



Department of Transformation and Shared Services  
 Governor Asa Hutchinson  
 Secretary Mitch Rouse  
 Director Kay Barnhill

August 24, 2022

The Honorable David Wallace, Co-Chairperson  
 The Honorable David Hillman, Co-Chairperson  
 Uniform Personnel Classification and  
 Compensation Plan Subcommittee  
 Joint Budget Committee  
 State Capitol Building, Room 315  
 Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Public Safety (DPS), Arkansas Division of Emergency Management (ADEM) for your review.

DPS—ADEM is requesting two (2) positions from the OPM Surrender Pool established by Arkansas Code Annotated § 21-5-225(a)(1). The classifications requested, along with the positions being surrendered, are listed below:

**POSITIONS SURRENDERED**

<b><u>POSITION NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
22133054	ADEM Division Director	C108C	GS09	\$50,222 - \$72,822
22088833	Grants Analyst	G180C	GS06	\$36,155 - \$52,425

**CLASSIFICATIONS REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
G055C	ADEM Deputy Director	GS12	\$69,776 - \$101,175
G147C	Grants Coordinator	GS07	\$40,340 - \$58,493

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
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**JUSTIFICATION**

The ADEM Division Director position for Preparedness is responsible for state and federal guideline compliance and Arkansas's continuity of operations planning and the Earthquake and Hazardous Materials Programs, which is a never-ending cycle to ensure training and preparedness of all responders to assist the citizens of Arkansas. The recent addition of the Arkansas Continuity of Operations Planning program more accurately describes the roles and responsibilities of this senior level position.

The Grants Analyst position has been designated as the Deputy State Hazard Mitigation Officer and supports all state and federal hazard mitigation grant programs. This position has a key role in the State Emergency Operations Center as part of their duty working for ADEM. There will be no additional cost associated with this change.

The anticipated cost including match for these two (2) positions is \$16,978.

After review of the request, the Office of Personnel Management **recommends** the approval of two (2) surrender pool positions listed above.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



08/11/2022

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SECRETARY OF TRANSFORMATION & SHARED SERVICES

DATE

KB/nas:1-2



State of Arkansas  
Governor Asa Hutchinson

1372

**DEPARTMENT OF PUBLIC SAFETY**

JAMI COOK  
SECRETARY

1 State Police Plaza Drive  
Little Rock, Arkansas 72209  
Office: (501) 682-2260 Fax: (501) 682-1582



23 May 2022

Kay Barnhill  
State Personnel Administrator  
501 Woodlane Avenue, Suite 205  
Little Rock, AR 72201

RE: Pool Position Request

Ms. Barnhill:

The Arkansas Department of Public Safety (DPS) – Arkansas Division of Emergency Management (ADEM)- would like to request one new title and two positions from the OPM Pool. Below is a listing of the requested trade and the costing.

Positions to be Surrendered				
Position Number	Authorized Job	Authorized Title	Authorized Grade	Annual Salary
22133054	C108C	ADEM DIVISION DIRECTOR	GS09	\$76,065
22088833	G180C	GRANTS ANALYST	GS06	\$51,100
			TOTAL	\$127,165

Positions Requested				
Position Number	Job	Title	Grade	Entry Salary
New	G055C	ADEM DEPUTY DIRECTOR	GS12	\$69,776
New	G147C	GRANTS COORDINATOR	GS07	\$40,340
			TOTAL	\$110,116

Net Cost	\$ (17,049)
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The ADEM Division Director position for Preparedness is responsible for state and federal guideline compliance for planning, training, and exercise as well as Arkansas' Continuity of Operations Planning and the Earthquake and Hazardous Materials Programs. All these areas encompass the local emergency management jurisdictions as well as the State Support Agencies and ADEM staff. The oversight of Preparedness provides to our local and state partners assistance in: development and update of their emergency operations plans, training for areas ranging from emergency management to national incident management systems to hazardous materials, exercise support as the local and state partners exercise the plans they have developed to ensure their response falls in



Department of Transformation and Shared Services  
 Office of Personnel Management  
 Request for Pool Position

Business Area	Department Name / Agency Name	Date
9913/0995	DPS - ADEM	05/25/2022

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22133054	ADEM Division Director	GS09	C108C
22088833	Grants Analyst	GS06	G180C

**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
ADEM Deputy Director	GS12	G055C
Grants Coordinator	GS07	G147C

I hereby certify that:

- A. The position requested is critical to the operation of this Agency 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.
- E. No current employee will be displaced by this action.

HR Administrator's Signature

Date

Department Secretary's Signature

Date

line with their plans. After this cycle is completed, the entire process starts again, as this is a never-ending cycle to ensure preparedness of all responders to assist Arkansas citizens. The recent addition of the Arkansas Continuity of Operations Planning program, formerly managed by DIS, has required the development of a new process and program to meet the needs of our partners. This change more accurately describes the roles and responsibilities of this senior level position.

The Grants Analyst position has been designated as the Deputy State Hazard Mitigation Officer and supports all state and federal hazard mitigation grant programs with grant administration through closeout. The mitigation programs both at the state and federal level provide grant opportunities to local communities to mitigate against and prevent future damages after natural disasters. The requirements of changing federal regulation within mitigation grant programs is forcing more effort at the local communities with grant management and design. This position provides more outreach and provides opportunities for more detailed technical assistance to local communities in applying for grants. They are the subject matter expert with procurement practices and mitigation practices. This position also has a key role in the State Emergency Operations Center as part of their duty working for the Division of Emergency Management. In addition, this position supports disaster recovery efforts in the field after an event and must be able to provide guidance to survivors. This change will allow for the needed career path within the Mitigation Branch as well as more closely align the new job duties. There will be no additional cost associated with this change.

The day-to-day operational aspect of the agency has changed in the past year, and it is necessary to change job titles in order to accurately reflect the tasks performed and areas managed. The job duties of the currently named "Research and Statics Supervisor" position does not match up with the true duties of the job and the requirements needed daily. ADEM has shifted the focus of the Federal Surplus Property (FSP) to more of a Donee "turnkey" operational model compared to past operational procedures to be more efficient in all FSP operations. For this reason, additional duties have been assigned to all positions housed within FSP. For this position, the additional duties assigned include evaluating all surplus property brought in and calculating maximum return rates on each piece to better understand our resource expenditures. The scope of types of property researched and requested has broadened and new ideas are used to reimagine uses and repurposing of property to maximize Donee value. The position works more closely now with the three additional branches within the FSP and coordinates and communicates with each one to maximize the ability to make sound financial decisions concerning inbound freight and related issues. The position works closely with the FSP Director daily to coordinate and collaborate on property that may be requested. ADEM is requesting to create a title of Federal Surplus Property Acquisitions and Logistics Manager, grade GS07, to portray the job duties of the position more accurately. A current GS07 will then be cross graded to this classification to advertise.

Based on the current employees' salaries and the entry for the new grades, this will result in a net savings of approximately \$17,049 for the division.

I appreciate your consideration on this request. If you have any questions, please feel free to contact Phillip Warriner and he can supply you with any additional information or clarification which you may need.

Sincerely,



Jami Cook  
Secretary  
Arkansas Department of Public Safety