



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

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
 1509 West Seventh Street, Suite 201
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 Little Rock, Arkansas 72203-3278
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December 16, 2015

Senator Uvalde Lindsey, Co-Chairperson
 Representative Lanny Fite, 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 submits a request from Arkansas Agriculture Department
 Arkansas Forestry Commission for your review.

The positions to be surrendered from the agency are as follows:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
2208-8636	AFC Investigator	X091C	C117
2215-8512	Staff Development Coordinator	E040C	C117
<u>CLASSIFICATION REQUESTED</u>			
Staff Forester (two positions)		B058C	C119

JUSTIFICATION

The Arkansas Agriculture Department – Arkansas Forestry Commission is requesting to surrender two positions listed above and requests two positions of State Forester, B058C of grade C1119 from the position pool and will relinquish one AFC Investigator and one Staff Development Coordinator position. The AFC employs certified law enforcement investigators with cases such as arson and timber theft. Staff Forester for the agency would be a tremendous asset to communicate the mission and responsibilities of the Arkansas Agriculture Department. By approving this request would improve the agency's ability to assist farmers and ranchers throughout the state, effectively market and promote the agricultural industries plus increase the economic impact for the state of Arkansas. The AFC has the funds available to cover the costs of the requested positions.

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, Co-Chairperson
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The Office of Personnel Management has reviewed the agency's requests and **recommends** the approval of two (2) pool positions for the classification of Staff Forester, B058C of grade C119. Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

DEC 03 2015

Date

KB/glj: 1-2



ARKANSAS FORESTRY COMMISSION

3821 West Roosevelt Road Little Rock, AR 72204-6396

(501) 296-1940 fax: (501) 296-1949

Joe Fox, R.F.
State Forester

November 23, 2015

Ms. Kay Terry
Administrator, Office of Personnel Management
1509 West 7th Street, Suite, 201
Little Rock, Arkansas 72203

Re: Arkansas Agriculture Department/Forestry Commission (2) Pool position requests

Dear Kay:

Please consider the following 2 personnel requests, both of these positions are extremely important to the safety and fire protection preparedness of our agency.

Firewise Coordinator

As you know we recently promoted our experienced and successful Firewise Coordinator (Staff Forester, C119) to our Staff Training Officer which has been a (Staff Development Coordinator, C117). In order not to lower our 30+ year experienced employee's salary we have adjusted his job description and retained him in his current position as a (C119). The Firewise Coordinator position that he is vacating is of equal importance to our citizens. We request a pool position which would be a Staff Forester (C119), and will surrender the Staff Development Coordinator (C117). This will result in a net annual salary gain of \$4,972.00, and no net gain of positions.

Law Enforcement Supervisor

The AFC employs 3 certified full-time Law Enforcement Investigators. We also train and deploy 11 of our field fire personnel to assist the 3 Law Enforcement Investigators with cases such as arson and timber theft. Since 2011 one of the 3 full-time investigators has lead all training and tasking for the 2 other full-time investigators as well as the 11 field personnel, Essentially, he has acted as their supervisor. We request a pool position which would be a Staff Forester (C119), and will surrender the (AFC Investigator, C117) which he currently holds. This request recognizes the supervisory work that this employee has been doing for more than 4 years. If approved, our request will result in a net annual salary gain of \$3,746.00, and no net gain of positions.

The AFC easily has the funds available today and in the future to cover this total net annual salary gain of \$8,718.00.

Thank you for considering these important changes. If more information is needed regarding this request, please call.

Cordially,

ARKANSAS FORESTRY COMMISSION

A handwritten signature in cursive script that reads "Joe S. Fox".

Joe S. Fox
State Forester



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

Business Area	Agency/Institution	Date
0400	Arkansas Agriculture Department/Arkansas Forestry Commission	11/23/15

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22088636	AFC Investigator	C117	X109C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Staff Forester	C119	B058C

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
Paula L. Jones		11/23/15

	Agency Director	Date
Joe Fox		11/23/15



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

Business Area	Agency/Institution	Date
0400	Arkansas Agriculture Department/Arkansas Forestry Commission	11/23/15

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22158512	Staff Development Coordinator	C117	E040C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Staff Forester	C119	B058C

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
Paula L. Jones	<i>Paula L. Jones</i>	11/23/15

	Agency Director	Date
Joe Fox	<i>Joe Fox</i>	11/23/15