

From: [Freeburn, Vicki](#)
To: [Freeburn, Vicki](#)
Subject: ADEQ Emergency review
Date: Thursday, September 22, 2016 01:07:04 PM

From: "Keogh, Becky" <keogh@adeq.state.ar.us>
Date: September 22, 2016 at 9:00:40 AM CDT
To: "vicki@blr.argansas.gov" <vicki@blr.argansas.gov>
Subject: Emergency review

The Arkansas Department of Environmental Quality has an emergency and imminent need for two positions and are requesting a full review by the full Legislative Council. . These positions include a ADEQ Chief Fiscal Officer and an agency Ombudson. Paperwork to,follow.

Becky Keogh

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

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
1509 West Seventh Street, Suite 201
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1823
www.dfa.arkansas.gov

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 Chief Fiscal Officer	NEW	N903	1

ADEQ has recently experienced significant attrition in its Fiscal Division, permitting the agency to reorganize the division and realize administrative efficiencies. Streamlining in the division is necessary to meet time-sensitive budget deadlines while ensuring proper accounting, internal control, and federal grant auditing procedures are established and followed. ADEQ seeks the classification and grade in order to recruit and retain a qualified financial 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 Chief Fiscal Officer, Grade N903.

Your approval of this request is greatly appreciated.

Respectfully submitted,

Herbert Scott
Deputy OPM Administrator

Chief Fiscal Officer of the State

SEP 23 2016

Date

HS/cmb



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 Department of Environmental Quality is requesting to utilize a position from the Office of Personnel Management (OPM) Growth Pool. Due to regrettable attrition of our long term fiscal division manager and subsequently the acting fiscal division manager, ADEQ is seeking the new classification of ADEQ Chief Fiscal Officer in order to be competitive and to meet time sensitive needs with respect to significant efforts related to ongoing preparation for biennial budget hearings and preparation for federal grant auditing processes. ADEQ is requesting the new classification to be established at the N903 grade level to in order to remain equitable to other agencies of comparable size and fiscal complexities.

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,

A handwritten signature in black ink, appearing to read "Becky W. Keogh", is written over a horizontal line.

Becky W. Keogh
Director, ADEQ



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 Chief Fiscal Officer	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
	9/28/2016

CLASS SPECIFICATION

CLASS TITLE: ADEQ CHIEF FISCAL OFFICER

Class Code: N903

CLASS SUMMARY

The Arkansas Department of Environmental Quality (ADEQ) Chief Fiscal Officer is responsible for overseeing the operations of all fiscal division programs by developing and establishing work priorities and standards of performance, reviewing and approving managerial decisions, and monitoring of the annual operations plan and biennium budgetary needs and expenditures. This position is governed by Generally Accepted Accounting Principles, state and federal laws, and agency policy.

TYPICAL FUNCTIONS

Directs the activities of professional and administrative support staff through lower level managers including interviewing applicants, approving hire recommendations, and evaluating and reviewing work performance of subordinates. Develops and reviews fiscal operating policies and procedures, reviews and evaluates programs and services with departmental leaders, and makes recommended changes as necessary. Plans and directs divisional activities by establishing goals, objectives, and short and long-range plans to ensure consistency with overall agency mission. Monitors agency and divisional budgets, reviews and approves expenditures, advises management of potential budget issues, and makes recommendations. Gathers data and researches technical information for monthly reports and studies for each division and presents to appropriate authorities. Assists director and division directors in presenting budget request before a variety of legislative committees concerning financial and budgetary operations. Coordinates and directs preparation of agency annual operations plan and biennium budget by receiving and reviewing budget requests for each division, compiling divisional requests into agency budget, making changes as needed, and submitting budget for approval. Provides technical assistance, guidance, and information concerning financial operations to subordinate divisional financial officers, legislators, vendors, and other customers by researching and interpreting federal and state laws and agency policies and procedures. Conducts and attends meetings, conferences, and/or workshops to disseminate technical and fiscal information. Coordinates activities with other state and federal personnel, responds to requests for information from executive and legislative officials, and serves on committees or task forces to express ideas and needs or provide recommendations or solutions. Performs other duties as assigned.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of Generally Accepted Accounting Principles and Practices. Knowledge of business and management principles involved in strategic planning, resource allocation, and human resources. Knowledge of the principles and practices of fiscal management, including budget development, purchasing, and asset management. Knowledge of state and federal laws, rules, and regulations, and agency program policies and budgetary laws and procedures. Knowledge of supervisory practices and procedures. Ability to establish, prioritize, formulate, and statistically support budgetary requests and requirements. Ability to plan and assess the financial impact of programs and services and devise modifications as necessary. Ability to prepare budgets, monitors expenditures, and take corrective action when necessary. Ability to conduct research and prepare and present oral and written information and reports. Ability to interpret and apply laws, policies, and procedures. Ability to investigate complaints, identify problems, and design corrective measures. Ability to plan and direct division activities through supervision of subordinates.

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in finance, business administration, general business, or related field; plus five years of experience in financial management, budgeting, fiscal operations, accounting or a related field, including three years in a professional managerial 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.



OPM Classification and Compensation Tracking Sheet

Tracking Number: 785

Received by OPM : 9/22/2016

Date Due to Manager: 9/26/2016

Date Due to Administrator 9/30/2016

Business Area: 0930 ADEQ - ENVIRONMENTAL QUALITY

Type of Request Pool Position/NEW Title

Personnel Committee? Yes

Analyst: Mike Bonds

Employee Name (if any):

Position # (if any):

Job (if any): ADEQ Chief Fiscal Officer

Grade/Class Code (if any) N903

Date Sent to Manager: _____

Date Sent to Dep. Admin. _____

Date Sent to Admin.: _____

Date Sent to Director: _____

Comments: