



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

**OFFICE OF PERSONNEL MANAGEMENT
Classification & Compensation**
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May 18, 2016

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 (OPM) submits a request from the Northwest Technical Institute (NTI) for your review.

The NTI is requesting one (1) position from the central growth pool established by Ark. Code Ann. §21-5-225(b) which states:

- (1) The office shall establish and maintain a central growth pool of two hundred (200) career service positions at grade C130 and one hundred (100) professional and executive positions at grade N922 to be used to establish additional positions in state agencies of the proper classification and grade when the state agency does not have sufficient positions available with the appropriate classification and grade to meet an agency's mandated responsibilities.*
- (2) Central growth pool positions are to be used by the state agencies if the personnel services needs exceed the number of positions in a classification authorized by the General Assembly and were not anticipated at the time of the passage of the agency's operating appropriation act.*
- (3) No position established under this section may exceed a salary rate in excess of the highest rate established by grade in the requesting agency's appropriation act.*
- (4) The agency shall provide justification to the office for the need to allocate positions from the central growth pool.*
- (5) Titles shall not be assigned to the agency from the central growth pool until specific positions are requested by the agency, recommended by the office, and reviewed by the Personnel Committee.*
- (6) If the new classifications are necessary for any of these additional positions, the office may assign the appropriate title and grade after review by the Personnel Committee.*

(7) If an agency requests any central growth pool position to be continued during the subsequent fiscal year, the position must be requested as a new position in the agency's subsequent fiscal year budget request.

The institution is requesting the classification listed below:

<u>Classification Requested</u>	<u>Class Code</u>	<u>Grade</u>	<u>Number of Positions</u>
Career & Technical Faculty	E027C	C120	1

The purpose of this request is to better serve and meet the needs of the students in the community. NTI is the administering body for the Secondary Career Center and has experienced tremendous growth in student enrollment. The Secondary Career Center currently has eight instructors serving 20 schools in 16 districts. The Secondary Career Center at NTI created a welding satellite program in the 2015 – 2016 school year; over 250 students participated in the program. The creation of this position will create significant opportunities for students located across Northwest Arkansas and surrounding communities. NTI has no full time instructor positions available to help continue the program.

This Career & Technical Faculty position will be is responsible for instructing students in vocational education programs, developing or revising curriculum, maintaining classroom records, and conducting advisory committee meetings.

The Office of Personnel Management has reviewed the agency's request and **recommends** the approval of one (1) pool position for the classification of Career & Technical Faculty, E027C of grade C120. Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

MAY 09 2016

Date



NORTHWEST TECHNICAL INSTITUTE

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Ms. Kay Barnhill,
State Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
5907 West 7th St.
Little Rock, AR 72201

4/27/2016

Re: Central Growth Pool Request

Dear Ms. Barnhill,

In 2011, Northwest Technical Institute became the administering body for the Secondary Career Center. Since 2011, the center has experienced a growth in student enrollment and includes eight full-time employees located across Northwest Arkansas and serves 20 schools in 16 school districts. In the 2015-2016 school year, over 250 high school students participated in the Secondary Career Center.

The Secondary Career Center at Northwest Technical Institute has been given the opportunity to grow by creating a welding satellite program in Gravette, Arkansas. This will create opportunities for students located in Gravette and the surrounding communities that would not be otherwise available. This position could not be foreseen or forecasted when our Appropriation Act was passed by legislature. By creating this position, we can continue to grow and fulfill our responsibilities to the school districts in Northwest Arkansas.

To meet our growth needs, Northwest Technical Institute is requesting A Career & Technical Faculty position from the Central Growth pool. This position is a Class Code E027C, and Grade C120. We currently have no available full-time instructor positions for this opportunity. Additionally, there is no way these duties can be absorbed by current Northwest Technical Institute personnel.

I have attached a Position Classification Questionnaire in order to more firmly establish the needs of the position.

If I can answer any questions or provide any further information, please do not hesitate to contact me.

Respectfully,

A handwritten signature in black ink, appearing to read 'Mike Hamley', with a stylized flourish at the end.

Mike Hamley,
Vice President Finance and Operations

Enc:
CC: File