>Strenuous</b> —Physical effort represented by frequent handling of heavy objects (50+ lbs.) and/or materials and work and/or frequent use of heavy hand tools. Work is often exposed to elements or in non-climate controlled conditions.

Please list any other knowledge, abilities, or skills necessary to perform the duties of this position. Examples include: computer skills, communication skills, organizational skills, etc. **DO NOT** copy from another job description.

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures.

Please include any other information that may aid in the preparation of an accurate description of this position.

This position will provide leadership, advisement, and direction for curriculum development on a state-level under the directions of the Secretary of Education. This position will require coordination with administrative and instructional staff throughout ADE in matters related to a wide range of curriculum programs. The position requires a broad and in-depth knowledge of curriculum development in many program areas and a thorough knowledge of the basic principles and theories of education and a thorough knowledge of the specific subject areas assigned. This position requires the ability to plan, organize and develop statewide education programs. The applicant must be articulate and skilled in working with a variety of levels of people from entry level employees to top level administrators in educational institutions. The applicant must be able to follow through on obligations and interact in a manner that builds confidence in the intentions of the individual and the organization. The position requires a strong commitment to providing services to external and internal customers by developing

### Approvals

#### **SUPERVISOR REVIEW**

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

#### **AGENCY HR ADMINISTRATOR REVIEW**

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



Department of Transformation and Shared Services  
Office of Personnel Management  
Position Classification Questionnaire

General Information

Business Area: 9904 Agency: Arkansas Department of Education  
Preparer's Name: Clemetta Hood Date: 03/12/2023  
Position Number: \_\_\_\_\_ Class Code: \_\_\_\_\_ Grade: SE03  
Job Title: ADE Chief of Staff  
Incumbent's Name: \_\_\_\_\_  
Supervisor: Secretary Oliva

Reason why position is being submitted for evaluation:

New Job/Title

Significant Change in Duties or Responsibilities

If there has been a significant change in duties or responsibilities, please describe in detail the changes and attach any other documents that illustrate your explanation:

The Chief of Staff, a crucial member of the Department's Leadership team works cross-functionally to translate and manage the Secretary of Education's priorities to the Department. Through collaboration and coordination with the Secretary, this position oversees, plans, directs, organizes and manages all day-to-day activities and operations in the Office of the Secretary for Education. With the authority delegated to this position by the Secretary of Education, this position oversees daily operations for the administrations that fall under the Secretary. The incumbent coordinates and has knowledge of priority and routine issues within Department. This position oversees the legislative liaison and policy development activities of ADE; represents the Secretary at meetings/activities of local, departmental, national/regional state public education program/policy organizations; and provides reports, presentations as needed. The incumbent also represents the Secretary on mandated committees and/or workgroups, and coordinates meetings.

The incumbent must possess the ability to work independently in a fast paced environment and the ability to work nights, weekends, and holidays, if needed and on short notice.

**Job Duties and Conditions**

List up to 10 primary job duties this position performs or is expected to perform, in order of importance. Include the frequency of occurrence (daily, weekly, monthly, etc.) and percentage of time dedicated to each duty. **DO NOT** use acronyms or abbreviations.

<u>JOB DUTY</u>	<u>FREQUENCY</u>	<u>% TIME</u>
Provides a broad range of assistance and information for the Secretary	Daily	20
<small>Manages special assignments on a short-term basis and provides effective intervention in complex situations.</small>	Daily	20
Initiates and leads interdepartmental teams in analyzing special	Daily	15
Serves as a key member of the Secretary's executive cabinet,	Daily	15
Analyzes, interprets, and provides recommendations	Daily	10
Develops, recommends, and implements solutions	Daily	10
Act as a strategic advisor and confidante for the Secretary	Daily	10

Check one (1) of the following that best describes the overall working hours associated with this position. "Overtime" in this section means instances where an employee works more than 40 hours per week, regardless of actual overtime eligibility.

<input type="checkbox"/>	Works regular shifts, daily and weekly; rare instances of overtime required.
<input type="checkbox"/>	Some irregularities in hours because of overtime requirements, infrequent weekends and/or shift rotation, travel, etc.
<input type="checkbox"/>	Considerable irregularity of hours because of frequent overtime, frequent weekends, shift rotation, on-call availability, or travel.
<input checked="" type="checkbox"/>	Frequently requires highly irregular and unpredictable or particularly long work hours, such as attendance and participation at evening and/or weekend meetings, covering more than a single shift, extended travel, etc.

Check one (1) box that best describes the risk of negative consequences resulting from the actions of an incumbent in this position:

<input checked="" type="checkbox"/>	<b>Low Risk</b> —although job may have some variety of tasks, work assignments use standard procedures and are generally basic and routine. Assignments are generally closely monitored. Makes minor decisions.
<input type="checkbox"/>	<b>Medium Risk</b> —job has somewhat complex tasks requiring the regular use of professional judgment. Supervision is general and may be infrequent.
<input type="checkbox"/>	<b>High Risk</b> —Job has very complex tasks requiring high level of professional judgment. Makes decisions carrying high degree of responsibility where there may be little or no precedent; acts independently with little oversight.

Check one (1) type of environmental condition to which the person occupying this position would normally be exposed:

<input checked="" type="checkbox"/>	<b>Normal office working conditions</b> with no major sources of discomfort. Very low risk of minor physical injury.
<input type="checkbox"/>	<b>Fair working conditions</b> with routine discomforts. Position may require occasional work in the elements, moderate exposure to heat cold, moisture/wetness, soiled materials, or light chemical substances/cleaning solutions. Moderate risk of minor physical injury, relatively low risk of significant physical injury.
<input type="checkbox"/>	<b>Difficult working conditions</b> with frequent exposure to undesirable or hazardous working conditions. Position requires routine exposure to the elements regardless of conditions, dangerous chemical substances, or other inherently dangerous conditions. Substantial risk of significant physical injury.

Does a person occupying this position have fiscal responsibilities?

Yes

No

In dollars, how large is the budget for which this position is responsible?

To be determined

If yes, please describe the fiscal responsibilities this person has, such as managing a budget, filling out purchase requisitions, approving transactions, maintaining employee salaries, etc.:



**Supervision and Oversight**

Check one (1) of the following leadership responsibilities a person occupying this position has:

<input type="checkbox"/>	Does not supervise other staff.
<input type="checkbox"/>	Leads peers on a regular basis but is not the direct supervisor. May help direct, schedule, or monitor staff, but does not hire, fire, or evaluate other employees.
<input checked="" type="checkbox"/>	Is the front-line supervisor over two or more full-time employees. Hires, fires, and evaluates subordinates.
<input type="checkbox"/>	Is the manager of a unit, section, or major function and typically also supervises personnel who are front-line supervisors or persons having professional-level responsibilities.
<input checked="" type="checkbox"/>	Is the director of a division, department, or large program and typically supervises management personnel and indirectly supervises subordinate staff under this position's line of authority.

If you indicated that this position supervises other employees, how many direct reports does this person have?

To be determined

If you indicated that this position supervises other employees, how many indirect reports does this person have?

To be determined

Please list the class code, title, and number of employees for each classification supervised by the person in this position. If necessary, attach additional sheets.

CLASS CODE	TITLE	GRADE	# OF EMPLOYEES

How many supervisors does the person in this position supervise? If none, enter 0.	
If you answered with a number other than 0 to the question above, for which divisions/sections/offices is this person responsible?	

Check one (1) of the following statements that best describes this position:

<input type="checkbox"/>	Receives clear and specific instructions and/or follows standardized instructions or procedures without ongoing supervision. Work is checked for accuracy, adequacy, and adherence to instructions. Consults with supervisor on matters not covered by the original instructions or guidelines.
<input type="checkbox"/>	Receives moderate to limited supervision working from objectives set by supervisor. Organizes and carries out most assignments in accordance with standard practices, instructions, or previous training. Makes minor decisions routinely; may handle some unusual situations independently.
<input type="checkbox"/>	Receives general direction working from established policies and objectives. Plans and carries out assignments and resolves most conflicts that arise. Exercises judgment in the analysis of facts or conditions regarding individual issues. Completed work is checked only to determine compatibility with other work or effectiveness in meeting agency objectives.
<input checked="" type="checkbox"/>	Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Has responsibility for planning, designing, and implementing programs, projects, or studies and sets goals for major unit. Acts independently; approval from higher authority is conceptual with generally little reference to detail.

#### Education, Experience, and Skills

Check one (1) of the following educational levels which best describes the minimum required—regardless of the preferred level or the current incumbent's level—to be able to perform this job at a basic level of performance:

<input type="checkbox"/>	<b>High School or Equivalent</b> —requires enough basic education to understand and follow standard practices and instructions. May require some specialized courses, certifications, or licenses of limited scope.
<input type="checkbox"/>	<b>Associate's Degree or Skilled Trade Certificate</b> —requires knowledge of a specialized field or trade. Additional training equal to two (2) years of college, technical school, business school, or skilled trades training. May require licensing or certification.
<input type="checkbox"/>	<b>Bachelor's Degree or Equivalent</b> —requires professional level knowledge in a specialized or technical field such as those for which bachelor's degrees or IT certifications are commonly awarded. Additional training equal to successful completion of four (4) years of college or study.
<input type="checkbox"/>	<b>Master's Degree</b> —requires advanced knowledge and skills and expertise in a specific field. Requires the ability to understand and apply principles and practices of field or more than one (1) field. Requires one (1) to two (2) years' work in an accredited graduate school leading to degree. Recognized as subject matter expert.
<input checked="" type="checkbox"/>	<b>Doctoral Degree</b> —requires highly advanced knowledge and skills and mastery of a specific field. Ph.D., J.D., M.D., Ed.D. or similar doctoral level degree normally requiring at least three (3) years of work in an accredited graduate school leading to degree. Often must possess license and pass professional examination in order to practice in field.

Is a license required in order to perform this job? If so, what license is required? **DO NOT INCLUDE DRIVERS LICENSES OR NOTARIES PUBLIC.**

A Juris Doctorate Degree and licensed to practice law.

Check the level of experience necessary—regardless of the preferred level or the current incumbent’s level of experience—at the time of hire in order to perform this job at a basic level of performance.

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

If this position normally supervises other employees, check the level of supervisory experience necessary—regardless of the preferred level or the current incumbent’s level of experience—at the time of hire in order to perform this job at a basic level of performance:

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

Check one (1) of the following that best describes the physical effort required for this position:

<input checked="" type="checkbox"/>	<b>Light</b> —physical effort normally found in clerical or office work. Work is primarily sedentary; however, occasional handling of objects up to 10 lbs. and occasional walking and standing is required.
<input type="checkbox"/>	<b>Moderate</b> —physical effort represented by frequent handling of objects and/or materials of moderate weight (10-20 lbs.) and/or frequent use of light hand tools. May require walking or standing much of the time.
<input type="checkbox"/>	<b>Substantial</b> —physical effort represented by frequent handling of object and/or materials of substantial weight (20-50 lbs.) and/or frequent use of medium hand or power tools. In addition to considerable walking or standing, may require climbing and working from ladders or working in awkward positions.
<input type="checkbox"/>	<b>Strenuous</b> —Physical effort represented by frequent handling of heavy objects (50+ lbs.) and/or materials and work and/or frequent use of heavy hand tools. Work is often exposed to elements or in non-climate controlled conditions.

Please list any other knowledge, abilities, or skills necessary to perform the duties of this position. Examples include: computer skills, communication skills, organizational skills, etc. **DO NOT** copy from another job description.

- Outstanding and creative problem-solving, critical thinking, and strategic planning skills.
- Facility to move comfortably between high-level strategic thinking and intricate details.
- Ability to translate and structure complicated information for effective decision making and progress towards goals.
- Strong project management as well as time and task leadership skills, enabling multiple and large-scale projects to be completed on time.
- Strong collaboration skills, demonstrating an ability to gather inputs, develop recommendations, and generate consensus with partners across teams.
- Ability to learn quickly, to pivot when needed, and to be effective in a fast-paced, multifaceted, educational environment.
- Ability to work autonomously and thoroughly with independent self-reflection, as well as take direction as needed.
- Ability to navigate ADE relationships and dynamics in pursuit of cross-functional solutions.
- Ability to manage multiple cross-functional projects at once.
- Outstanding ability to lead and inspire change, including influencing and motivating others through relationship building.

Please include any other information that may aid in the preparation of an accurate description of this position.

Under the direction of the Secretary of Education, the Chief of Staff serves as the primary staff assistant to the Secretary, exercising functional supervision over the Secretary's direct reports. The Chief of Staff assists the Secretary substantially and effectively by providing leadership in developing, supporting, communicating, and maintaining the highest quality educational programs and services. The Chief of Staff also advises the Secretary on urgent matters, prioritizes the Secretary's appointments, and works with leaders to implement selected strategies. The Chief of Staff is a key district linchpin, employing highly honed leadership skills in communication, organization, and interpersonal relations to serve as a trusted facilitator and project manager for the Secretary and the Board of Education members.

#### Approvals

##### **SUPERVISOR REVIEW**

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

##### **AGENCY HR ADMINISTRATOR REVIEW**

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Job Description  
Chief of Staff

- Provides a broad range of assistance and information for the Secretary of Education.
- Manages special assignments on a short-term basis and provides effective intervention in complex situations.
  - Initiates and leads interdepartmental teams in analyzing specific issues or problems and in developing strategies and recommendations to effectively bring resolution.
  - Serves as a key member of the Secretary's executive cabinet, coordinates agendas, facilitates meetings and ensures that follow-up actions are completed.
  - Provides leadership and support to the Secretary's direct reports to ensure that the Department's strategic goals and objectives are met and that projects are carried out in a timely manner.
  - Analyzes, interprets, and provides recommendations to the Secretary of Education concerning Department issues and other matters.
  - Audits the Department's functional areas to ensure that each supports its mission and responsibilities to the public with the highest possible quality.
  - Develops, recommends, and implements solutions to Department-wide issues, both internal and external with the assistance of the Secretary of Education and Senior Staff.
    - Ensures senior staff comply with policies, regulations, laws and programs affecting the Department operations.
    - Assesses and manages sensitive issues that arise in the rapidly changing environment of the Secretary's Office where improper handling could have severe consequences for the Department.
    - Develops and implements procedures for evaluating program effectiveness and ensuring quality control.
  - Represents the Secretary of Education in an official capacity as required.
  - Performs other duties as assigned by appropriate administrator complying with lawful directives that may be driven by the need for a team effort
  - Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
  - Performs other duties as assigned by an appropriate administrator or their representative.



Department of Transformation and Shared Services  
Office of Personnel Management  
Position Classification Questionnaire

General Information

Business Area: 9904 Agency: Arkansas Department of Education  
Preparer's Name: Clemetta Hood Date: 03/12/2023  
Position Number: \_\_\_\_\_ Class Code: \_\_\_\_\_ Grade: SE01  
Job Title: ADE Chief Legal Counsel  
Incumbent's Name: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

Reason why position is being submitted for evaluation:

New Job/Title

Significant Change in Duties or Responsibilities

If there has been a significant change in duties or responsibilities, please describe in detail the changes and attach any other documents that illustrate your explanation:

Oversees and manages the provision of all legal services to ADE to ensure maximum protection of its legal rights and to maintain its operations within the limits prescribed by law. Provides strategic guidance, consultation, and support to ADE administrators and other members of upper management on a comprehensive range of legal and associated issues involved in carrying out the mission of the

Ability to write reports, speeches, briefs, articles and correspondence. Ability to speak effectively before boards, members, or other stakeholder groups. Ability to read, analyze, and interpret legislative bills, governmental rules and regulations. Ability to effectively present information and respond to questions from members, government officials and the general public. Ability to respond to inquiries or complaints from the government, members, regulatory agencies, or the community.

ADE Chief Legal Counsel provides legal and regulatory advice, guidance, and representation internally to ADE and its related entities, and externally to members and their legal counsel on a wide variety of issues, including but not limited to education issues. The position is part of the senior executive team and serves as the lead staff to appropriate committees.

### Job Duties and Conditions

List up to 10 primary job duties this position performs or is expected to perform, in order of importance. Include the frequency of occurrence (daily, weekly, monthly, etc.) and percentage of time dedicated to each duty. **DO NOT** use acronyms or abbreviations.

<u>JOB DUTY</u>	<u>FREQUENCY</u>	<u>% TIME</u>
Provides legal counsel and guidance to the officers of the institution and other upper management on all legal matters	Daily	10
Reviews, researches, interprets, and prepares both written and oral opinions on a wide variety of legal issues.	Daily	20
Drafts, reviews, and approves policies and procedures, regulations, bylaws, and other legal documents.	Daily	20
Monitors and reviews any work performed by outside counsel.	Daily	10
Analyzes complex legal issues and conducts legal research.	Daily	20
Ensuring that ADE's operations comply with the law.	Daily	20

Check one (1) of the following that best describes the overall working hours associated with this position. "Overtime" in this section means instances where an employee works more than 40 hours per week, regardless of actual overtime eligibility.

<input type="checkbox"/>	Works regular shifts, daily and weekly; rare instances of overtime required.
<input type="checkbox"/>	Some irregularities in hours because of overtime requirements, infrequent weekends and/or shift rotation, travel, etc.
<input type="checkbox"/>	Considerable irregularity of hours because of frequent overtime, frequent weekends, shift rotation, on-call availability, or travel.
<input checked="" type="checkbox"/>	Frequently requires highly irregular and unpredictable or particularly long work hours, such as attendance and participation at evening and/or weekend meetings, covering more than a single shift, extended travel, etc.

Check one (1) box that best describes the risk of negative consequences resulting from the actions of an incumbent in this position:

<input type="checkbox"/>	<b>Low Risk</b> —although job may have some variety of tasks, work assignments use standard procedures and are generally basic and routine. Assignments are generally closely monitored. Makes minor decisions.
<input type="checkbox"/>	<b>Medium Risk</b> —job has somewhat complex tasks requiring the regular use of professional judgment. Supervision is general and may be infrequent.
<input checked="" type="checkbox"/>	<b>High Risk</b> —Job has very complex tasks requiring high level of professional judgment. Makes decisions carrying high degree of responsibility where there may be little or no precedent; acts independently with little oversight.

Check one (1) type of environmental condition to which the person occupying this position would normally be exposed:

<input checked="" type="checkbox"/>	<b>Normal office working conditions</b> with no major sources of discomfort. Very low risk of minor physical injury.
<input type="checkbox"/>	<b>Fair working conditions</b> with routine discomforts. Position may require occasional work in the elements, moderate exposure to heat cold, moisture/wetness, soiled materials, or light chemical substances/cleaning solutions. Moderate risk of minor physical injury, relatively low risk of significant physical injury.
<input type="checkbox"/>	<b>Difficult working conditions</b> with frequent exposure to undesirable or hazardous working conditions. Position requires routine exposure to the elements regardless of conditions, dangerous chemical substances, or other inherently dangerous conditions. Substantial risk of significant physical injury.

Does a person occupying this position have fiscal responsibilities?

Yes  No

In dollars, how large is the budget for which this position is responsible?

To be determined

If yes, please describe the fiscal responsibilities this person has, such as managing a budget, filling out purchase requisitions, approving transactions, maintaining employee salaries, etc.:



**Supervision and Oversight**

Check one (1) of the following leadership responsibilities a person occupying this position has:

<input type="checkbox"/>	Does not supervise other staff.
<input type="checkbox"/>	Leads peers on a regular basis but is not the direct supervisor. May help direct, schedule, or monitor staff, but does not hire, fire, or evaluate other employees.
<input type="checkbox"/>	Is the front-line supervisor over two or more full-time employees. Hires, fires, and evaluates subordinates.
<input type="checkbox"/>	Is the manager of a unit, section, or major function and typically also supervises personnel who are front-line supervisors or persons having professional-level responsibilities.
<input type="checkbox"/>	Is the director of a division, department, or large program and typically supervises management personnel and indirectly supervises subordinate staff under this position's line of authority.

If you indicated that this position supervises other employees, how many direct reports does this person have?

To be determined

If you indicated that this position supervises other employees, how many indirect reports does this person have?

To be determined

Please list the class code, title, and number of employees for each classification supervised by the person in this position. If necessary, attach additional sheets.

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># OF EMPLOYEES</u>

How many supervisors does the person in this position supervise? If none, enter 0.	
If you answered with a number other than 0 to the question above, for which divisions/sections/offices is this person responsible?	

Check one (1) of the following statements that best describes this position:

<input type="checkbox"/>	Receives clear and specific instructions and/or follows standardized instructions or procedures without ongoing supervision. Work is checked for accuracy, adequacy, and adherence to instructions. Consults with supervisor on matters not covered by the original instructions or guidelines.
<input type="checkbox"/>	Receives moderate to limited supervision working from objectives set by supervisor. Organizes and carries out most assignments in accordance with standard practices, instructions, or previous training. Makes minor decisions routinely; may handle some unusual situations independently.
<input type="checkbox"/>	Receives general direction working from established policies and objectives. Plans and carries out assignments and resolves most conflicts that arise. Exercises judgment in the analysis of facts or conditions regarding individual issues. Completed work is checked only to determine compatibility with other work or effectiveness in meeting agency objectives.
<input checked="" type="checkbox"/>	Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Has responsibility for planning, designing, and implementing programs, projects, or studies and sets goals for major unit. Acts independently; approval from higher authority is conceptual with generally little reference to detail.

#### Education, Experience, and Skills

Check one (1) of the following educational levels which best describes the minimum required—regardless of the preferred level or the current incumbent's level—to be able to perform this job at a basic level of performance:

<input type="checkbox"/>	<b>High School or Equivalent</b> —requires enough basic education to understand and follow standard practices and instructions. May require some specialized courses, certifications, or licenses of limited scope.
<input type="checkbox"/>	<b>Associate's Degree or Skilled Trade Certificate</b> —requires knowledge of a specialized field or trade. Additional training equal to two (2) years of college, technical school, business school, or skilled trades training. May require licensing or certification.
<input type="checkbox"/>	<b>Bachelor's Degree or Equivalent</b> —requires professional level knowledge in a specialized or technical field such as those for which bachelor's degrees or IT certifications are commonly awarded. Additional training equal to successful completion of four (4) years of college or study.
<input type="checkbox"/>	<b>Master's Degree</b> —requires advanced knowledge and skills and expertise in a specific field. Requires the ability to understand and apply principles and practices of field or more than one (1) field. Requires one (1) to two (2) years' work in an accredited graduate school leading to degree. Recognized as subject matter expert.
<input checked="" type="checkbox"/>	<b>Doctoral Degree</b> —requires highly advanced knowledge and skills and mastery of a specific field. Ph.D., J.D., M.D., Ed.D. or similar doctoral level degree normally requiring at least three (3) years of work in an accredited graduate school leading to degree. Often must possess license and pass professional examination in order to practice in field.

Is a license required in order to perform this job? If so, what license is required? **DO NOT INCLUDE DRIVERS LICENSES OR NOTARIES PUBLIC.**

Check the level of experience necessary—regardless of the preferred level or the current incumbent's level of experience—at the time of hire in order to perform this job at a basic level of performance.

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

If this position normally supervises other employees, check the level of supervisory experience necessary—regardless of the preferred level or the current incumbent's level of experience—at the time of hire in order to perform this job at a basic level of performance:

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

Check one (1) of the following that best describes the physical effort required for this position:

<input type="checkbox"/>	<b>Light</b> —physical effort normally found in clerical or office work. Work is primarily sedentary; however, occasional handling of objects up to 10 lbs. and occasional walking and standing is required.
<input type="checkbox"/>	<b>Moderate</b> —physical effort represented by frequent handling of objects and/or materials of moderate weight (10-20 lbs.) and/or frequent use of light hand tools. May require walking or standing much of the time.
<input type="checkbox"/>	<b>Substantial</b> —physical effort represented by frequent handling of object and/or materials of substantial weight (20-50 lbs.) and/or frequent use of medium hand or power tools. In addition to considerable walking or standing, may require climbing and working from ladders or working in awkward positions.
<input type="checkbox"/>	<b>Strenuous</b> —Physical effort represented by frequent handling of heavy objects (50+ lbs.) and/or materials and work and/or frequent use of heavy hand tools. Work is often exposed to elements or in non-climate controlled conditions.

Please list any other knowledge, abilities, or skills necessary to perform the duties of this position. Examples include: computer skills, communication skills, organizational skills, etc. **DO NOT** copy from another job description.

Doctor of Jurisprudence (J.D.) from an accredited law school; must be licensed to practice law by the State of Arkansas; must be a member in good standing of the State Bar of Arkansas.

Excellent written, verbal, interpersonal, analytical and organizational skills.

Stellar research skills.

Must be able to manage multiple priorities.

Proficient word processing and computer skills needed with web-based resources.

Prior experience managing a legal department.

Please include any other information that may aid in the preparation of an accurate description of this position. Incumbent oversee legal services provided by agency legal staff including legal opinions rendered. This position serves as the agency's chief in-house legal counsel. The position renders legal advice regarding highly complex statutes, constitutional issues and unique issues without precedent. The position negotiates on behalf of divisions, reviewing and drafting legal documents, opinions, legislation and administrative rules. This position requires in-depth knowledge of complex agency operations and programs in addition to advanced expertise in all needed fields of law. This position provides legal and policy advice to the Secretary of Education and senior management.

#### Approvals

##### **SUPERVISOR REVIEW**

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

##### **AGENCY HR ADMINISTRATOR REVIEW**

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



Department of Transformation and Shared Services  
Office of Personnel Management  
Position Classification Questionnaire

**General Information**

Business Area: \_\_\_\_\_ Agency: Arkansas Department of Education  
 Preparer's Name: Clemetta Hood Date: 03/12/2023  
 Position Number: \_\_\_\_\_ Class Code: \_\_\_\_\_ Grade: SE02  
 Job Title: ADE Associate Deputy  
 Incumbent's Name: Requesting 3 Positions  
 Supervisor: \_\_\_\_\_

Reason why position is being submitted for evaluation:

New Job/Title

Significant Change in Duties or Responsibilities

If there has been a significant change in duties or responsibilities, please describe in detail the changes and attach any other documents that illustrate your explanation:

These positions will work with the Governor's Education Plan - Arkansas Literacy, Empowerment, Accountability, Readiness, Networking and School Safety (LEARNS).

In Arkansas, incumbents in these job title provide leadership in public education by developing standards, policies, programs, and procedures relating to the broad education programs and functions of the Department of Education. Assignments include the development of new educational programs; the refinement, modification, or elimination of existing educational programs; and the coordination, assessment, or reassessment of agency priorities. Operational responsibilities may include the development and provision of direct assistance to local educational agencies of the State regarding the implementation of programs; the collaboration with college and university faculty and others on the development and implementation of curriculum and other education-related materials; the administration of grant programs including the distribution of funds and the review of programs; the development, review, analysis, and interpretation of State and Federal statutes, administrative regulations, policy documents, and departmental procedures; the review of local school and/or district operations to ensure programmatic quality and compliance with State and Federal law; and the representation of the Department with appropriate lay and professional groups. Incumbents evaluate programs for conformance to standards, policies, and procedures; consult with and advise public and private schools and other organizations on the development, administration, and evaluation of educational programs; interpret and apply Federal and State laws and departmental policies and regulations affecting educational programs; conduct studies and do research relating to the planning, evaluation, and administration of programs; prepare and publish articles and reports; organize, administer, and attend conferences and workshops; prepare and recommend changes in legislation, regulations, and policies

### Job Duties and Conditions

List up to 10 primary job duties this position performs or is expected to perform, in order of importance. Include the frequency of occurrence (daily, weekly, monthly, etc.) and percentage of time dedicated to each duty. **DO NOT** use acronyms or abbreviations.

<u>JOB DUTY</u>	<u>FREQUENCY</u>	<u>% TIME</u>
Advise and consult personnel and various stakeholders on requirements and updates in relation	Daily	20
Develop policy recommendations pertaining to assigned areas of service.	Daily	20
Direct program services, work plans, funding, financial record keeping, staff development	As needed	20
Direct the development of technical assistance to school districts for accountability, student	As needed	10
Direct the implementation of Secretary policies and priorities relating to assigned division and departments.	As needed	10
Provide technical and instructional support to assigned programs; h	As needed	10
Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.	Daily	5
Serve as a liaison between Secretary and administrators, personnel, outside organizations or the public conc	Daily	5

Check one (1) of the following that best describes the overall working hours associated with this position. "Overtime" in this section means instances where an employee works more than 40 hours per week, regardless of actual overtime eligibility.

<input type="checkbox"/>	Works regular shifts, daily and weekly; rare instances of overtime required.
<input type="checkbox"/>	Some irregularities in hours because of overtime requirements, infrequent weekends and/or shift rotation, travel, etc.
<input type="checkbox"/>	Considerable irregularity of hours because of frequent overtime, frequent weekends, shift rotation, on-call availability, or travel.
<input checked="" type="checkbox"/>	Frequently requires highly irregular and unpredictable or particularly long work hours, such as attendance and participation at evening and/or weekend meetings, covering more than a single shift, extended travel, etc.

Check one (1) box that best describes the risk of negative consequences resulting from the actions of an incumbent in this position:

<input type="checkbox"/>	<b>Low Risk</b> —although job may have some variety of tasks, work assignments use standard procedures and are generally basic and routine. Assignments are generally closely monitored. Makes minor decisions.
<input type="checkbox"/>	<b>Medium Risk</b> —job has somewhat complex tasks requiring the regular use of professional judgment. Supervision is general and may be infrequent.
<input checked="" type="checkbox"/>	<b>High Risk</b> —Job has very complex tasks requiring high level of professional judgment. Makes decisions carrying high degree of responsibility where there may be little or no precedent; acts independently with little oversight.

Check one (1) type of environmental condition to which the person occupying this position would normally be exposed:

<input checked="" type="checkbox"/>	<b>Normal office working conditions</b> with no major sources of discomfort. Very low risk of minor physical injury.
<input type="checkbox"/>	<b>Fair working conditions</b> with routine discomforts. Position may require occasional work in the elements, moderate exposure to heat cold, moisture/wetness, soiled materials, or light chemical substances/cleaning solutions. Moderate risk of minor physical injury, relatively low risk of significant physical injury.
<input type="checkbox"/>	<b>Difficult working conditions</b> with frequent exposure to undesirable or hazardous working conditions. Position requires routine exposure to the elements regardless of conditions, dangerous chemical substances, or other inherently dangerous conditions. Substantial risk of significant physical injury.

Does a person occupying this position have fiscal responsibilities? Yes  No

In dollars, how large is the budget for which this position is responsible?

If yes, please describe the fiscal responsibilities this person has, such as managing a budget, filling out purchase requisitions, approving transactions, maintaining employee salaries, etc.:

**Supervision and Oversight**

Check one (1) of the following leadership responsibilities a person occupying this position has:

<input type="checkbox"/>	Does not supervise other staff.
<input type="checkbox"/>	Leads peers on a regular basis but is not the direct supervisor. May help direct, schedule, or monitor staff, but does not hire, fire, or evaluate other employees.
<input type="checkbox"/>	Is the front-line supervisor over two or more full-time employees. Hires, fires, and evaluates subordinates.
<input type="checkbox"/>	Is the manager of a unit, section, or major function and typically also supervises personnel who are front-line supervisors or persons having professional-level responsibilities.
<input checked="" type="checkbox"/>	Is the director of a division, department, or large program and typically supervises management personnel and indirectly supervises subordinate staff under this position's line of authority.

If you indicated that this position supervises other employees, how many direct reports does this person have?

To be determined

If you indicated that this position supervises other employees, how many indirect reports does this person have?

Please list the class code, title, and number of employees for each classification supervised by the person in this position. If necessary, attach additional sheets.

CLASS CODE	TITLE	GRADE	# OF EMPLOYEES

How many supervisors does the person in this position supervise? If none, enter 0.

If you answered with a number other than 0 to the question above, for which divisions/sections/offices is this person responsible?



Check one (1) of the following statements that best describes this position:

<input type="checkbox"/>	Receives clear and specific instructions and/or follows standardized instructions or procedures without ongoing supervision. Work is checked for accuracy, adequacy, and adherence to instructions. Consults with supervisor on matters not covered by the original instructions or guidelines.
<input type="checkbox"/>	Receives moderate to limited supervision working from objectives set by supervisor. Organizes and carries out most assignments in accordance with standard practices, instructions, or previous training. Makes minor decisions routinely; may handle some unusual situations independently.
<input type="checkbox"/>	Receives general direction working from established policies and objectives. Plans and carries out assignments and resolves most conflicts that arise. Exercises judgment in the analysis of facts or conditions regarding individual issues. Completed work is checked only to determine compatibility with other work or effectiveness in meeting agency objectives.
<input checked="" type="checkbox"/>	Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Has responsibility for planning, designing, and implementing programs, projects, or studies and sets goals for major unit. Acts independently; approval from higher authority is conceptual with generally little reference to detail.

#### Education, Experience, and Skills

Check one (1) of the following educational levels which best describes the minimum required—regardless of the preferred level or the current incumbent's level—to be able to perform this job at a basic level of performance:

<input type="checkbox"/>	<b>High School or Equivalent</b> —requires enough basic education to understand and follow standard practices and instructions. May require some specialized courses, certifications, or licenses of limited scope.
<input type="checkbox"/>	<b>Associate's Degree or Skilled Trade Certificate</b> —requires knowledge of a specialized field or trade. Additional training equal to two (2) years of college, technical school, business school, or skilled trades training. May require licensing or certification.
<input type="checkbox"/>	<b>Bachelor's Degree or Equivalent</b> —requires professional level knowledge in a specialized or technical field such as those for which bachelor's degrees or IT certifications are commonly awarded. Additional training equal to successful completion of four (4) years of college or study.
<input checked="" type="checkbox"/>	<b>Master's Degree</b> —requires advanced knowledge and skills and expertise in a specific field. Requires the ability to understand and apply principles and practices of field or more than one (1) field. Requires one (1) to two (2) years' work in an accredited graduate school leading to degree. Recognized as subject matter expert.
<input type="checkbox"/>	<b>Doctoral Degree</b> —requires highly advanced knowledge and skills and mastery of a specific field. Ph.D., J.D., M.D., Ed.D. or similar doctoral level degree normally requiring at least three (3) years of work in an accredited graduate school leading to degree. Often must possess license and pass professional examination in order to practice in field.

Is a license required in order to perform this job? If so, what license is required? **DO NOT INCLUDE DRIVERS LICENSES OR NOTARIES PUBLIC.**

Check the level of experience necessary—regardless of the preferred level or the current incumbent’s level of experience—at the time of hire in order to perform this job at a basic level of performance.

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

If this position normally supervises other employees, check the level of supervisory experience necessary— regardless of the preferred level or the current incumbent’s level of experience —at the time of hire in order to perform this job at a basic level of performance:

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

Check one (1) of the following that best describes the physical effort required for this position:

<input type="checkbox"/>	<b>Light</b> —physical effort normally found in clerical or office work. Work is primarily sedentary; however, occasional handling of objects up to 10 lbs. and occasional walking and standing is required.
<input type="checkbox"/>	<b>Moderate</b> —physical effort represented by frequent handling of objects and/or materials of moderate weight (10-20 lbs.) and/or frequent use of light hand tools. May require walking or standing much of the time.
<input type="checkbox"/>	<b>Substantial</b> —physical effort represented by frequent handling of object and/or materials of substantial weight (20-50 lbs.) and/or frequent use of medium hand or power tools. In addition to considerable walking or standing, may require climbing and working from ladders or working in awkward positions.
<input type="checkbox"/>	<b>Strenuous</b> —Physical effort represented by frequent handling of heavy objects (50+ lbs.) and/or materials and work and/or frequent use of heavy hand tools. Work is often exposed to elements or in non-climate controlled conditions.

Please list any other knowledge, abilities, or skills necessary to perform the duties of this position. Examples include: computer skills, communication skills, organizational skills, etc. **DO NOT** copy from another job description.

Excellent verbal and written communication skills, including developing and leading presentations, and ability to analyze and succinctly summarize key data points to present key findings to constituents. Strong organization and prioritization skills and the proven ability to move forward multiple time-sensitive projects in concert, both independently and as a member of the team. Strong computer literacy, including Microsoft applications.

Please include any other information that may aid in the preparation of an accurate description of this position.

An ADE Associate Deputy is responsible to and works under the direction of the Secretary of Education. The ADE Associate Deputy serves in the absence of the Deputy Director and is vested with the authority of the Deputy Director to resolve issues related to the day-to-day operations of the ADE. In collaboration with ADE senior management level leaders, the ADE Associate Deputy provides general leadership and coordination for the ADE of education; provides leadership in the development of system-wide improvement strategies; and monitors progress within and across disciplines. This is a certificated management position.

### Approvals

#### **SUPERVISOR REVIEW**

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

#### **AGENCY HR ADMINISTRATOR REVIEW**

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

#### ADE Associate Deputy

- Advise and consult personnel and various stakeholders on requirements and updates in relation to Every Student Succeeds Act (ESSA).
- Develop policy recommendations pertaining to assigned areas of service.
- Direct program services, work plans, funding, financial record keeping, staff development and other activities as required to meet program needs; ensure activities comply with established policies, procedures, ordinances, rules and regulations.
- Direct the development of technical assistance to school districts for accountability, student achievement, data analysis, school climate, suspension and expulsions and other school district programs represented as needed.
  - Direct the implementation of Secretary policies and priorities relating to assigned division and departments.
  - Ensure the delivery of high-quality support services to school districts, schools, school-site leaders, staff, parents, and community members; develop partnerships with business and community partners.
  - Oversee the advanced or specialized training in the services delivered by assigned departments within Educational Program Services division; oversee overall functions of assigned departments through subordinate management and supervisory personnel.
  - Oversee the determination of resource allocation and levels of service according to established policies.
  - Provide technical and instructional support to assigned programs; help increase student achievement of English Language Learners (ELL) and support ELL programs in assigned departments, including classroom visitations.
  - Provide technical expertise to other senior management team, administrators, staff, outside organizations and others concerning program operations and activities; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related goals, objectives, laws, codes, regulations, policies and procedures.
  - Represent ADE at various meetings with federal, state, regional and local officials regarding current and future policy and procedural aspects of the services, programs, and

functions assigned.

- Serve as a liaison between Secretary of Education and administrators, personnel, outside ADE or the public concerning assigned area.

- Serve as a member of the Secretary of Education's Executive Cabinet and Full Cabinet.
- Support administrators and school site leaders by providing accurate and timely information regarding state and federal legislation.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Collaborate with assigned supervisor, administrators, directors, and coordinators, who plan courses of study to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the instructional program; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select and provide in-service training for teachers, principals, or other similar personnel involved in instructional programs.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the Secretary of Education.

- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.