

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskien

Director Kay Barnhill

January 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 Commerce (ACOM) for your review.

The Arkansas Department of Commerce (ACOM) is requesting one (1) new classification and one (1) pool position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225 (a). The classification requested and surrendered position are listed below.

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>
NEW	Commerce Chief of Staff	SE03	\$134,406 – \$167,000

POSITION SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>LAST DATE VACATED</u>
22094190	ACOM Chief of Staff	N215N	SE01	\$108,110 – \$147,200	N / A

The Honorable Breanne Davis, Co-Chairperson
The Honorable Mark Berry, Co-Chairperson
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JUSTIFICATION

The Arkansas Department of Commerce currently possesses a position authorized as N215N, ACOM Chief of Staff. This position will serve a dual role of Chief of Staff and Chief Legal Counsel. There are no plans to fill the Chief Legal Counsel position at this time. Therefore, their department requests a new classification as Commerce Chief of Staff and position authorized as an SE03. This position's responsibilities will include managing the overall operations of the department, functioning as their department's chief legal counsel, providing information and testimony regarding business and agency matters to the Arkansas Legislature upon demand, as well as overseeing strategic planning and legislative drafting.

RECOMMENDATION

The Office of Personnel Management has reviewed this request from the Arkansas Department of Commerce and recommends the establishment of one (1) new classification and one (1) pool position authorized as this new classification. The cost for this one (1) surrender pool position is approximately \$20,445.79. The agency guarantees our office that it possesses sufficient funding to support this surrender pool position request.

Your consideration of this request is greatly appreciated.



STATE PERSONNEL DIRECTOR

1/5/24
DATE

KB/jlh: 1 – 2

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
9902	1	NEW	Commerce Chief of Staff	SE03	\$134,406 - \$167,000	\$224,903.72	General Revenue
Total Estimated Cost of the New Positions including 40% match						\$224,903.72	
Total Cost to General Revenue						\$224,903.72	

Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
9902	22094190	N215N	ACOM Chief of Staff	SE01	N / A	YES	\$204,457.93	General Revenue
Total Estimated Savings							\$204,457.93	
Estimated Savings to General Revenue							\$204,457.93	

Total Estimated Cost to the Agency							\$20,445.79	
Total Estimated Cost to General Revenue							\$20,445.79	
Total Authorized Position Adjustment							0	

* The Estimated Cost calculation is based upon the Midpoint of the salary range, plus 40% matching.

** The Estimated Savings calculation is based upon the exit salary plus 40% match, only if a position has been vacant less than 1 year from the date of the



Sarah Huckabee Sanders
GOVERNOR

Hugh McDonald
SECRETARY OF COMMERCE

November 21, 2023

Kay Barnhill, Administrator
Department of Transformation & Shared Services
Office of Personnel Management
501 Woodlane Street, Suite #205
Little Rock, AR 72201

RE: New Classification request, Pool Position Request w/Surrender: Requested Grade: SE03, Requested Title: Commerce Chief of Staff

Dear Ms. Barnhill:

The Arkansas Department of Commerce (ACOM) request a surrender pool position to function as Chief of Staff (COS). ACOM will surrender position 22094190, SE01, ACOM Chief of Staff.

The reason for this request is most of ACOM's division directors are at the SE01 grade and as the COS it is more logical organizationally the COS position would be a higher grade than its direct reports. Additionally, we would like to bring the current incumbent Allison Hatfield's salary up to par with other state department Chief of Staff's; while she is not maxed out in the SE01 grade she is close and there is not much room to grow. Furthermore, Ms. Hatfield is functioning as the General Counsel for the Arkansas Economic Development Commission, which is a full-time position of duties, all the while acting as ACOM General Counsel and performing the duties of ACOM Chief of Staff.

The ACOM Chief of Staff position is mission critical with duties and responsibilities that cannot be absorbed. ACOM would be at a deficit to fill one of Ms. Hatfield's roles but certainly, it would cause undue hardship to all our divisions if she were not filling in the gaps throughout Commerce.

Your favorable consideration of this request is very much appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Hugh McDonald', is written over the 'Sincerely,' text.

Hugh McDonald
Secretary



Department of Transformation and Shared Services
Office of Personnel Management
Position Classification Questionnaire

General Information

Business Area: 9902 Agency: Arkansas Department of Commerce
Preparer's Name: DeCarlia Smith Date: 10/30/2023
Position Number: NEW Class Code: NEW Grade: SE03
Job Title: Commerce Chief of Staff
Incumbent's Name: Allison Hatfield
Supervisor: Hugh McDonald

Reason why position is being submitted for evaluation:



New Job/Title



Significant Change in Duties or Responsibilities

If there has been a significant change in duties or responsibilities, please describe in detail the changes and attach any other documents that illustrate your explanation:

Job Duties and Conditions

List up to 10 primary job duties this position performs or is expected to perform, in order of importance. Include the frequency of occurrence (daily, weekly, monthly, etc.) and percentage of time dedicated to each duty. **DO** **NOT** use acronyms or abbreviations.

<u>JOB DUTY</u>	<u>FREQUENCY</u>	<u>% TIME</u>
Chief Legal Counsel to ACOM Secretary	Daily	25
Compliance monitoring /Respond to FOIA requests	as needed	5
Legal investigation, auditing and litigation support	Daily	15
Project Manager	Daily	10
Draft, review and revise program rules, regulations and agreements	Weekly	10
Represent ACOM on various Boards and Committees and help with planning of state wide policy	Monthly	15
Oversee ACOM strategic planning and legislative drafting	as needed	5
Provide leadership and management ACOM Divisions with respect to the Administrative Services	Daily	10
Assist in providing information and testimony regarding business and agency issues to the Arkansas Legislature when appropriate	as needed	5

Check one (1) of the following that best describes the overall working hours associated with this position. "Overtime" in this section means instances where an employee works more than 40 hours per week, regardless of actual overtime eligibility.

<input type="checkbox"/>	Works regular shifts, daily and weekly; rare instances of overtime required.
<input checked="" type="checkbox"/>	Some irregularities in hours because of overtime requirements, infrequent weekends and/or shift rotation, travel, etc.
<input type="checkbox"/>	Considerable irregularity of hours because of frequent overtime, frequent weekends, shift rotation, on-call availability, or travel.
<input type="checkbox"/>	Frequently requires highly irregular and unpredictable or particularly long work hours, such as attendance and participation at evening and/or weekend meetings, covering more than a single shift, extended travel, etc.

Check one (1) box that best describes the risk of negative consequences resulting from the actions of an incumbent in this position:

<input type="checkbox"/>	Low Risk —although job may have some variety of tasks, work assignments use standard procedures and are generally basic and routine. Assignments are generally closely monitored. Makes minor decisions.
<input type="checkbox"/>	Medium Risk —job has somewhat complex tasks requiring the regular use of professional judgment. Supervision is general and may be infrequent.
<input checked="" type="checkbox"/>	High Risk —Job has very complex tasks requiring high level of professional judgment. Makes decisions carrying high degree of responsibility where there may be little or no precedent; acts independently with little oversight.

Check one (1) type of environmental condition to which the person occupying this position would normally be exposed:

<input checked="" type="checkbox"/>	Normal office working conditions with no major sources of discomfort. Very low risk of minor physical injury.
<input type="checkbox"/>	Fair working conditions with routine discomforts. Position may require occasional work in the elements, moderate exposure to heat cold, moisture/wetness, soiled materials, or light chemical substances/cleaning solutions. Moderate risk of minor physical injury, relatively low risk of significant physical injury.
<input type="checkbox"/>	Difficult working conditions with frequent exposure to undesirable or hazardous working conditions. Position requires routine exposure to the elements regardless of conditions, dangerous chemical substances, or other inherently dangerous conditions. Substantial risk of significant physical injury.

Does a person occupying this position have fiscal responsibilities?

Yes ☐

No ☒

In dollars, how large is the budget for which this position is responsible?

If yes, please describe the fiscal responsibilities this person has, such as managing a budget, filling out purchase requisitions, approving transactions, maintaining employee salaries, etc.:

Supervision and Oversight

Check one (1) of the following leadership responsibilities a person occupying this position has:

<input type="checkbox"/>	Does not supervise other staff.
<input type="checkbox"/>	Leads peers on a regular basis but is not the direct supervisor. May help direct, schedule, or monitor staff, but does not hire, fire, or evaluate other employees.
<input checked="" type="checkbox"/>	Is the front-line supervisor over two or more full-time employees. Hires, fires, and evaluates subordinates.
<input type="checkbox"/>	Is the manager of a unit, section, or major function and typically also supervises personnel who are front-line supervisors or persons having professional-level responsibilities.
<input type="checkbox"/>	Is the director of a division, department, or large program and typically supervises management personnel and indirectly supervises subordinate staff under this position's line of authority.

If you indicated that this position supervises other employees, how many direct reports does this person have?

If you indicated that this position supervises other employees, how many indirect reports does this person have?

Please list the class code, title, and number of employees for each classification supervised by the person in this position. If necessary, attach additional sheets.

CLASS CODE	TITLE	GRADE	# OF EMPLOYEES
A152C	ACOM Chief Fiscal Officer	SE01	1
R001N	ADH Chief Human Resources Officer	GS14	1

How many supervisors does the person in this position supervise? If none, enter 0.

2

If you answered with a number other than 0 to the question above, for which divisions/sections/offices is this person responsible?

Shared Services

Check one (1) of the following statements that best describes this position:

<input type="checkbox"/>	Receives clear and specific instructions and/or follows standardized instructions or procedures without ongoing supervision. Work is checked for accuracy, adequacy, and adherence to instructions. Consults with supervisor on matters not covered by the original instructions or guidelines.
<input type="checkbox"/>	Receives moderate to limited supervision working from objectives set by supervisor. Organizes and carries out most assignments in accordance with standard practices, instructions, or previous training. Makes minor decisions routinely; may handle some unusual situations independently.
<input checked="" type="checkbox"/>	Receives general direction working from established policies and objectives. Plans and carries out assignments and resolves most conflicts that arise. Exercises judgment in the analysis of facts or conditions regarding individual issues. Completed work is checked only to determine compatibility with other work or effectiveness in meeting agency objectives.
<input type="checkbox"/>	Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Has responsibility for planning, designing, and implementing programs, projects, or studies and sets goals for major unit. Acts independently; approval from higher authority is conceptual with generally little reference to detail.

Education, Experience, and Skills

Check one (1) of the following educational levels which best describes the minimum required—regardless of the preferred level or the current incumbent's level—to be able to perform this job at a basic level of performance:

<input type="checkbox"/>	High School or Equivalent —requires enough basic education to understand and follow standard practices and instructions. May require some specialized courses, certifications, or licenses of limited scope.
<input type="checkbox"/>	Associate's Degree or Skilled Trade Certificate —requires knowledge of a specialized field or trade. Additional training equal to two (2) years of college, technical school, business school, or skilled trades training. May require licensing or certification.
<input type="checkbox"/>	Bachelor's Degree or Equivalent —requires professional level knowledge in a specialized or technical field such as those for which bachelor's degrees or IT certifications are commonly awarded. Additional training equal to successful completion of four (4) years of college or study.
<input type="checkbox"/>	Master's Degree —requires advanced knowledge and skills and expertise in a specific field. Requires the ability to understand and apply principles and practices of field or more than one (1) field. Requires one (1) to two (2) years' work in an accredited graduate school leading to degree. Recognized as subject matter expert.
<input checked="" type="checkbox"/>	Doctoral Degree —requires highly advanced knowledge and skills and mastery of a specific field. Ph.D., J.D., M.D., Ed.D. or similar doctoral level degree normally requiring at least three (3) years of work in an accredited graduate school leading to degree. Often must possess license and pass professional examination in order to practice in field.

Is a license required in order to perform this job? If so, what license is required? **DO NOT INCLUDE DRIVERS LICENSES OR NOTARIES PUBLIC.**

Must be licensed to practice law and admitted to the Arkansas State Bar in accordance with ACA 16-22-201.

Check the level of experience necessary—regardless of the preferred level or the current incumbent's level of experience—at the time of hire in order to perform this job at a basic level of performance.

<input type="checkbox"/>	<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	<input type="checkbox"/>	3 to 5 years
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	<input type="checkbox"/>	8 or more years

If this position normally supervises other employees, check the level of supervisory experience necessary—regardless of the preferred level or the current incumbent's level of experience—at the time of hire in order to perform this job at a basic level of performance:

<input type="checkbox"/>	<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	<input type="checkbox"/>	8 or more years

Check one (1) of the following that best describes the physical effort required for this position:

<input checked="" type="checkbox"/>	Light —physical effort normally found in clerical or office work. Work is primarily sedentary; however, occasional handling of objects up to 10 lbs. and occasional walking and standing is required.
<input type="checkbox"/>	Moderate —physical effort represented by frequent handling of objects and/or materials of moderate weight (10-20 lbs.) and/or frequent use of light hand tools. May require walking or standing much of the time.
<input type="checkbox"/>	Substantial —physical effort represented by frequent handling of object and/or materials of substantial weight (20-50 lbs.) and/or frequent use of medium hand or power tools. In addition to considerable walking or standing, may require climbing and working from ladders or working in awkward positions.
<input type="checkbox"/>	Strenuous —Physical effort represented by frequent handling of heavy objects (50+ lbs.) and/or materials and work and/or frequent use of heavy hand tools. Work is often exposed to elements or in non-climate controlled conditions.

Please list any other knowledge, abilities, or skills necessary to perform the duties of this position. Examples include: computer skills, communication skills, organizational skills, etc. **DO NOT** copy from another job description.

Knowledge of state and federal laws and regulations.

Knowledge of various computer programs and experience in computer use.

Ability to conduct litigation.

Ability to prepare, present, and review oral and written information and reports.

Ability to research, interpret, and apply legislation and cause related information.

Ability to plan organize, and direct the work of others.

Ability to communicate effectively both orally and in writing.

Please include any other information that may aid in the preparation of an accurate description of this position.

Approvals

SUPERVISOR REVIEW

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: Hugh McDonald

Title: Secretary

Date: 11/21/23

Signature: 

AGENCY HR ADMINISTRATOR REVIEW

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: _____

Title: _____

Date: _____

Signature: _____



Department of Transformation and Shared Services
Office of Personnel Management
Request for Pool Position

Business Area

9902

Department Name / Agency Name

Department of Commerce

Date

11/15/2023

Position(s) to be Surrendered

Position/Item Number

22094190

Classification Title

ACOM Chief of Staff

Pay Grade

SE01

Class Code

N215N

Classification(s) Requested

Classification Title

Commerce Chief of Staff

Pay Grade

SE03

Class Code

I hereby certify that:

- A. The position requested is critical to the operation of this Agency 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.
- E. No current employee will be displaced by this action.

HR Administrator's Signature

Date

11/21/23

Department Secretary's Signature

Date