



**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  
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Little Rock, Arkansas 72203-3278  
Phone: (501) 682-1823

October 15, 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 Department of Transformation and Shared Services (DTSS) for your review.

DTSS -- Division of Building Authority is requesting one (1) position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classification being requested along with the vacant position being surrendered are listed below:

<u>POSITION SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22150668	Energy Conservation Manager	G232C	GS06	\$36,155 - \$52,424

**CLASSIFICATIONS REQUESTED**

Engineer	B042C	GS09	\$50,222 - \$72,821
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**JUSTIFICATION**

DTSS -- Division of Building Authority is requesting to surrender the position above in order to fulfill the objectives of the Design Review Section. The passage of the Transformation and Efficiencies Act (Act 910 of 2019) transferred and increased many of the duties, responsibilities, and oversight for the public-private partnerships established by Ark. Code Ann. §22-10-501 administered by the Design Review Section.

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DTSS – Division of Building Authority currently has one full-time engineer position and two full-time engineer technicians assisting with capital project reviews for state agencies. An additional engineer will provide additional support within the Design Review Section, improving both expediency and efficiency. The anticipated budgetary cost of this additional position is \$14,067.

The Office of Personnel Management has reviewed this request and **recommends** the approval of one (1) position from the OPM surrender pool.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



Secretary Transformation & Shared Services

09/26/19  
Date

KB/se: 1-2



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

**DIVISION OF  
BUILDING AUTHORITY**  
Director Anne W. Laidlaw  
501 Woodlane Street, Suite 101N  
Little Rock, Arkansas 72201  
Phone: (501) 682-1833  
Fax: (501) 682-5589  
www.dba.arkansas.gov

To: Ann Purvis, Chief of Staff

From: Anne W. Laidlaw, Director, DBA *AWL*

Re: Request for Pool Position for Position #22150668; Energy Conservation Manager/GS6/G232C to be surrendered for "Engineer GS9/B042C":

Date: September 16, 2019

DBA has an "Energy Conservation Manager" position ( #22150668/G232C/GS6) which is funded from the collected rents fund (MWJ0100). This position came to us when the Sustainable Revolving Loan Fund Program was given to DBA in 2009. The position was used for the initial start-up of the program. After several years of applying the program consistently, the duties were not as extensive as the start-up and the duties were transferred to another staff member.

It is this position that DBA would like to "trade" into the state "pool" position for an Engineer ("Engineer" position/B042C/GS9). This engineer position does not require a professional license but requires education/experience in an engineering or related field. It is an exempt position. The demand level in our Design Review Section for in depth reviews for space allocations, code reviews and project oversight has expanded. We initially requested this pool position process in 2018 without response. DBA is at the point that this "engineer" position would improve expediency/efficiencies of capital project reviews for other state agencies (as well as our own) and relief to our Design Review Section. While DBA has two Engineering Tech positions (non-exempt), the Engineer position would provide a higher skill set with additional support to the Section for the myriad of duties and responsibilities it has.

*OK*  
*AF*



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

Business Area	Agency/Institution	Date
9914	DFA, Division of Building Authority	09/16/19

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22150668	Energy Conservation Manager	GS 6	G232C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	Engineer	GS 9	B042C

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>Amy Fuchs</i>	09/19/19

Agency Director	Date
<i>Cherie Anderson</i>	9/16/19