



November 17, 2021

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
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 Department of Parks, Heritage, and Tourism (ADPHT). The department is requesting to obtain one position from the OPM Growth Pool established by Ark. Code Ann. §21-5-225(b)(1). The classification requested along with the positions being surrendered are listed below.

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
G275C	ADPHT Administration Manager	GS13	\$77,862 - \$122,899

JUSTIFICATION

ADPHT is requesting the above growth pool position to meet the needs of the agency as directed by Governor Asa Hutchinson through Executive Order 21-13. The department is tasked with establishing a new Office of Outdoor Recreation and needs this position to work as the director of the section. The duties of this position will include coordinating goals and objectives across state and federal agencies, local communities, nonprofits, stakeholder organizations, and outdoor-related businesses. Originally, the department sought to utilize an existing GS10 (\$56,039 - \$81,256) for this role, but after feedback from multiple parties in the field, combined with the expansive scope of the work involved,

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ADPHT has determined that a higher grade is necessary to attract qualified candidates. This is expected to cost approximately \$107,000, including fringe benefits, and the department states that they possess the current funds for this expense.

The Office of Personnel Management has reviewed this request and **recommends** the approval of one position from the OPM Growth Pool. Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED
SERVICES

11/8/21
DATE

KB/sd:1-2



Asa Hutchinson
Governor
Stacy Hurst
Secretary



October 27, 2021

Ms. Kay Barnhill
State Personnel Director
501 Woodlane
Little Rock, AR 72201

Dear Kay:

ADPHT is currently working to establish the new Office of Outdoor Recreation (OOR) as created by Governor Asa Hutchinson through Executive Order 21-13. The Department will hire an OOR Director to lead this effort and serve as the point person in coordinating goals and objectives across state and federal agencies, local communities, nonprofits, stakeholder organizations, and outdoor-related businesses.

Since the announcement of the OOR in June 2021, numerous stakeholders have reached out to the Department with ideas, recommendations, and proposals for collaborative opportunities. The scope of this interest, as well as feedback from other experts in the outdoor recreation space, has illustrated the significant opportunity we have in Arkansas. Because of this response, the Department has determined a position of a more senior salary grade than the original proposal of a GS10 is warranted.

The Department respectfully requests a Growth Pool Position as described in the attached documentation. ADPHT anticipates a competitive salary offer for an Office of Outdoor Recreation Director to start at an estimated \$87,000 annually. Including costs from the personal services match, this is estimated to cost the Department an annual total of \$107,000. The Department has consistently achieved personnel cost savings in recent years and continues to manage positions and personnel costs carefully. As a result, the Department has determined there are adequate resources to support the cost associated with this new position.

Your favorable approval of this request is appreciated.

Sincerely,

Stacy Hurst



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

Business Area Department Name / Agency Name Date
 9912 Arkansas Department of Parks, Heritage & Tourism 10/27/2021

Position(s) to be Surrendered


Position/Item Number	Classification Title	Pay Grade	Class Code
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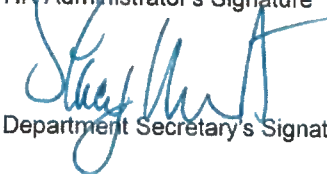
Classification(s) Requested

Classification Title	Pay Grade	Class Code
ADPHT ADMINISTRATION MANAGER	GS13	G275C

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


 Department Secretary's Signature

10/27/2021
 Date

10/27/2021
 Date