



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

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
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Phone: (501) 682-1823
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November 3, 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 a request from the Arkansas Department of Environmental Quality (ADEQ) for your review.

ADEQ is requesting two positions from the central growth pool established by Arkansas Code 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 new classifications listed below:

Senator Bill Sample, Co-Chairperson
Representative David Branscum, Co-Chairperson
November 3, 2016
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<u>CLASSIFICATION TITLE</u>	<u>PAY GRADE</u>	<u>NUMBER OF POSITIONS</u>
ADEQ Director of Special Programs	N904	1
ADEQ Director of Compliance	N904	1

Even though it is not required for Growth Pool position requests, the agency is willing to surrender the following positions in order to lower their total position count:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>POSITION NUMBER</u>
Administrative Specialist II	C073C	C109	22091082
Administrative Specialist II	C073C	C109	22091171
Administrative Specialist III	C056C	C112	22091035

JUSTIFICATION

The purpose of this request is to create two new positions and new classifications. The ADEQ Director of Special Programs will address immediate agency priorities related to program assessment and improvements in order to reduce waste. The ADEQ Director of Compliance will be responsible for promoting integrity, accountability, and efficiency by reviewing investigations within programs. Funding of this request will require no additional general revenue.

The Office of Personnel Management (OPM) has reviewed this request and recommends that the new titles of ADEQ Director of Special Programs and ADEQ Director of Compliance be established. OPM **recommends** the approval of two growth pool positions as requested.

Agencies are not required to surrender positions for a position from the Growth Pool, but ADEQ has identified the above positions. These positions are currently budgeted and are in addition to the positions already surrendered for Fiscal Year 2018.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

NOV 03 2016

Date



ARKANSAS
Department of Environmental Quality

November 2, 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 two positions from the Office of Personnel Management (OPM) Growth Pool. The two classifications requested are new classifications that will be established at the N904 grade level: ADEQ Director of Special Programs and ADEQ Director of Compliance.

The ADEQ Director of Special Programs will address emerging and critical agency priorities. The Director of Special Programs will coordinate with existing office directors to assess program effectiveness, provide process improvement recommendations, and track and report progress on implementation. This position will address immediate priorities related to tire-management programs. It will also facilitate program assessment and improvements to reduce program waste and increase used-tire collection and processing.

The ADEQ Director of Compliance will serve as the Chief Compliance Officer. Serving Director Keogh, the Director of Compliance will primarily be responsible for promoting integrity, accountability, and efficiency within ADEQ. This will include investigation and review of issues and programs to assist ADEQ in its mission to protect and enhance Arkansas's natural environment.

With our focus on reducing costs and improving organizational effectiveness, if the two positions from the growth pool are approved, then they will be offset by a reduction of three positions on the Career Service Pay Plan. ADEQ will request the reduction to be implemented during the 2017 legislative session.

If the Personnel Subcommittee does not meet during the month of November, then ADEQ requests an emergency review by the Arkansas Legislative Committee. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Becky W. Keogh", with a long horizontal flourish extending to the right.

Becky W. Keogh
Director



ARKANSAS
Department of Environmental Quality

November 2, 2016

Senator Bill Sample
Representative David L. Branscum
Arkansas Legislative Council
State Capitol, Room 315
Little Rock, AR 72201

RE: Growth Pool Positions

Dear Senator Sample and Representative Branscum:

The Arkansas Department of Environmental Quality (ADEQ) is requesting to utilize two positions through the Office of Personnel Management's (OPM) Growth Pool as established by A.C.A. § 21-5-225.

Due to the fall budget hearings and the Personnel Committee of the Arkansas Legislative Council (ALC) not meeting for the month of November, ADEQ respectfully requests approval of two Growth Pool positions. The two positions requested are for the classifications of ADEQ Director of Special Programs and ADEQ Director of Compliance.

These two positions will be offset by a reduction of three positions on the Career Service Pay Plan. ADEQ will request the reduction to be implemented during the 2017 legislative session in keeping with our focused initiatives to reduce costs and improve organizational effectiveness.

Sincerely,

A handwritten signature in black ink, appearing to read "Becky W. Keogh", with a long horizontal flourish extending to the right.

Becky W. Keogh
Director



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

Business Area	Agency/Institution	Date
0930	ADEQ	11/02/16

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22091082	Administrative Specialist II	C109	C073C
22091171	Administrative Specialist II	C109	C073C
22076438 22091035	Administrative Specialist III	C112	C056C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	ADEQ Director of Special Programs	N904	
	ADEQ Director of Compliance	N904	

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	11/02/16

Agency Director	Date
	11/02/16

CLASS SPECIFICATION

CLASS TITLE: ADEQ DIRECTOR OF SPECIAL PROJECTS

Class Code:

CLASS SUMMARY

The Arkansas Department of Environmental Quality (ADEQ) Director of Special Projects is responsible for ensuring quality control and appropriateness of programs, coordinating special projects and preparing applicable reports. This position is governed by state and federal laws and agency/institution policy.

TYPICAL FUNCTIONS

Directs activities and professional development of staff and administrative support through division managers, and reviews actions, policies, and procedures for operating divisions. Works closely with the Arkansas Pollution Control and Ecology Commission on regulatory development. Establishes collaborative solutions on key technical challenges and long range environmental projects under responsibility of ADEQ divisions; identifies emerging issues and develops strategies/plans of action. Implements new policies and directs professional development of existing policies. Coordinates interactions with the Environmental Protection Agency as well as other state agencies to ensure effectiveness of regulatory/non-regulatory approaches. Interacts with various local, state, and federal officials as well as private organizations regarding agency programs and activities providing information and seeking input on key state environmental issues. Coordinates enforcement programs across the department to ensure consistency with Environmental Protection Agency and ADEQ priorities. Performs other duties as assigned.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of community and state resources. Knowledge of computer programs and software applications. Ability to monitor the effectiveness of programs and services. Ability to prepare and present information and reports in oral and written form. Ability to communicate to diverse groups of people. Ability to analyze and prepare reports.

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in business administration, education, or a related field; plus four years of experience in the area of assignment, including three 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.

CLASS SPECIFICATION

CLASS TITLE: ADEQ DIRECTOR OF COMPLIANCE

Class Code:

CLASS SUMMARY

The Arkansas Department of Environmental Quality Director of Compliance is responsible for supervision of staff, providing legal counsel, compliance monitoring, investigation and audit, review of agency complaints, and litigation support. This position is governed by state and federal laws and agency policy.

TYPICAL FUNCTIONS

Develops performance measures, standards and procedures for evaluating agency programs. Reviews actions taken to improve agency performance and meet standards.

Assesses permitting and compliance programs to meet standards required under law for civil rights protection and environmental equity in ADEQ actions.

Coordinates activities to promote economy and efficiency.

Coordinate internal investigations with program offices to prevent waste in ADEQ programs.

Facilitate informal escalation and resolution of employee concerns.

Keeps the agency director informed about fraud, abuse and deficiencies in programs and operations.

Ensures effective coordination between the state and federal and other government entities.

Reviews agency rules and ensures that an appropriate balance is maintained in program delivery

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of state and federal environmental laws, rules, and regulations. Knowledge of supervisory practices and techniques. Knowledge of personnel, budgetary, and other fiscal procedures. Knowledge of the principles and practices of human resource and organizational management. Ability to interpret and apply state and federal laws. Ability to communicate with others concerning pollution control and environmental programs. Ability to develop and implement program policies and procedures. Ability to evaluate the effectiveness of programs. Ability to supervise a subordinate professional, para-professional, and administrative support staff.

MINIMUM QUALIFICATIONS

Licensed engineer or licensed to practice law and admitted to the Arkansas State Bar per ACA 16-22-201; plus four years of compliance or related experience. 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.