



STATE OF ARKANSAS
Department of Finance
and Administration

OFFICE OF PERSONNEL MANAGEMENT
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September 23, 2016

Senator Bill Sample, Co-Chairperson
Representative David Branscum, Co-Chairperson
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits the following request from the Arkansas Department of Environmental Quality (ADEQ).

ADEQ requests a position from the Central Growth Pool established by Ark. Code Ann. §21-5-225(b). Additionally, ADEQ requests the establishment of a new title for this pool position. ADEQ's request is as follows:

<u>Classification Requested</u>	<u>Class Code</u>	<u>Grade</u>	<u>Number of Positions</u>
ADEQ Director of Enterprise Services	NEW	N903	1

ADEQ is seeking this position and classification to direct time-critical, sensitive permitting processes for major economic growth opportunities in Arkansas. The agency states that this position will assure regulatory certainty and streamlined environmental approval processes for new and expanding businesses. The position will be funded with federal dollars. ADEQ seeks the classification and grade in order to recruit and retain a qualified environmental professional.

Upon review and analysis, OPM **recommends** ADEQ's request for the establishment of one (1) position from the Central Growth Pool with the proposed new title ADEQ Director of Enterprise Services, Grade N903.

Your approval of this request is greatly appreciated.

Respectfully submitted,

Herbert Scott
Deputy OPM Administrator

Chief Fiscal Officer of the State

9-22-2016

Date

ADEQ

ARKANSAS
Department of Environmental Quality

September 22, 2016

Ms. Kay Barnhill
State Personnel Administrator, Office of Personnel Management
Department of Finance and Administration
1509 West 7th Street
Little Rock, Arkansas 72203

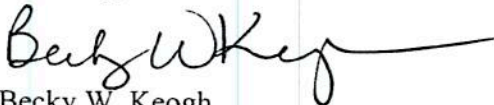
Re: Growth Pool Request

Dear Ms. Barnhill,

The Arkansas Department of Environmental Quality (ADEQ) is requesting to utilize a position from the Office of Personnel Management (OPM) Growth Pool. ADEQ is requesting a new classification of Director of Enterprise Services to direct time-critical, sensitive permitting processes, and regulatory oversight requirements for major economic growth opportunities that have been announced and are expected in the short term. This role will also position Arkansas in a more competitive position to assure certainty and streamlined environmental approval processes for both new and expanding businesses. This position will be funded with federal dollars and serve to meet legal requirements under the federal Clean Air Act. ADEQ is requesting the new classification to be established at the N903 grade level in order to attract well-qualified applicants and remain competitive with the private sector.

This position from the growth pool will be offset by reductions already taken by ADEQ. Total agency positions will be further reduced through recommendations offered by the agency during the biennial budget processes due to focused initiatives to reduce costs and improve organizational effectiveness.

Sincerely,



Becky W. Keogh
Director

ARKANSAS DEPARTMENT OF ENVIRONMENTAL QUALITY

5301 NORTHSHORE DRIVE / NORTH LITTLE ROCK / ARKANSAS 72118-5317 / TELEPHONE 501-682-0744 / FAX 501-682-0880
www.adeq.state.ar.us



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

Business Area	Agency/Institution	Date
0930	Arkansas Department of Environmental Quality	09/22/2016

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code

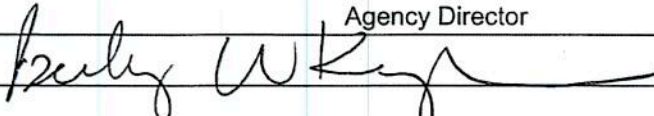
Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	ADEQ Director of Enterprise Services	N903	

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
Ben Ellis	09/22/2016

Agency Director	Date
	9/22/2016

CLASS SPECIFICATION

CLASS TITLE: ADEQ Director of Enterprise Services
Class Code: N903

CLASS SUMMARY

The Arkansas Department of Environmental Quality (ADEQ) Director of Enterprise Services is responsible for maintaining working relationships with new and established companies, educational institutions, local and state government officials, chambers of commerce, training consortia, and local economic developers. This position is governed by state and federal laws and agency policy.

TYPICAL FUNCTIONS

Provides advice and consultation services on economic relationships to businesses, public and private agencies, and other employers. Provides technical assistance to businesses through surveys, labor shed studies, economic impact analysis, counseling and information, and referral services. Assists companies and local economic development interests located throughout Arkansas with marketing of the state's resources, problem-solving, and referral services. Identifies and meets the economic needs of existing industries and businesses in Arkansas. May testify at regulatory or legislative hearings concerning the estimated effects of changes in legislation or public policy and present recommendations based on cost-benefit analyses. Performs other duties as assigned.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of economic and accounting principles and practices. Knowledge of financial markets, banking, and the analysis and reporting of financial data. Knowledge of laws, codes, court procedures, precedents, government regulations, executive orders, and agency rules. Ability to listen to and understand information and ideas presented orally and in written form. Ability to communicate information and ideas orally and in writing. Ability to apply general rules to specific problems to produce answers. Ability to analyze data and prepare reports.

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in business, economics, marketing, or a related field; plus three years work-related experience, including four years in a supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.