

**Department of Shared Administrative Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fisk

August 13, 2025

The Honorable Breanne Davis, Co-Chairperson  
 The Honorable Les Warren, 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 Warren:

The Office of Personnel Management (OPM) submits a request from the Governor's Mansion Commission for your review.

The Governor's Mansion Commission is requesting one (1) position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a). The classification requested and positions being surrendered are listed below:

**CLASSIFICATION REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u># REQUESTED</u></b>	<b><u>SALARY RANGE</u></b>
NEW	Gov Deputy Mansion Administrator	SPC05	1	\$85,943 - \$127,195

**POSITIONS SURRENDERED**

<b><u>POSITION NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>	<b><u>LAST DATE VACATED</u></b>
22095200	Gov Mansion Events Aide	GOV45G	SGS04	\$43,088 - \$63,770	03/15/2024
22142744	Gov Mansion Events Coordinator	GOV46G	SGS05	\$47,397 - \$70,148	07/28/2023

The Honorable Breanne Davis, Co-Chairperson  
The Honorable Les Warren, Co-Chairperson  
August 13, 2025  
Page 2

### **JUSTIFICATION**

The Governor's Mansion Commission is requesting the above position to strengthen the ability of the mansion to serve as both a working executive residence and as a symbol of the state. The addition of the requested position will increase efficiency, support complex operations and provide continuity, which will ensure the mansion is managed professionally, responsively and in alignment with the dignity of the office. Approval of this request will result in an anticipated cost of approximately \$104,480 being funded through State Central Services. No additional appropriation or funding is being requested for this position.

### **RECOMMENDATION**

OPM has reviewed the request and **recommends** the approval of one (1) surrender pool position. Your consideration of this request is greatly appreciated.

---

  
STATE PERSONNEL DIRECTOR

7/31/25  
DATE

KB/ca:1-2

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
0314	1	NEW	Gov Deputy Mansion Administrator	SPC05	\$85,943 - \$127,195	\$ 120,320.20	100% SCS
Total Estimated Cost of the New Positions including 40% match						\$	120,320.20
Total Cost to General Revenue						\$	120,320.20

Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
0314	22095200	GOV45G	Gov Mansion Events Aide	SGS04	3/15/2024	Y	\$ 7,920.00	100% SCS
0314	22142744	GOV46G	Gov Mansion Events Coordinator	SGS05	7/28/2023	Y	\$ 7,920.00	100% SCS
Total Estimated Savings							\$	15,840.00
Estimated Savings to General Revenue							\$	15,840.00

Total Estimated Cost to the Agency						\$	104,480.20
Total Estimated Cost to General Revenue						\$	104,480.20
Total Authorized Position Adjustment							-1

\* The Estimated Cost calculation is based upon the ~~Midpoint~~ **Entry rate** 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 request. Otherwise, savings is solely based on ~~\$6,600~~ **\$7,920** provided to EBD for all budgeted positions.

\*\*\* If it is expected that the salary provided to the employee hired into a new position will be higher than the entry rate, then the expected salary shall be used in lieu of the entry rate of the grade.



**Department of Shared Administrative Services**

Governor Sarah Huckabee Sanders  
Secretary Leslie Fiskien

July 31, 2025

Kay Barnhill, Director  
Office of Personnel Management  
501 Woodlane Street, Suite 205  
Little Rock, AR 72201

Dear Ms. Barnhill:

The Governor's Mansion Commission respectfully requests to establish one (1) new title and one (1) surrender pool position. The requested new title is Gov Deputy Mansion Administration, SPC05. The Governor's Mansion Commission will surrender one (1) Gov Mansion Events Aide position, SGS04, and one (1) Gov Mansion Events Coordinator positions, SGS05.

The Governor's Mansion Commission is a symbol of the state of Arkansas. It has a unique and critical role – to serve both as a working space and as an executive residence for the first family. The position requested here will enhance the operations of the Mansion through creating efficiency, providing continuity, and supporting its complex operations. It is my charge to ensure the Mansion is properly managed, demonstrating professionalism, dignity, and service in all we do. The approval of this request will ensure the Mansion can fulfill its obligations to the state. No additional appropriation or funding is being requested for this position.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "James Caldwell", written in a cursive style.

James Caldwell, Chief Fiscal Officer  
Arkansas Department of Shared Administrative Services