



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office
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Phone: (501) 682-1823
<http://www.state.ar.us/dfa>

March 18, 2015

Senator Bart Hester, Co-Chairperson
Representative Douglas House, Co-Chairperson
Uniform Personnel Classification and Compensation
Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Board of Licensure for Professional Engineers and Professional Surveyors for your review.

The Board of Licensure for Professional Engineers and Professional Surveyors has requested a position from the temporary transition pool established by Arkansas Code 21-5-225 (c) which states:

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

Senator Bart Hester, Co-Chairperson
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March 18, 2015
Page 2

The agency is requesting the classification listed below:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
Engineers and Land Surveyors Executive Director	N132N	N903

JUSTIFICATION

The Director is requesting this position due to his retiring in August of 2015. He would like to have the opportunity to hire someone and have them train alongside him for several months until his retirement. The agency has stated that their office possesses sufficient funding to support this temporary transition pool position.

After review of this request, the Office of Personnel Management **recommends** establishment of the requested temporary transition pool position classified as Engineers and Land Surveyors Executive Director. Your consideration of this request is greatly appreciated.

Sincerely,



Kay B. Terry
State Personnel Administrator



Chief Fiscal Officer of the State

FEB 26 2015

Date

KBT/CS:1-2

IVAN HOFFMAN, JR., P.S.
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SURVEYOR MEMBER

DAN C. YOUNG, J.D.
VICE-PRESIDENT
CONSUMER MEMBER

BOB HOLLOWAY, P.E., P.S.
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RONNIE R. HAWKINS, P.E., P.S.
ENGINEER & SURVEYOR MEMBER



**BOARD OF LICENSURE FOR
PROFESSIONAL ENGINEERS AND
PROFESSIONAL SURVEYORS**

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NORA MOSES
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ENGINEER MEMBER

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ENGINEER MEMBER

RECEIVED

FEB 19 2015

OFFICE OF PERSONNEL MGMT
CLASS & COMP

February 19, 2015

Ms. Constance Stagers, Senior State Personnel Analyst
DF&A OPM
1515 Building
Little Rock

Re: Justification for seeking Pool Position

Dear Constance:

As we have discussed with you recently, please accept this as our justification to create a temporary Pool Position for our agency. This request is the result of my announcement to our Board at its recent February meeting that I will be retiring in August and the Board's desire to hire a successor that will have the opportunity to work alongside me for a few months.

There is no anticipated change to the current classification (N903) or job description as a result of this action.

Thanks for considering our request and let me know if I can provide other information.

Sincerely,

Steve W. Haralson, P.E.
Executive Director



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

Business Area	Agency/Institution	Date
0236	AR Board of Licensure for PE's & PS's	02/23/15

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	N132N ENGINEERING AND LAND SURVEYORS EXECUTIVE DIRECTOR		N903

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>Linda Stone</i>	2/19/15

Agency Director	Date
<i>A. H. H. H.</i>	2/19/15