



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

EXHIBIT G.1
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 14, 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 Arkansas Development Finance Authority (ADFA) for your review:

The Arkansas Development Finance Authority (ADFA) is requesting one 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 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.*

CLASSIFICATION REQUESTED

<u>Title</u>	<u>Class Code</u>	<u>Grade</u>	<u>Positions Requested</u>
ADFA Deputy Director	N066N	N908	1

JUSTIFICATION

The Arkansas Development Finance Authority currently possesses five positions authorized as ADFA Deputy Director but needs an additional position responsible for providing policy advice on a variety of policy initiatives. This additional position will be responsible for overseeing the Division of Economic Policy. This division will conduct econometric and statistical analysis to support innovative initiatives throughout state government. The agency states that it does not have a position capable of undertaking these responsibilities.

ADFA also requests a labor market rate for this position of \$106,919, maximum of Grade N908. This labor market rate is requested by the agency due to the expertise needed to perform high-complexity economic market analysis.

The Office of Personnel Management has reviewed this request and recommends the approval of one growth pool position authorized as ADFA Deputy Director, Grade N908, as well as a labor market rate for this position of \$106,919. The agency states that it has sufficient funding and appropriation to support this request.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
DFA State Personnel Administrator



Chief Fiscal Officer of the State

DEC - 6 2016

Date



December 2, 2016

Kay Barnhill, Administrator
Office of Personnel Management
DFA Building
Little Rock, Arkansas 72201

RE: Request for position on Professional & Executive Pay Plan Grade N908

Dear Ms. Barnhill:

Arkansas Development Finance Authority (ADFA) is seeking a growth pool position on the Professional & Executive Pay Plan for a Grade N908, ADFA Deputy Director, at the maximum salary of \$106,919. This position will report directly to the ADFA President and will be responsible for providing policy advice on a variety of policy initiatives including, but not limited to, streamlining state government, improving efficiency, reducing barriers to job creation, and amending state tax laws.

This position is crucial for the development of a new department within ADFA, The Division of Economic Policy. This new division will provide high-level analytical support for new initiatives within state government through the use of econometric and statistical analysis as well as fundamental economic principles. The ADFA Deputy Director requires a high level of expertise in economics and state legislation. Additionally, this position would manage up to two (2) employees who would assist in research, analysis, datamining, and proposing/analyzing policy changes. The other two positions in the department will be filled by positions currently available at ADFA.

This position is a full time position that will not be used for any other purpose than that which is outlined in the attached job description.

The ADFA has sufficient funds appropriated and in actual cash to fund this position at the requested grade. It is important to note that ADFA is a cash fund Agency and receives no State funding for operations.

Your consideration of this request is appreciated.

Sincerely,

A handwritten signature in cursive script, appearing to read "Cheryl Schluterman", is written over a faint, dotted-line signature strip.

Cheryl Schluterman, Vice President for Finance & Administration
Arkansas Development Finance Authority





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

Business Area	Agency/Institution	Date
0395	Arkansas Development Finance Authority	12/02/16

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
	<i>ADFA Deputy Director</i>	N908	

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
<i>Cheryl Decker</i>	12/2/16
Agency Director	Date