



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

OFFICE OF PERSONNEL MANAGEMENT
Classification & Compensation
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 Phone: (501) 682-1753
<http://www.arkansas.gov/dfa>

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 submits a request from the Arkansas Department of Agriculture – Livestock and Poultry Commission (ARLPC) for your review.

The Arkansas Livestock and Poultry Commission has requested the establishment of a new title, ARLPC Lab Quality Manager, at a grade C122, 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.

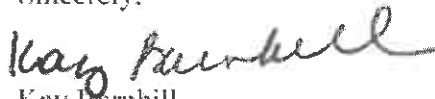
The agency is requesting the classification listed below:

<u>Classification Requested</u>	<u>Grade</u>	<u>Number of Positions</u>
<i>Agri</i> ARLPC Lab Quality Manager	C122	1

The purpose of this request is to obtain a new managerial position that will administer the quality control system of the Veterinary Diagnostic Laboratory and the histology section of the lab. This position will have significant responsibilities such as ensuring the proper validation of new procedures and/or equipment, conducting internal audits, administering proficiency testing programs, maintaining and updating quality manuals, and monitoring laboratory practices to verify continuing compliance with policies and procedures in order to maintain accreditation. If approved, this position would enable the agency to recruit and retain a qualified candidate as well as better serve and meet the needs of the laboratory.

The Office of Personnel Management has reviewed the agency's request and **recommends** the establishment and approval of one (1) pool position classified as ARLPC Lab Quality Manager, Grade C122, for the remainder of FY 2016 and FY 2017. Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

APR 18 2016

Date



**ARKANSAS
LIVESTOCK AND
POULTRY
COMMISSION**

P.O. Box 8505
ONE NATURAL RESOURCES DRIVE
Little Rock, Arkansas 72215

Phone: (501) 907-2400
Fax: (501) 907-2400
Web: www.alpc.arkansas.gov

Bruce Holland, Executive Director

March 11, 2016

Kay Barnhill, Administrator
DFA-Office of Personnel Management
1509 W. 7th Street
Little Rock, AR 72203

RE: New Position Title ARLPC Lab Quality Manager

Dear Kay:

We request your approval of a new position titled ARLPC Lab Quality Manager, Grade C122, from the Central Growth Pool or as an addition to our appropriation act for Fiscal Year 2017. The proposed Class Specification for this position is attached. This position is modeled after Class Code B036C, Crime Lab Quality Manager.

For several years the ALPC Veterinary Diagnostic Lab utilized a Microbiologist Supervisor position as the Quality Manager for the lab. By doing this, the lab did not have a Microbiologist Supervisor position available for the Histology section. This section was headed and supervised by an employee who held the same title as the employees she supervised. Our Microbiologist Supervisor/Quality Manager recently resigned and we took this opportunity to advertise and promote our Histology Supervisor into the proper classification. We need desperately to obtain a new Quality Manager to direct our efforts in documentation and internal auditing of our quality system which is a vital part of our re-accreditation efforts.

In order to secure a Quality Manager we need to establish the above position with the appropriate title, grade and job description. Having a position with the correct description and minimum qualifications will help us in hiring and attracting quality applicants for this position. ALPC does not have a position available to cross-grade at this level so we are requesting the position from the growth pool or as an addition to our appropriation act for Fiscal Year 2017.

COMMISSION MEMBERS

Mentz Henderson, Fayetteville; Mack Hayden, Russellville; Rick Hanson, Imboden;
Scott Sullivan, DeFoe; Ed Mabry, Batesville; Greg Hale, Little Rock; Dale Dixon, White Hall

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**OFFICE OF PERSONNEL MGMT
CLASS & COMP**

Kay Barnhill
March 11, 2016
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We ask that you approve this request and prepare the appropriate information for Legislative Council or Joint Budget Committee approval. If you need further information please contact me at (501) 907-2400 or bholland@alpc.ar.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce Holland", written over a light blue horizontal line.

Bruce Holland
Executive Director