



Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

August 17, 2021

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, 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 Hillman:

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

The Department of Agriculture is requesting eight (8) 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.

Group 1: From Agriculture to Agriculture

REQUEST TYPE	POSITION NUMBER	TITLE	CLASS CODE	GRADE	PAY RANGE
SURRENDER	22169293	Veterinary Specialist	L106C	MP04	\$89,368 - \$128,690
RECEIVE	N/A	Microbiologist	B077C	GS07	\$40,340 - \$58,493
RECEIVE	N/A	Chemist	B081C	GS07	\$40,340 - \$58,493

Group 2: From Agriculture to Agriculture

REQUEST TYPE	POSITION NUMBER	TITLE	CLASS CODE	GRADE	PAY RANGE
SURRENDER	22158515	Aircraft Pilot	X148C	GS08	\$45,010 - \$65,264
RECEIVE	N/A	Grants Manager	G109C	GS09	\$50,222 - \$72,821

Group 3: From Agriculture to Agriculture

REQUEST TYPE	POSITION NUMBER	TITLE	CLASS CODE	GRADE	PAY RANGE
SURRENDER	22094687	Agri Inspector II	X157C	GS05	\$32,405 - \$46,987
SURRENDER	22094682	Agri Inspector II	X157C	GS05	\$32,405 - \$46,987
RECEIVE	N/A	Education Program Mgr	E013C	GS10	\$56,039 - \$81,256

Group 4: From 9901 Shared Services to 9901 Shared Services

REQUEST TYPE	POSITION NUMBER	TITLE	CLASS CODE	GRADE	PAY RANGE
SURRENDER	22087633	Grants Coordinator	G147C	GS07	\$40,340 - \$58,493
RECEIVE	N/A	IT Senior Project Manager	D022N	IT09	\$80,242 - \$116,351

Group 5: From 9901 Shared Services to 9901 Shared Services

REQUEST TYPE	POSITION NUMBER	TITLE	CLASS CODE	GRADE	PAY RANGE
SURRENDER	22094760	Buyer	V014C	GS05	\$32,405 - \$46,987
SURRENDER	22087980	HR Program Representative	R032C	GS05	\$32,405 - \$46,987
RECEIVE	N/A	Administrative Services Mgr	G076C	GS10	\$56,039 - \$81,256

Group 6: From Agriculture to Agriculture

REQUEST TYPE	POSITION NUMBER	TITLE	CLASS CODE	GRADE	PAY RANGE
SURRENDER	22158502	Forest Ranger II	B098C	GS05	\$32,405 - \$46,987
SURRENDER	22088387	Forest Ranger II	B098C	GS05	\$32,405 - \$46,987
RECEIVE	N/A	Sr. Laboratory Scientist	NEW	GS11	\$62,531 - \$90,669

Group 7: From Natural Resources to Natural Resources

REQUEST TYPE	POSITION NUMBER	TITLE	CLASS CODE	GRADE	PAY RANGE
SURRENDER	22087645	Agri Program Specialist	B147C	GS06	\$36,155 - \$52,424
SURRENDER	22077839	Agri Program Specialist	B147C	GS06	\$36,155 - \$52,424
SURRENDER	22087665	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,116
RECEIVE	N/A	Attorney Specialist	G047C	GS11	\$62,531 - \$90,669

JUSTIFICATION

The Department of Agriculture is requesting the above positions in order to meet the needs of the department by better aligning positions with their anticipated responsibilities. These positions are for better organization and development across the department and will be utilized throughout various programs.

Included in this surrender pool request is a request for a new title, Sr. Laboratory Scientist, GS11. This position is needed to assist the department is recruiting and retaining staff for high complexity methods of investigation that have become increasingly central to supporting the department's programs, including the pesticide residue, hemp, and chronic wasting disease testing programs. The approximate cost for these positions is \$526,839 and the department has current funding.

After review of the requests, the Office of Personnel Management **recommends** the approval of the eight (8) surrender pool positions listed above. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



8/16/2021

SECRETARY OF TRANSFORMATION & SHARED SERVICES

DATE



Asa Hutchinson
Governor

ARKANSAS DEPARTMENT OF AGRICULTURE

1 Natural Resources Drive, Little Rock, AR 72205
agriculture.arkansas.gov
(501) 225-1598



Wes Ward
Secretary of Agriculture

June 29, 2021

Ms. Kay Barnhill
Administrator, Office of Personnel Management
Arkansas Department of Transformation and Shared Services
501 Woodlane Street, Suite 205
Little Rock, AR 72201

Dear Ms. Barnhill:

The Arkansas Department of Agriculture has conducted a review of its existing personnel positions and has developed a plan to better align positions with the Department's current and anticipated responsibilities. The Department proposes to surrender 14 positions in exchange for eight positions. A list of positions proposed for surrender and those requested is attached. Justification for each requested position is provided below. We have also attached a list of positions that have been vacant for more than two years and are being advertised or cross-graded in preparation for advertisement.

The Department seeks to surrender a MP04 Veterinary Specialist position (#22169293) in exchange for a GS07 Chemist position and a GS07 Microbiologist position. The two GS07 positions are needed to accomplish consolidation of shared lab services and adequately staff a new service area for aquaculture that was added to the Department's Laboratory Services section earlier this year. This new area of responsibility provides fish health inspection testing that is required for Arkansas's baitfish industry to successfully market and export fish. Arkansas baitfish production is valued at \$23 million annually and provides an estimated economic impact of \$91 million to the state each year.

The Department proposes to surrender a GS08 Aircraft Pilot position (#22158515) and request a GS09 Grants Manager position. This position would assist the Department's Farm to School Coordinator in administering programs and increased responsibilities pursuant to the Local Food, Farm, and Jobs Act as amended in 2019 and the Healthy Active Arkansas School Act of 2021.

The Department also proposes to surrender two GS05 Agri Inspector positions (#22094687 and #22094682) for a GS10 Education Program Manager position that would be completely funded with special revenue. The GS10 position is needed to oversee the Department's peanut grading program that has experienced a significant increase in responsibility and seasonal personnel to meet the demands of the state's peanut industry over the past several years. Arkansas's peanut acreage has increased from 11,000 acres in 2011 to 38,000 harvested acres in 2020. The state has four peanut buying points in northeast Arkansas and the state's first peanut shelling facility in Jonesboro that became operational in late 2020. The Department's peanut grading staff will also start providing grading services at a peanut buying point in Missouri later this year. Obtaining the GS10 position will enable the Department to use the existing staff more efficiently and have a supervisor remain onsite at the shelling facility to help maximize productivity.

The Department is also seeking to surrender a GS05 Buyer position (#22094760) and a GS05 Human Resources Program Representative position (#22087980) for a GS10 Administrative Services Manager.

The Administrative Services Manager position is needed to provide adequate staffing levels and necessary knowledge and skills for all fiscal functions for the Department, including the extensive support provided to the 75 conservation districts across the state.


In exchange for surrendering two GS05 Forest Ranger II positions (#22158502 and #22088387), the Department is requesting a GS11 laboratory science position. This position is needed to assist the Department in recruiting and retaining staff for high complexity methods of investigation that have become increasingly central to supporting the Department's programs, including our pesticide residue, hemp, and chronic wasting disease testing programs, that are necessary to meet the needs and expectations of Arkansas's agricultural industry. A new title request would be submitted for this position.

The Department proposes to surrender two GS06 Agri Program Specialist positions (#22087645 and #22077839) and a GS04 Administrative Specialist position (#22087665) in exchange for a GS11 Attorney Specialist position. The Attorney Specialist position will be responsible for implementing a new program concerning retail water providers that was authorized by Act 605 of the 2021 legislative session. The new law requires the Department to develop rules, review rate studies required to be submitted by all water service providers, develop training curriculum for water service provider boards, and ensure the training is taken. The Attorney Specialist position will also assist the Department's current legal staff on other matters as needed.

The Department would also like to surrender a GS07 Grant Coordinator (#22087633) in exchange for a IT09 IT Senior Project Manager position. The Department's IT staff consists of six employees to provide service to approximately 600 employees located across the state in more than 60 locations, many of which are in rural areas that provide additional technology challenges. The IT09 position would also allow us to recruit programming staff to assist with implementing critical online capabilities across all divisions within the Department.

Your consideration of these requests is appreciated. Please do not hesitate to let me know if you have questions or need additional information.

Respectfully,



Wesley W. Ward
Secretary of Agriculture
State of Arkansas



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

Business Area	Department Name / Agency Name	Date
0400	Arkansas Department of Agriculture	6/29/2021

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22169293	Veterinary Specialist	MP04	L106

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Chemist	GS07	B081C
Microbiologist	GS07	B077C

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

6/29/2021
 Date


 Department Secretary's Signature

6/29/2021
 Date



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

Business Area	Department Name / Agency Name	Date
9901	Arkansas Department of Agriculture	6/29/2021

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22158515	Aircraft Pilot	GS08	X148C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Grants Manager	GS09	G109C

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

Business Area	Department Name / Agency Name	Date
0400	Arkansas Department of Agriculture	6/29/2021

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22094687	Agri Inspector II	GS05	X157C
22094682	Agri Inspector II	GS05	X157C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Education Program Manager	GS10	E013C

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6/29/2021
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Department of Transformation and Shared Services
Office of Personnel Management
Request for Pool Position

Business Area
9901

Department Name / Agency Name
Arkansas Department of Agriculture

Date
6/29/2021

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22087633	Grants Coordinator	GS07	G147C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
IT Senior Project Manager	IT09	D022N

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

Business Area	Department Name / Agency Name	Date
9901	Arkansas Department of Agriculture	6/29/2021

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22094760	Buyer	GS05	V014C
22087980	Human Resources Program Representative	GS05	R032C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Administrative Services Manager	GS10	G076C

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

Business Area	Department Name / Agency Name	Date
0400	Arkansas Department of Agriculture	6/29/2021

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22158502	Forest Ranger II	GS05	B098C
22088387	Forest Ranger II	GS05	B098C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Senior Laboratory Scientist (new title)	GS11	XXXX

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 HR Administrator's Signature

6/29/2021
 Date


 Department Secretary's Signature

6/29/2021
 Date

POSITIONS SURRENDERED					
<u>Position Number</u>	<u>Title</u>	<u>Class Code</u>	<u>Grade</u>	<u>Pay Range</u>	<u>BUSINESS AREA</u>
22169293	Veterinary Specialist	L106C	MP04	\$89,368 - \$128,690	400
22158515	Aircraft Pilot	X148C	GS08	\$45,010 - \$65,264	400
22094687	Agri Inspector II	X157C	GS05	\$32,405 - \$46,987	400
22094682	Agri Inspector II	X157C	GS05	\$32,405 - \$46,987	400
22158513	Telecommunications Specialist	D081C	GS05	\$32,405 - \$46,987	400
22087659	Construction Inspector	X129C	GS05	\$32,405 - \$46,987	455
22087633	Grants Coordinator	G147C	GS07	\$40,340 - \$58,493	9901
22094760	Buyer	V014C	GS05	\$32,405 - \$46,987	9901
22087980	HR Program Representative	R032C	GS05	\$32,405 - \$46,987	9901
22158502	Forest Ranger II	B098C	GS05	\$32,405 - \$46,987	400
22088387	Forest Ranger II	B098C	GS05	\$32,405 - \$46,987	400
22087645	Agri Program Specialist	B147C	GS06	\$36,155 - \$52,424	455
22077839	Agri Program Specialist	B147C	GS06	\$36,155 - \$52,424	455
22087665	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,116	455

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>PAY RANGE</u>	<u>BUSINESS AREA</u>
				<u>LOCATION</u>
B081C	Chemist	GS07	\$40,340 - \$58,493	400
B077C	Microbiologist	GS07	\$40,340 - \$58,493	400
G109C	Grants Manager	GS09	\$50,222 - \$72,821	9901
E013C	Education Program Manager	GS10	\$56,039 - \$81,256	400
D022N	IT Senior Project Manager	IT09	\$80,242 - \$116,351	9901
G076C	Administrative Services Manager	GS10	\$56,039 - \$81,256	9901
NEW	Sr. Laboratory Scientist	GS11	\$62,531 - \$90,669	400
G047C	Attorney Specialist	GS11	\$62,531 - \$90,669	455