



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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November 18, 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 The Arkansas Department of Heritage (DAH) for your review.

The Arkansas Department of Heritage (DAH) has requested the establishment of a labor market special entry rate:

REQUESTED LABOR MARKET RATE

<u>Title</u>	<u>Code</u>	<u>Grade</u>	<u>Entry Level</u>	<u>Request Rate</u>
Business Operations Specialist	C022C	C116	\$30,713	\$52,167

MOVEMENT OF CURRENT EMPLOYEES REQUESTED

<u>Position Number</u>	<u>Name</u>	<u>Current Salary</u>	<u>Requested Salary</u>
22092755	Teena Woodworth	\$48,151	\$52,167
22092678	Andrea Clements-Jenkins	\$39,539	\$43,493

JUSTIFICATION

There are currently 44 positions within this classification statewide with an average annual salary of \$35,665 and 13.1 years of state service. Four of these positions are located at DAH with an average annual salary of \$41,838 and 22.6 years of state service. The statewide turnover within this classification was 12% within the past year. The turnover within this classification at DAH was 42.9% within the past year.

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The labor market special entry rate for this position is based on a critical need to attract and retain the most suitable candidate for the position, as well as reorganization and streamlining of duties, therefore, DAH is reducing seven Business Operation Specialist to four positions. These positions will be taking on twice as much work in the reorganization, performing the duties for several business areas instead of one. The primary job duty will be to recommend budgets and make financial presentations, along with providing guidance to agency management. DAH requests a labor market special entry rate at maximum for grade C116, or \$52,167, with the intent of providing a 10% increase to each of the incumbents listed above for the additional duties in January 2016. Of the two remaining incumbents, one will be retiring at the end of 2015 and the other will remain at the Delta Cultural Center in Helena and therefore will not be absorbing any additional duties.

Based on analysis of this position, the Office of Personnel Management (OPM) **recommends** the labor market special entry rate in the classification of Business Operations Specialist, C022C, in the amount of \$52,167, as well as movement of the two incumbents listed above.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

NOV - 5 2015

Date

KB/sd:1-2



THE DEPARTMENT OF ARKANSAS

HERITAGE

Asa Hutchinson
Governor

Stacy Hurst
Director

October 29, 2015

Kay Barnhill
State Personnel Administrator
DFA/OPM
1509 West 7th Street, 2nd Floor
Little Rock, AR 72201

Dear Kay:


I am requesting a labor market rate increase of 10% to be effective January 1, 2016, for the Business Operations Specialist (BOS) position which is a grade C116. Currently, DAH has three incumbents in this position; however, one is retiring on December 31, 2015. As of January 1, 2016, DAH expects to have two incumbents (positions, #220926 and #22092755) and our intention is to increase the salary of each by 10% when they take on new duties per our business area reorganization.

DAH has four museums, three resource agencies and Central Administration. Traditionally, DAH had seven Business Operations Specialists who resided in each agency and museum and reported to the Director of that museum or agency. Under this arrangement, the BOS served only one agency or museum and was only required to have knowledge of the operations of one agency or museum.

Our business area reorganization plan calls for only four BOS positions. One will continue to serve only one museum (Delta Cultural Center) in Helena, AR, while the other three will reside in the Central Office, report to the Administrative Services Manager and will be expected to have knowledge of the six remaining agencies and museums. The Business Operations Specialists who reside in the Central Office will take on the additional tasks of serving multiple entities, providing guidance to agency management, recommending budgets and making financial presentations to agency boards and commissions and other outside entities.

Please let me know if you need any additional information.

Sincerely,


Rebecca Burkes
Deputy Director

Arkansas Arts Council
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Arkansas Historic
Preservation Program
.

Arkansas Natural
Heritage Commission
.

Delta Cultural Center
.

Historic Arkansas Museum
.

Mosaic Templars
Cultural Center
.

Old State House Museum



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website:

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DEPARTMENT OF FINANCE AND ADMINISTRATION
Office of Personnel Management
Special Entry Rate Request - Labor Market Conditions

Agency Name Department of Arkansas Heritage/Director's Office						
Class Title Business Operations Specialist		Grade C116		Class Code C022C		
Current Entry Salary/Pay Level	Requested Entry Salary/Pay Level	<u>Institutions Only</u> Number of Positions			<u>Agencies Only</u> Number of Positions	
		Authorized	Budgeted	Filled	Authorized	Filled
\$30,713.00	\$52,167.00				7	4

If current employee is to be moved to the requested rate attach OPM form 095.

Filled Positions by Pay Level				
Entry	Base	Mid-Point	Maximum	Career
		48,151		
		39,538		

Agency/Institution Personnel Representative Debbie Biggs	Date 10/30/15
Agency/Institution Head Rebecca Burkes, DAH Deputy Director	Date 10/30/15

OFFICE OF PERSONNEL MANAGEMENT - ACTION

Attach Salary Survey:	
Reviewed by:	Reviewed by:
OPM Personnel Representative	Date
Classification and Compensation Manager	Date



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management

Request for Movement of Current Employees to Approved Special Entry Rates

0865	Agency/Institution Name Department of Arkansas Heritage/ Director's Office
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Pay Grade	Class Code	Class Title	Current Approved Special Entry Rate Annual Salary
C116	C022C	Business Operations Specialist	\$2167.00 <i>N/A</i>

Position/Item Number	Employee Name	Current Annual Salary	Requested Annual Salary	Justification
22092755	Teena Woodworth	48151.38	52167.00	See Attached
22092678	Andrea Clements-Jenkins	39538.93	43492.82	See Attached