



Department of Transformation and Shared Services

Governor Asa Hutchinson
Secretary Amy Fecher
Director Kay Barnhill

August 18, 2020

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 Senator Wallace and Representative Wooten:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Parks, Heritage, and Tourism (ADPHT) for your review. ADPHT is 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 position being surrendered are listed below:

POSITIONS SURRENDERED

Table with 5 columns: NUMBER, TITLE, CODE, GRADE, RANGE. Rows include ADPT Marketing & Promotion Dir., Public Information Specialist, Administrative Specialist II, Personnel Manager, Human Resources Specialist, and Fiscal Support Specialist.

CLASSIFICATIONS REQUESTED

Table with 4 columns: CODE, TITLE, GRADE, RANGE. Rows include Managing Attorney and HR Administrator.

ADPHT is requesting the above positions in order to meet the needs of the department. The request for an HR administrator is based upon this position acting as the senior human resources administrator in the newly combined department. As the department moves toward a shared services approach, the former personnel manager classification does not reflect the scope of the duties now assigned. HR responsibilities for all ADPHT divisions have been consolidated, resulting in two vacancies that will not be refilled. The incumbent in the personnel manager position will assume this position if approved.

Senator David Wallace, Co-Chairperson  
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The former Department of Parks and Tourism did not have any legal staff prior to the latest reorganization; the Department of Arkansas Heritage previously had a general counsel. To assist with the expanded legal work of the department, a second staff attorney is required.

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

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management

for



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**SECRETARY OF TRANSFORMATION & SHARED  
SERVICES**

08/17/2020  
DATE

KB/jlh:1-2



Asa Hutchinson  
Governor  
Stacy Hurst  
Secretary

August 17, 2020

The Honorable David Wallace, 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, AR 72201

Dear Senator Wallace and Representative Wooten,

The Arkansas Department of Parks, Heritage, and Tourism continues to pursue the implementation of a shared services model through Transformation. During this process, the Department has identified certain needs that cannot be adequately addressed with existing available positions.

As a result, the Department requests two surrender pool positions—one HR Administrator R006C GS12 and one Managing Attorney G004C GS13—in exchange for the following six positions:

- Personnel Manager R014C GS08 (Position Number: 22092821)
- ADPT Marketing & Promotion Dir G091C GS08 (Position Number: 22092622)
- Public Information Specialist P027C GS06 (Position Number 22092680)
- Human Resources Specialist R036C GS04 (Position Number 22092475)
- Fiscal Support Specialist A098C GS04 (Position Number 22092250)
- Administrative Specialist II C073C GS03 (Position Number 22092228)

The two surrender pool positions, as described in the enclosed justifications, will enable us to better coordinate combined human resources teams under a shared service and to extend the ability of our legal team to manage contracts, rulemakings, and other operational needs. Both positions will promote increased efficiency and effectiveness for the Department.

This letter and enclosed justifications update a previous submission to this committee to ensure that all positions proposed for surrender come from the same business area.

Your favorable approval of this request is appreciated. Please contact me if you need further information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Stacy Hurst'. The signature is fluid and cursive, written over the word 'Sincerely,'.

Stacy Hurst



DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES  
**Office of Personnel Management**  
**Request for Pool Position**

Business Area	Agency/Institution	Date
9912	Arkansas Department of Parks, Heritage and Tourism	08/17/20

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22092622	ADPT Marketing & Promotion Dir	GS08	G091C
22092680	Public Information Specialist	GS06	P027C
22092228	Administrative Specialist II	GS03	C073C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	Managing Attorney	GS13	G004C

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
	8-17-2020

Agency Director	Date
	8-17-20

**Surrender Pool Position Justification Request**  
**HR Administrator**  
**R006C GS12**

The Department of Parks, Heritage, and Tourism requests one surrender pool position with a classification of HR Administrator R006C GS12. The position will be part of the human resources shared services function within the Office of the Secretary.

In exchange, the Department will surrender three positions:

- Personnel Manager R014C GS08 (Position Number: 22092821)
- Human Resources Specialist R036C GS04 (Position Number 22092475)
- Fiscal Support Specialist A098C GS04 (Position Number 22092250)

The Personnel Manager position represents the senior human resources position within the Division of Arkansas Heritage. The Personnel Manager was responsible for the complete range of human resources responsibilities, and as a result, the incumbent built a deep skill set capable of taking on significantly more responsibility when operating with in a unified human resources team working as a shared service. As the Department moves toward this shared services approach, the grade of this position has created a disparity compared to the legacy human resources positions from the then-Arkansas Department of Parks and Tourism. As responsibilities are realigned to enable all of human resources to be run as a single unit, the duties for the current Personnel Manager will be more appropriately classified as an HR Administrator.

In addition, realignment of the human resources and fiscal teams as unified shared services has resulted in two vacancies that will not need to be filled. These positions are the Human Resources Specialist and the Fiscal Support Specialist

If approved, we request that the current incumbent for the Personnel Manager position be moved into the new HR Administrator position. The total budgetary impact is shown below, the position will be paid from General Revenue. Sufficient funds are available for this position. No employees will be displaced by this action.

<b>Positions to Surrender</b>					
Position Number	Title	Grade	Salary	Personal Serv. Match*	Total Cost
22092821	Personnel Manager	GS08	\$59,748.62	\$17,924.59	\$77,673.21
22092475	Human Resources Specialist	GS04	\$29,046	\$8,713.80	\$37,759.80
22092250	Fiscal Support Specialist	GS04	\$29,046	\$8,713.80	\$37,759.80
<b>Total Cost Surrendered Positions</b>			<b>\$117,840.62</b>	<b>\$35,352.19</b>	<b>\$153,192.81</b>
<b>Surrender Pool Position Request</b>					
-	HR Administrator	GS12	\$69,776	\$20,932.80	\$90,708.80
<b>Personnel Cost Savings</b>			<b>\$48,064.62</b>	<b>\$14,419.39</b>	<b>\$62,484.01</b>
*Personal Services Match estimated at 30 percent.					

**Surrender Pool Position Justification Request  
Managing Attorney  
G004C GS13**

The Department of Parks, Heritage, and Tourism requests one surrender pool position with a classification of Managing Attorney G004C GS13. The position will be part of legal team reporting to the Department's General Counsel within the Office of the Secretary.

In exchange, the Department will surrender three positions:

- ADPT Marketing & Promotion Dir G091C GS08 (Position Number: 22092622)
- Public Information Specialist P027C GS06 (Position Number 22092680)
- Administrative Specialist II C073C GS03 (Position Number 22092228)

Prior to Transformation, the former Department of Parks and Tourism did not have representation from in-house legal counsel and relied, instead, on support from the Attorney General's Office. With the appointment of a General Counsel, the expectation from the Attorney General's Office has been the Department General Counsel will be the lead for managing legal matters. Our General Counsel had previously managed legal matters for only the Division of Arkansas Heritage. With Transformation, the scope of responsibilities has grown significantly. During the previous year, it has become clear the wide range of contracts, agreements, transactions, and rulemakings presents a substantial caseload that is beyond the ability of a single attorney to manage. As a result, the Department has identified a need for an additional attorney with established skills and experience consistent with the classification of a Managing Attorney G004C GS13. This position will report to the General Counsel within the Office of the Secretary.

In keeping with efficiency goals of Transformation, the Department identified a number of positions that should not be filled when they became vacant. For example, the Secretary did not seek to fill vacant positions within the former ADPT Executive Director's Office choosing instead to reassign duties to the administrative and support staff from the Division of Arkansas Heritage. Likewise, the Public Information Specialist position was previously assigned to the Arkansas Natural Heritage Commission within the Division of Arkansas Heritage. As ADPHT implements a shared services approach to communications functions, this position will not be filled.

The total budgetary impact is shown below, the position will be paid from General Revenue. Sufficient funds are available for this position. No employees will be displaced by this action.

<b>Positions to Surrender</b>					
Position Number	Title	Grade	Salary	Personal Serv. Match*	Total Cost
22092622	ADPT Marketing & Promotions Dir.	GS08	\$45,010	\$13,503	\$58,513
22092680	Public Information Specialist	GS06	\$36,155	\$10,846.50	\$47,001.50
22092228	Admin. Specialist II	GS03	\$26,034	\$7,810.20	\$33,844.20
<b>Total Cost Surrendered Positions</b>			<b>\$107,199</b>	<b>\$32,159.70</b>	<b>\$139,358.70</b>
<b>Surrender Pool Position Request</b>					
-	Managing Attorney	GS13	\$77,862	\$23,358.60	\$101,220.60
<b>Personnel Cost Savings</b>			<b>\$29,337</b>	<b>\$8,801.10</b>	<b>\$38,138.10</b>
*Personal Services Match estimated at 30 percent.					