

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT
SALARY REQUEST

As shown in the table below the Department has reduced authorized positions by 632 from 1993 through this proposed budget. This change corresponds with the trend of reducing the number of positions requested as shown in the table along with a summary of title and position changes.

Biennial Period	Positions Requested
1993-1995	5344
1995-1997	5262
1997-1999	5245
1999-2001	5028
2001-2003	5111
2003-2005	5171
2005-2007	5132
2007-2009	4864
2009-2011	4849
2011-2013	4834
2013-2015	4843
2015-2017	4932
2017-2019	4712

Summary of Salary Budget Request 2017-2019	Number of Changes
Positions eliminated	103
Decrease in Number of Positions	1008
Increase in number of Positions	905
New titles	108
Number of upgrades with reclassification	75
Number of downgrades with reclassification	85

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

Salary Request for the 2018-2019 Biennium

The Arkansas State Highway and Transportation Department salary request is for a net reduction of 103 total authorized positions (from 4,815 to 4,712), and a reduction of unique job titles from 471 to 348. This was achieved by consolidating many titles having similar duties and responsibilities, and eliminating many promotional positions that previously existed. These changes are requested in preparation for performance-based pay beginning in FY 2018, in addition to ensuring equity among positions with similar responsibilities and skill sets. Many of the deleted positions were added over the years due to the absence of a mechanism to raise an employee's salary in exchange for good performance. Instead, additional positions were created at various levels for career advancement, giving the ability to promote an employee to a higher grade as their knowledge, skills and abilities increased, although their actual job duties often remained essentially the same. This will no longer be necessary with performance-based pay increases in place.

A brief summary follows of the additions, upgrades, and combined titles:

- Combine 29 unique Section Head titles (Grades 17, 18, and 19) into one Grade 18 Section Head title.
- Combine multiple Grade 11, 12, 13, and 15 design technician titles into one Grade 12 Designer title.
- Combine multiple Grade 5, 6, 7, 8, 9, 10, and 12 clerical positions into four titles: Grade 6 entry-level Office Aide, Grade 8 section-level Office Assistant, Grade 10 division-level Administrative Assistant, and Grade 12 top-level Executive Assistant.
- Combine Division and District Office Manager (Grade 12 and 13) into one Grade 14 Office Manager title, and combine Division and District Bookkeeper (Grades 8 and 9) into one Grade 10 Bookkeeper title.
- Combine multiple Grade 14, 15, 16, 17, 18 and 19 engineering titles into four titles: Grade 13 entry-level Engineer, Grade 15 Advanced Engineer, Grade 17 Senior Engineer, and Grade 19 Staff Engineer.
- Combine multiple Grade 5, 7, and 9 construction helper/aide titles into one Grade 7 Construction Aide title. Combine multiple Grade 10, 11 and 13 inspector titles into one Grade 11 Construction Inspector title. Combine Construction Materials Inspector and Senior Construction Materials Inspector into one Grade 11 title.

- Upgrade AHP Major from Grade 17 to Grade 20 Assistant Division Head to better align this position with positions with similar responsibilities. Upgrade additional AHP positions to better align with similar positions and to achieve a more appropriate spread between ranks: AHP Captain from Grade 15 to 18, AHP First Lieutenant from Grade 14 to 16, AHP Second Lieutenant from Grade 13 to 15, Investigator from Grade 13 to 14, Motor Carrier Safety Inspector from Grade 12 to 13, AHP Sergeant from Grade 11 to 12, and AHP Guard from Grade 5 to 7.
- Create two Grade 16 Reviewing Auditor positions to assist with reviewing audits and create a career path for auditors. Upgrade two Grade 14 Auditor positions to Grade 16 Contract Auditor and Grade 16 IT Auditor to better define duties and responsibilities, and to better align with market rates for recruitment purposes.
- Create two Grade 16 Assistant Section Head positions in Fiscal Services based on duties and responsibilities. Combine multiple Grade 5, 6, 7, 8 and 9 positions in Fiscal Services into two positions: Grade 7 Fiscal/Retirement Assistant and Grade 9 Fiscal/Retirement Specialist.
- Create several Grade 14 Lead ROW positions to be consistent across ROW Sections; combine Utility Coordinator I and II into one Utility Coordinator position; combine multiple Grade 10, 12, and 14 appraisal positions into one Grade 12 Realty Appraiser; combine multiple Grade 12, 14, and 15 positions into one Grade 12 ROW Acquisition Agent; combine Grade 8 and 11 positions into one Grade 10 ROW Plans Designer; and combine Grade 10 and 12 Beautification Coordinator I and II into one Grade 12 Beautification Coordinator.
- Eliminate the multiple generic Environmental Analyst and Environmental Scientist positions to create more mission-specific titles that better identify the area of expertise (such as natural resources, cultural resources, GIS, public involvement, etc.). In addition, dissolve the NPDES Section and merge with the Special Studies section, renaming that section Natural Resources. This includes a downgrade of the current NPDES Section Head from Grade 17 to 16, Lead Natural Resources Specialist.
- Transfer the Grade 10 Presentation and Writing Specialist to the Maintenance Division Communications Section to serve as a Grade 11 Traffic Operations Specialist. This will allow someone to monitor and communicate traffic conditions using message boards and other electronic means.
- The Policy and Legislative Analysis Section of the Transportation Planning and Policy Division is being restructured as the independent Governmental Relations Office, reporting to the Assistant Chief of Administration, to better serve as the Department's liaison with the state legislature and other government officials. This includes upgrading the existing Grade 18 Section Head to Grade 20 Governmental Relations Officer.

- Reassign and downgrade the existing Assistant Division Head of Human Resources from Grade 20 to 18 to oversee the Training and Safety Section when the current Grade 17 Section Head retires early next year. Rename the section to the Workforce Development, Safety, Health and Wellness Section. Also, add a Grade 14 Workforce Development Coordinator to assist with the deployment of the Learning Management System (part of ACE), learning content development, and coordination of a more robust training program in the future. Add a Grade 14 Employee Relations Coordinator and five HR Specialist positions, to increase the size of the professional HR staff to better meet the needs of the Department and allow professional staff to focus on specialized areas (recruitment, retention, employee relations/communications, classification/compensation, and performance management).
- Upgrade and/or create several Grade 16 System Administrator/Data Specialist positions throughout the Department to better align these positions with one another and to enhance recruitment and retention of individuals with this specialized skill set. These positions are located in HR, TP&P, SIR and Program Management.
- Reorganize and repurpose the Reprographics Section to a Creative Services Group to enhance the appearance of, and create a consistent look and feel for, all Department publications. Eliminate the Grade 17 Section Head and replace it with a Grade 16 Creative Services Manager, and add another Graphic Design Specialist. Delete four Reprographics Operations positions, and transfer one Reprographics employee to the Records Section of Human Resources.
- Upgrade the Special Projects Coordinator in the Public Information Office from Grade 13 to 14 and change the title to Community Relations Manager; add a Grade 13 Writer position; upgrade the External Information Coordinator position from Grade 12 to 13 and change the title to Videographer; upgrade the Website Coordinator from Grade 12 to 13; and upgrade the Multimedia Specialist from Grade 11 to 13 and change the title to Photographer.
- Add a Grade 11 Master Electrician, Grade 11 Master Plumber, Grade 9 Plumber, and Grade 7 Apprentice Electrician to meet building maintenance needs across the state and ensure the availability of a licensed professional to sign off on building improvements.
- Add a Grade 13 Assistant ITS Operations Supervisor, a Grade 13 Assistant Traffic Operations Supervisor, one Grade 12 Assistant Communications Coordinator position (to serve as night manager in Radio Room), and three ITS Specialist positions.
- Add a Grade 16 Assistant Section Head in Heavy Bridge Maintenance, Grade 16 Statewide Bridge Inspector (to expand the statewide bridge inspection program), Grade 15 Advanced Engineer (to create an engineering career path in HBM), Grade 11 Crew Leader, Grade 9 Lead Bridge Repairer, and two Grade 7 Bridge Repairers to create an additional HBM bridge crew.

- Add a Grade 18 Equipment and Procurement Officer (in lieu of an Assistant Division Head) and a Grade 8 Fleet Management Analyst. In exchange, delete a Grade 12 Buyer and a Grade 7 Purchasing Clerk. Upgrade the Grade 13 Purchasing Manager to a Grade 14 to align with Grade 14 Office Manager position with similar levels of duties and responsibilities.
- Add a Grade 15 Advanced Engineer in the Materials Division to create an engineering career path; combine multiple Grade 5, 6, and 8 Materials Technician positions into one Grade 6 Materials Technician position; combine Grade 5 and 7 Geotechnical Aide I and II positions into one Grade 7 Geotechnical Aide; combine the Geologist positions into one, and delete three Grade 9 District Laboratory Technician positions.
- Add a Grade 16 TP&P Fiscal Coordinator and a Grade 17 Senior Engineer to function as an assistant section head in TP&P. Upgrade the Geospatial Applications Coordinator from Grade 16 to 17, the Transportation Study Coordinator from Grade 14 to 15, and the Transportation Information Analyst from Grade 12 to 13. Delete one Grade 6 Accident Coding Clerk and upgrade the other to Grade 10 Crash Data System Administrator. Combine multiple Grade 10, 11, 12, and 13 positions into one Grade 10 Geospatial Specialist title. Combine Grade 10 Section Office Coordinator, Grade 11 Traffic Crash Analyst, and Grade 11 Planning Contract Specialist into one Grade 10 Planning Contract Specialist. Combine Grade 12 and 13 positions into one Grade 13 Public Transportation Asset Specialist. Combine Grade 13 and 14 positions into one Grade 14 PT Program Manager. Combine Grade 15 Cartographer Supervisor and Grade 14 GIS Analyst II into one Grade 14 Senior Geospatial Specialist. Upgrade Transportation Information Analyst from Grade 12 to 13 Transportation Planner. Upgrade Cartographer IV from Grade 14 to 15 Senior Traffic Safety Analyst.
- Combine multiple Grade 11, 12, and 14 Photogrammetry Tech and Lab Supervisor titles into one Grade 12 Photogrammetry Technician title. Combine multiple Grade 5, 6, 7, and 9 Surveys Helper and Aide titles into one Grade 6 Surveys Aide. Combine multiple Grade 11, 12, and 13 Surveys Technician, Surveys Office Technician, and Senior Surveys Office Technician titles into one Grade 10 Surveys Technician.
- Add two Grade 17 Senior Engineers and two Grade 15 Advanced Engineers to create an engineering career path in the Maintenance Division. Add two Grade 13 Agronomist positions, one Grade 11 Maintenance Management Specialist, and one Grade 13 Emergency Management Coordinator. Upgrade Sign Shop Supervisor from Grade 14 to 15. Add six statewide striping crews with six additional Grade 11 Striping Crew Leaders and six Grade 8 Striping Machine Drivers.
- Combine multiple Grade 8, 10, and 12 positions into one Grade 10 Research Assistant in the SIR Division. Combine multiple Grade 13, 14, and 15 titles into one Grade 13 System Information Analyst. Combine Grade 15, 16, and 17 titles into one

Grade 15 System Information Supervisor. Combine multiple Grade 8, 9, 10, 11, and 12 titles into one Grade 10 System Information Technician.

- Add one Grade 17 Senior Engineer, two Grade 15 Advanced Engineers, and one Grade 13 Engineer to State Aid, for the creation of a new section to manage the city aid program.
- Add two Grade 17 Senior Engineer positions to Program Management, who function as assistant section heads.
- Similar to the Office of Personnel Management – Arkansas Department of Finance and Administration: Salaries may be increased up to 50% over maximum amount for extraordinarily well qualified senior executive appointments.