

EX. C2



STATE OF ARKANSAS
**Department of Transformation
and Shared Services**
Governor Asa Hutchinson
Secretary Amy Fecher

OFFICE OF PERSONNEL MANAGEMENT
Director Kay Barnhill
1509 West Seventh Street, Suite 201
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1823

August 20, 2019

Senator David Wallace, Co-Chairperson
Representative Jim Wooten, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

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

The Arkansas Department of Agriculture is also requesting two (2) positions from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classifications requested along with the positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22094718	Administration Support Specialist	C057C	GS04	\$29,046 - \$42,116
22094756	Fiscal Support Specialist	A098C	GS04	\$29,046 - \$42,116
22087836	Administrative Specialist II	C073C	GS03	\$26,034 - \$37,749
22142778	Information Systems Coordination Specialist	D061C	IT05	\$51,762 - \$75,054
22087982	GIS Technician	D078C	IT02	\$37,266 - \$54,035
<u>CLASSIFICATIONS REQUESTED</u>				
	Director of Livestock and Poultry	U048U	SE01	\$108,110 - \$147,200
	Information Systems Manager	D007C	IT08	\$71,704 - \$103,970

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JUSTIFICATION

The Arkansas Department of Agriculture is requesting the Director of Livestock and Poultry in order to complete a reorganization effort by establishing grade and title uniformity among leadership positions throughout the department. Reorganization efforts began at the department prior to the 2017 legislative session and were never completed. The department is currently coming to the end of the reorganization process and the Director of Livestock and Poultry classification is required for completion.


The Director of Livestock and Poultry will oversee a staff of 110 employees responsible for the implementation of laws and regulations designed to protect and promote the livestock and poultry industries in Arkansas. This classification will also be responsible for programs concerning human and animal health and food safety and quality. The Director of Livestock and Poultry is responsible for ensuring the department is equipped to properly respond to any events of livestock or poultry disease or pests.

The Arkansas Department of Agriculture is requesting the Information Systems Manager in order to develop and improve the technological capabilities of the department. The technological demands of the agency have increased with the addition of 70 new employees along with additional domains, servers, databases and websites that must be evaluated and incorporated by the information technology staff at the department. If approved, the Information Systems Manager will serve as the information technology team leader and be responsible for advancing the technological capabilities of the department. The anticipated cost of these additional positions is \$89,932. In order to help offset the budgetary impact of this change, the Arkansas Department of Agriculture is surrendering five positions with a budgetary value of \$173,154.

The Office of Personnel Management has reviewed this request and **recommends** the approval of two (2) positions from the OPM surrender pool.

Your consideration of this request is appreciated.

Sincerely,


Kay Barnhill
State Personnel Administrator



Secretary, Transformation & Shared Services


Date



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

Business Area	Agency/Institution	Date
0400	Arkansas Agriculture Department	06/06/19

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22094718	Administration Support Specialist	GS04	C057C
22094756	Fiscal Support Specialist	GS04	A098C
22087836	Administrative Specialist II	GS03	C073C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Director of ARLPC	SE01	U048U

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
	06/06/19

Agency Director	Date
	06/06/19



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

Business Area	Agency/Institution	Date
0400	Arkansas Department of Agriculture	08/01/19

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22142778	Information Systems Coordination Specialist	IT05	D061C
22087982	GIS Technician	IT02	D078C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Information Systems Manager	IT08	D007

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>Paul A. Jones</i>	08/01/19

Agency Director	Date
<i>Way W. W...</i>	08/01/19



ASA HUTCHINSON
GOVERNOR

ARKANSAS AGRICULTURE DEPARTMENT

ARKANSAS FORESTRY COMMISSION
ARKANSAS LIVESTOCK & POULTRY COMMISSION
ARKANSAS STATE PLANT BOARD

1 NATURAL RESOURCES DRIVE, LITTLE ROCK, AR 72205 | (501) 225-1598 | AAD.ARKANSAS.GOV



WES WARD
SECRETARY OF AGRICULTURE

June 4, 2019

Ms. Kay Barnhill
Administrator, Office of Personnel Management
1509 West 7th Street, Room 201
Little Rock, AR 72201

Dear Ms. Barnhill:

I am writing to request a reclassification of the Deputy Director of the Arkansas Livestock and Poultry Commission position from a GS13 to a SE01. The title was correctly changed to Director of the Arkansas Livestock and Poultry Commission during the 2019 legislative session but the grade change was not made.

As you will recall, we originally had a Director position at the Livestock and Poultry Commission but relinquished it as part of our early reorganizational efforts prior to the 2017 legislative session. Because we were not able to complete the reorganization effort at that time due to intervening circumstances outside of our control, restoring the SE01 Director position is now necessary for our current reorganization effort and to achieve grade and title uniformity for the leadership of all agencies within our Department. We are willing to relinquish two GS04 positions and one GS03 position for the SE01 position.

The Director of the Arkansas Livestock and Poultry Commission oversees 110 employees who implement laws and regulations for the protection and promotion of Arkansas's livestock and poultry industries. Animal agriculture is the largest sector of Arkansas's agricultural industry in terms of cash receipts, contributing more than \$4.6 billion to the state's economy annually. The Director is responsible for programs that safeguard human and animal health, assure food safety and quality, and develop Arkansas's livestock and poultry industries. The Director is also responsible for ensuring that the agency is ready to respond to any livestock or poultry disease or pest.

We appreciate your assistance with this request. Please let me know if I can provide additional information.

Respectfully,

Wesley W. Ward
Secretary of Agriculture
State of Arkansas

