

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskens

April 17, 2024

The Honorable Breanne Davis, Co-Chairperson
The Honorable Mark Berry, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Senator Davis and Representative Berry:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Labor & Licensing (ADLL), Contractors Licensing Board, for your review.

The ADLL, Contractors Licensing Board is requesting permission to advertise and fill position #22095701 authorized as X073C, DLL Contractors Board Investigator. This position has been vacant since 06-11-2017 and is being held due to Act 796. The agency currently has six (6) positions authorized as X073C, DLL Contractors Board Investigator, of which five (5) are occupied. The agency is reorganizing its territories within Arkansas due to an increase in construction. It needs to use all six (6) investigator positions in order to provide thorough coverage throughout all territories. The Contractors Licensing Board currently has seventeen (17) regular positions, none of the non-investigator positions are available to use as an investigator.

OPM has reviewed this request from ADLL, Contractors Licensing Board and **recommends** granting permission to advertise and fill position #22095701 authorized as X073C, DLL Contractors Board Investigator. The cost for this position is approximately \$77,191.80. The agency guarantees our office that it possesses sufficient funding to support this position.

Your consideration of this request is greatly appreciated.

Handwritten signature of Kay Barber in black ink.

STATE PERSONNEL DIRECTOR

4/11/24
DATE

KB/jlh:1



Arkansas Department of Labor & Licensing
Governor Sarah Huckabee Sanders
Secretary Daryl E. Bassett

January 30, 2024

Ms. Kay Barnhill
Director of Personnel Management
Transformation and Shared Services, Office of Personnel Management
501 Woodlane, Suite 201
Little Rock, AR 72201

Dear Ms. Barnhill:

The Arkansas Department of Labor and Licensing (ADLL) respectfully requests authorization to advertise and fill position number 22095701, X073C-DLL Contractors Board Investigator, GS08. We request permission to advertise and hire for the position although it has been vacant for over two years.

Due to the increase in construction across the state, the Contractor's Licensing Board is reorganizing the territories of the state, and another investigator position is needed to cover the central region of the state.

It is essential that we fill this position in order to effectively and efficiently serve the taxpayers of Arkansas. Your approval of this request is greatly appreciated.

Sincerely,

A handwritten signature in cursive script that reads 'Daryl E. Bassett'.

Daryl E. Bassett
Secretary



DOCUMENT REVIEW AND APPROVAL COVER SHEET

This form standardizes the contract, purchase, or membership process and is to be used as the cover sheet to ensure a complete review by appropriate individuals.

1. DOCUMENT TITLE

Date: **January 30, 2024**

Request for OPM to release a position from the Act 796 list | 22095701 | GS08 | \$45,010

Program Effect (Brief statement of significance): Section: Contractors

This position has been vacant for over 2 years and is now frozen; need OPM approval to fill

Issuance Information Memo Field Memo Memo of Understanding Data Sharing Agreement

Other (Please Specify):

2. PREPARED BY:

Writer:

Phone#:

Jocelyn Potter

501-682-4546

3. APPROVED BY:

Program Manager:

Date:

Director:

Date:

4. OTHER OFFICE REVIEW (AS INDICATED):

Initials	Date	Concur	Concur Comments	Non-Concur Comments

Note to reviewer: Return to writer with signatures and/or comments

Comments:

BA# 0224
Fund NLC0000
Fund Center 962
Cost Center 174830
Avail Budget CI 00 \$462,923.23
CI 03 \$10,573.83