



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

OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office
1509 West Seventh Street, Suite 201
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1823
www.dfa.arkansas.gov

May 17, 2018

Senator John Cooper, Co-Chairperson
Representative Les Eaves, 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 Education (ADE) for your review.

ADE is requesting one (1) position from the OPM surrender pool, as established by Ark. Code Ann. §21-5-225(a)(1). The classification being requested will establish one new title; the positions being surrendered are listed below:

<u>POSITIONS SURRENDED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22082683	Database Specialist	D012C	IT08
22132834	Administrative Specialist III	C056C	GS04

CLASSIFICATION REQUESTED

Director of Computer Science/Chief STEM Officer	NEW	GS15
---	-----	------

JUSTIFICATION

ADE is requesting to surrender the two positions listed above and requests one (1) position from the position pool. In addition, the agency is requesting the establishment of one (1) new classification title, Director of Computer Science/Chief STEM Officer, GS15.

In 2015, Governor Hutchinson, along with the Arkansas Computer Science and Technology in Public School Task Force (CSTF), created a coding and computer science education coalition for students in grades K-12. The Arkansas STEM (*science, technology, engineering, math*) Education Coalition consists of six programs designed to support digital literacy, entrepreneurship, student excellence and economic growth within the state.

Senator John Cooper, Co-Chairperson
Representative Les Eaves, Co-Chairperson
May 17, 2018
Page 2

STEM is a partnership comprised of leaders from the corporate, education, government and community sectors that plans, encourages, coordinates and advocates policies, strategies and programs supportive of student excellence. ADE is now entering phase two of a three-phase Computer Science Initiative. This position will provide oversight of the STEM Coding and Computer Science component, with the primary focus of facilitating Arkansas's transition as a national leader in technology education and careers. The agency's request is based on the need to maintain and ensure compliance with state and federal guidelines regarding this initiative.

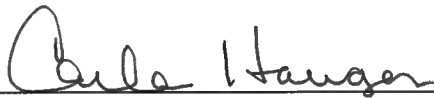
The Office of Personnel Management has reviewed this request and **recommends** the approval of one (1) position from the surrender pool and the creation of the classification of Director of Computer Science/Chief STEM Officer, Grade GS15.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

MAY 03 2018

Date

KB/jd: 1-2



Arkansas Department of Education

Transforming Arkansas to lead the nation in student-focused education

Johnny Key
Commissioner

April 18, 2018

State Board
of Education

Dr. Jay Barth
Little Rock
Chair

Joe Black
Newport
Vice Chair

Susan Chambers
Bella Vista

Charisse Dean
Little Rock

Dr. Fitz Hill
Little Rock

Ouida Newton
Poyen

Mireya Reith
Fayetteville

R. Brett Williamson
El Dorado

Diane Zook
Melbourne

Four Capitol Mall
Little Rock, AR
72201-1019
(501) 682-4475
ArkansasEd.gov

*An Equal
Opportunity
Employer*

Ms. Kay Barnhill
State Personnel Administrator
Department of Finance and Administration
1509 West 7th Street
Little Rock, AR 72201

Dear Ms. Barnhill:

The Arkansas Department of Education (ADE) is requesting approval of an Office of Personnel Management (OPM) Central Growth Pool position established under Arkansas Code § 21-5-225 (b)(1)-(6).

As ADE continues the grow Governor Hutchinson's Computer Science Initiative, the next phase of this initiative combines computer science and stem curriculum. Due to the additional duties and level of responsibility required, ADE is requesting a new title, Director of Computer Science/Chief STEM Officer, Pay Grade GS15. This position will coordinate and advance Computer Science and STEM initiatives as an integral component to ADE's vision of transforming Arkansas to lead the nation in student-focused education. This position will report to the Deputy Commissioner (Coding/Computer Science Initiative) and Assistant Commissioner for Learning Services (STEM).

Typical Functions are as follows:

- Lead the implementation and expansion of the Governor's Coding/Computer Science initiative
- Ensure successful implementation of STEM related content plans for curriculum and instruction to promote critical thinking, problem solving, and alignment with computer coding and engineering practices
- Explore, identify, and advance new and existing STEM initiatives within the department, including Project Lead the Way, New Tech High Schools, UTeach, and EAST Initiative, that will enhance opportunities for students without creating duplication of efforts



Ms. Kay Barnhill
Page 2
April 2, 2018

- Collaborate with Curriculum Support and Professional Development personnel, Education Service Coops, STEM Centers, and Education Renewal Zones regarding the coding and STEM content-area standards and professional development.
- Collaborate with ADE Educator Effectiveness and Licensure regarding STEM-related and computer coding educator preparation programs and initiatives to increase the number of computer coding and STEM teachers in the state.
- Administer the Technology Grants issued through ADE and lead efforts to embed evidence-based practices in classroom delivery of STEM throughout the state.
- Collaborate with Arkansas Career Education and other stakeholders to promote and align STEM-related courses, internship opportunities, and other student experiences that prepare students for STEM careers.
- Collaborate with business sector to continue to promote STEM education and align academic needs to business
- Develop evaluation tools and implement processes to monitor and determine the success of state STEM initiatives.
- Responsible for direct supervision of personnel related to STEM content as assigned by Assistant Commissioner of Learning Services.
- The cost associated with the salary request for the Director of Computer Science /Chief STEM Officer will easily be absorbed into our current budget.

Thank you for your immediate consideration and assistance with the approval of this request. If there is a need for additional information, please contact Greg Rogers at 682- 4476.

Respectfully,



Johnny Key
Commissioner of Education

JK:gr

Attachments



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

Business Area	Agency/Institution	Date
0500	Arkansas Department of Education	04/02/2018

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
	N/A		

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Director of Computer Science/Chief STEM Officer	GS15	

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
Clemetta Hood <i>Clemetta Hood</i>	04/02/2018

Agency Director	Date
Johnny Key, Commissioner of Education <i>Johnny Key</i>	04/02/2018



Position Classification Questionnaire

General Information

Business Area: 0500 Agency: ARKANSAS DEPARTMENT OF EDUCATION
Preparer's Name: Dr. Ivy Pfeffer/Ms. Stacy Smith Date: 04/02/2018
Position Number: _____ Class Code: _____ Grade: GS15
Job Title: Director of Computer Science/Chief STEM
Incumbent's Name: _____
Supervisor: Dr. Pfeffer and Ms. Stacy Smith

Reason why position is being submitted for evaluation:



New Job/Title



Significant Change in Duties or Responsibilities

If there has been a significant change in duties or responsibilities, please describe in detail the changes and attach any other documents that illustrate your explanation:

New Position. See attached duties.

Job Duties and Conditions

List up to 10 primary job duties this position performs or is expected to perform, in order of importance. Include the frequency of occurrence (daily, weekly, monthly, etc.) and percentage of time dedicated to each duty. **DO NOT** use acronyms or abbreviations.

<u>JOB DUTY</u>	<u>FREQUENCY</u>	<u>% TIME</u>
Lead impl/expansion of the Governor's Coding/Computer Science initiative	daily	30
Implementation of STEM related content plans for curriculum and instructio	daily	10
Explore/identify/ advance new and existing STEM initiatives within ADE, in	weekly	10
Collaborate with Curriculum Support and Professional Development person	monthly	10
Collaborate with educator Effectiveness/Licensure regarding STEM-related	monthly	5
Administer the Technology Grants issued through ADE and lead efforts to	weekly	10
Collaborate with Arkansas Career Ed and other stakeholders to promote	monthly	5
Develop evaluation tools and implement processes to monitor initiatives.	weekly	10
Responsible for direct supervision of personnel related to STEM content	weekly	10

Check one (1) of the following that best describes the overall working hours associated with this position. "Overtime" in this section means instances where an employee works more than 40 hours per week, regardless of actual overtime eligibility.

<input type="checkbox"/>	Works regular shifts, daily and weekly; rare instances of overtime required.
<input type="checkbox"/>	Some irregularities in hours because of overtime requirements, infrequent weekends and/or shift rotation, travel, etc.
<input type="checkbox"/>	Considerable irregularity of hours because of frequent overtime, frequent weekends, shift rotation, on-call availability, or travel.
<input checked="" type="checkbox"/>	Frequently requires highly irregular and unpredictable or particularly long work hours, such as attendance and participation at evening and/or weekend meetings, covering more than a single shift, extended travel, etc.

Check one (1) box that best describes the risk of negative consequences resulting from the actions of an incumbent in this position:

<input type="checkbox"/>	Low Risk —although job may have some variety of tasks, work assignments use standard procedures and are generally basic and routine. Assignments are generally closely monitored. Makes minor decisions.
<input checked="" type="checkbox"/>	Medium Risk —job has somewhat complex tasks requiring the regular use of professional judgment. Supervision is general and may be infrequent.
<input type="checkbox"/>	High Risk —Job has very complex tasks requiring high level of professional judgment. Makes decisions carrying high degree of responsibility where there may be little or no precedent; acts independently with little oversight.

Check one (1) type of environmental condition to which the person occupying this position would normally be exposed:

<input checked="" type="checkbox"/>	Normal office working conditions with no major sources of discomfort. Very low risk of minor physical injury.
<input type="checkbox"/>	Fair working conditions with routine discomforts. Position may require occasional work in the elements, moderate exposure to heat cold, moisture/wetness, soiled materials, or light chemical substances/cleaning solutions. Moderate risk of minor physical injury, relatively low risk of significant physical injury.
<input type="checkbox"/>	Difficult working conditions with frequent exposure to undesirable or hazardous working conditions. Position requires routine exposure to the elements regardless of conditions, dangerous chemical substances, or other inherently dangerous conditions. Substantial risk of significant physical injury.

Does a person occupying this position have fiscal responsibilities? Yes No

In dollars, how large is the budget for which this position is responsible?

If yes, please describe the fiscal responsibilities this person has, such as managing a budget, filling out purchase requisitions, approving transactions, maintaining employee salaries, etc.:

Supervision and Oversight

Check one (1) of the following leadership responsibilities a person occupying this position has:

<input type="checkbox"/>	Does not supervise other staff.
<input checked="" type="checkbox"/>	Leads peers on a regular basis but is not the direct supervisor. May help direct, schedule, or monitor staff, but does not hire, fire, or evaluate other employees.
<input type="checkbox"/>	Is the front-line supervisor over two or more full-time employees. Hires, fires, and evaluates subordinates.
<input type="checkbox"/>	Is the manager of a unit, section, or major function and typically also supervises personnel who are front-line supervisors or persons having professional-level responsibilities.
<input type="checkbox"/>	Is the director of a division, department, or large program and typically supervises management personnel and indirectly supervises subordinate staff under this position's line of authority.

If you indicated that this position supervises other employees, how many direct reports does this person have?

If you indicated that this position supervises other employees, how many indirect reports does this person have?

Please list the class code, title, and number of employees for each classification supervised by the person in this position. If necessary, attach additional sheets.

CLASS CODE	TITLE	GRADE	# OF EMPLOYEES

How many supervisors does the person in this position supervise? If none, enter 0.

If you answered with a number other than 0 to the question above, for which divisions/sections/offices is this person responsible?

Check one (1) of the following statements that best describes this position:

<input type="checkbox"/>	Receives clear and specific instructions and/or follows standardized instructions or procedures without ongoing supervision. Work is checked for accuracy, adequacy, and adherence to instructions. Consults with supervisor on matters not covered by the original instructions or guidelines.
<input type="checkbox"/>	Receives moderate to limited supervision working from objectives set by supervisor. Organizes and carries out most assignments in accordance with standard practices, instructions, or previous training. Makes minor decisions routinely; may handle some unusual situations independently.
<input type="checkbox"/>	Receives general direction working from established policies and objectives. Plans and carries out assignments and resolves most conflicts that arise. Exercises judgment in the analysis of facts or conditions regarding individual issues. Completed work is checked only to determine compatibility with other work or effectiveness in meeting agency objectives.
<input checked="" type="checkbox"/>	Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Has responsibility for planning, designing, and implementing programs, projects, or studies and sets goals for major unit. Acts independently; approval from higher authority is conceptual with generally little reference to detail.

Education, Experience, and Skills

Check one (1) of the following educational levels which best describes the minimum required—**regardless of the preferred level or the current incumbent's level**—to be able to perform this job at a basic level of performance:

<input type="checkbox"/>	High School or Equivalent —requires enough basic education to understand and follow standard practices and instructions. May require some specialized courses, certifications, or licenses of limited scope.
<input type="checkbox"/>	Associate's Degree or Skilled Trade Certificate —requires knowledge of a specialized field or trade. Additional training equal to two (2) years of college, technical school, business school, or skilled trades training. May require licensing or certification.
<input type="checkbox"/>	Bachelor's Degree or Equivalent —requires professional level knowledge in a specialized or technical field such as those for which bachelor's degrees or IT certifications are commonly awarded. Additional training equal to successful completion of four (4) years of college or study.
<input checked="" type="checkbox"/>	Master's Degree —requires advanced knowledge and skills and expertise in a specific field. Requires the ability to understand and apply principles and practices of field or more than one (1) field. Requires one (1) to two (2) years' work in an accredited graduate school leading to degree. Recognized as subject matter expert.
<input type="checkbox"/>	Doctoral Degree —requires highly advanced knowledge and skills and mastery of a specific field. Ph.D., J.D., M.D., Ed.D. or similar doctoral level degree normally requiring at least three (3) years of work in an accredited graduate school leading to degree. Often must possess license and pass professional examination in order to practice in field.

Is a license required in order to perform this job? If so, what license is required? **DO NOT INCLUDE DRIVERS LICENSES OR NOTARIES PUBLIC.**

Check the level of experience necessary—**regardless of the preferred level or the current incumbent's level of experience**—at the time of hire in order to perform this job at a basic level of performance.

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input checked="" type="checkbox"/>	8 or more years

If this position normally supervises other employees, check the level of supervisory experience necessary— **regardless of the preferred level or the current incumbent's level of experience** —at the time of hire in order to perform this job at a basic level of performance:

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

Check one (1) of the following that best describes the physical effort required for this position:

<input type="checkbox"/>	Light —physical effort normally found in clerical or office work. Work is primarily sedentary; however, occasional handling of objects up to 10 lbs. and occasional walking and standing is required.
<input checked="" type="checkbox"/>	Moderate —physical effort represented by frequent handling of objects and/or materials of moderate weight (10-20 lbs.) and/or frequent use of light hand tools. May require walking or standing much of the time.
<input type="checkbox"/>	Substantial —physical effort represented by frequent handling of object and/or materials of substantial weight (20-50 lbs.) and/or frequent use of medium hand or power tools. In addition to considerable walking or standing, may require climbing and working from ladders or working in awkward positions.
<input type="checkbox"/>	Strenuous —Physical effort represented by frequent handling of heavy objects (50+ lbs.) and/or materials and work and/or frequent use of heavy hand tools. Work is often exposed to elements or in non-climate controlled conditions.

Please list any other knowledge, abilities, or skills necessary to perform the duties of this position. Examples include: computer skills, communication skills, organizational skills, etc. **DO NOT** copy from another job description.

Strong communication skills

Leadership skills

Strategic planning skills

Knowledge of instructional needs, learning outcomes, and leading learning organizations

Please include any other information that may aid in the preparation of an accurate description of this position.

The responsibility of the Director is to provide direction and momentum for STEM education locally and nationally.

Approvals

SUPERVISOR REVIEW

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name:

Title:

Date:

Signature:

AGENCY HR ADMINISTRATOR REVIEW

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name:

Title:

Date:

Signature: