



June 17, 2026

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 Arkansas Department of the Military (DOM) for your review.

DOM is requesting two (2) pool positions from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a). The classifications requested and positions requested to surrender are listed below.

<b><u>CLASSIFICATIONS REQUESTED</u></b>			
<b><u>CLASS CODE</u></b>	<b><u>CLASSIFICATION TITLE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>SALARY RANGE</u></b>
PWD04P	Workforce Development Supervisor / Expert	SPC06	\$94,537 – \$139,915
PWD04P	Workforce Development Supervisor / Expert	SPC06	\$94,537 – \$139,915

<b><u>POSITIONS SURRENDERED</u></b>					
<b><u>POSITION NUMBER</u></b>	<b><u>CLASSIFICATION TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>SALARY RANGE</u></b>	<b><u>DATE VACATED</u></b>
22089490	Maintenance Technician	TMA05P	SGS03	\$39,171 – \$57,973	01-16-2026
22076402	HR Specialist	HDH07P	SGS04	\$43,088 – \$63,770	04-01-2026



Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
9911	1	PWD04P	Workforce Development Supervisor / Expert	SPC06	\$94,537 - \$139,915	\$ 132,351.8000	General Revenue
9911	1	PWD04P	Workforce Development Supervisor / Expert	SPC06	\$94,537 - \$139,915	\$ 132,351.8000	General Revenue
Total Estimated Cost of the New Positions including 40% match						\$	264,703.6000
Total Cost to General Revenue						\$	264,703.6000

Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
9911	22089490	TMA05P	Maintenance Technician	SGS03	1/16/2026	Yes	\$ 54,839.3664	GR 100%
9911	22076402	HDH07P	HR Specialist	SGS04	4/1/2026	Yes	\$ 72,991.9008	GR 100%
Total Estimated Savings							\$	127,831.2672
Estimated Savings to General Revenue							\$	127,831.2672

<b>Total Estimated Cost to the Agency</b>						\$	<b>136,872.3328</b>
<b>Total Estimated Cost to General Revenue</b>						\$	<b>136,872.3328</b>
<b>Total Authorized Position Adjustment</b>							<b>0</b>

\* 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

**\*\*\* 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.**



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By \_\_\_\_\_  
Department of Military

Governor Sarah Huckabee Sanders

The Adjutant General, Brigadier General Olen Chad Bridges

May 6, 2026

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

Dear Ms. Barnhill:

The Arkansas Department of the Military respectfully requests two (2) Surrender Pool positions from the Office of Personnel Management to establish a Workforce Development Supervisor-Expert position in its Workforce Development Office and Education Benefits Office. In exchange, the Agency has identified a currently budgeted vacant Maintenance Technician (SGS03) and HR Specialist (SGS04) position to surrender. The two positions, Workforce Development Supervisor-Expert positions, will be funded by general revenue. The difference in the general revenue of the new positions and the positions being surrendered will be covered by general revenue within the current Agency budget.

The requested positions will enable the Arkansas National Guard to exponentially support Governor Sarah Huckabee Sanders' statewide workforce vision centered on the "Enlist, Enroll, and Employ" framework. The positions will strengthen the Guard's ability to serve as a strategic workforce development partner for the State of Arkansas, connecting highly trained service members with employers, educational institutions, and training programs that advance Arkansas' economic growth.

The Arkansas National Guard represents one of the largest and most diverse pools of skilled talent in the state. Across more than 250 Army and Air National Guard military occupational specialties, Guard members receive advanced technical training in fields such as logistics, cybersecurity, aviation maintenance, engineering, construction, healthcare, transportation, information technology, and emergency management. These skills set align closely with many of Arkansas' high-demand industries and present a significant opportunity to strengthen the state's workforce pipeline.

The Workforce Development Supervisor-Expert position in the Workforce Development Office will serve as the Guard's primary liaison with Arkansas businesses and economic development partners. Arkansas National Guard leadership is routinely approached by employers across the state, from small businesses to major industries, who express a willingness to interview or hire Guard members with specific technical skill sets. This

position will formalize and expand those relationships by creating a structured system that connects employers with qualified Guard members based on skills, certifications, and experience. The Workforce Development Supervisor-Expert position will help build a statewide network of employers committed to interviewing and hiring Arkansas National Guard members. This effort will directly support the Governor's "Employ" priority by strengthening the pipeline between skilled service members and Arkansas businesses.

The Workforce Development Supervisor-Expert position in the Education Benefits Office will focus on expanding pathways that connect Arkansas National Guard members with education, certification, and training opportunities that support the Governor's "Enroll" and "Employ" priorities. This role will work closely with the Arkansas Department of Education, higher education institutions, numerous state agencies, and workforce partners to maximize the use of existing benefits available to Guard members, including tuition assistance, credentialing opportunities, and industry-recognized certifications. By helping service members translate their military training into civilian credentials, this position will enhance both individual career mobility and Arkansas' broader workforce capacity. Additionally, this position will facilitate integration with the State's workforce platform LAUNCH. The position will assist Arkansas National Guard to:

- Translate military occupational specialties into civilian workforce skills profiles
- Connect Guard members with in-demand industries across the state
- Identify training programs to close skill gaps and expand certifications
- Provide Arkansas employers with access to a disciplined, highly trained workforce

These two positions will also significantly enhance the Arkansas National Guard's recruitment and retention efforts. Young Arkansans increasingly evaluate military service through the lens of career opportunity, education benefits, and long-term employment potential. By strengthening connections between Guard service, education pathways, and civilian employment opportunities, these positions will make the Arkansas National Guard an even more attractive option for individuals seeking to advance their education, gain technical skills, and pursue meaningful careers within Arkansas.

These positions will not operate in isolation. The Agency designed the position to coordinate directly with counterparts in the Arkansas Department of Education, the Arkansas Department of Commerce, the state's workforce development leadership, and partners involved in the Arkansas LAUNCH initiative. This collaboration will ensure the Arkansas National Guard remains aligned with statewide workforce priorities while contributing a unique talent pipeline that benefits both employers and communities across Arkansas.

Through these two positions, the Arkansas Department of the Military will enhance its ability to support Arkansas' workforce strategy, expand economic opportunity for Guard members, and provide Arkansas employers with access to a highly trained and disciplined workforce.

The position in the Workforce Development Office will supervise one (1) Quality Assurance Manager and two (2) Administrative Specialist Positions. The position in the Education Benefits Office will supervise one (1) Administrative Specialist and one (1) Administrative Coordinator.

**Classification Requested:**

Title	Family/Subfamily	Grade	Salary Range
Workforce Development Supervisor/Expert	Workforce Development	SPC06	\$94,537-\$139,915
Workforce Development Supervisor/Expert	Workforce Development	SPC06	\$94,537-\$139,915

**Positions Identified for Surrender Occurs:**

Position Number	Title	Grade	Salary Range	Date Vacated	Funding Source
22089490	Maintenance Technician	SGS03	\$39,171 - \$57,973	1-16-2026	100% GR
22076402	HR Specialist	SGS04	\$43,088 - \$63,770	4-1-2026	44% GR and 56% Federally Funded

This request reflects the Department's commitment to aligning its authorized positions with emerging workforce priorities while maintaining fiscal responsibility. The positions identified for surrender will not adversely affect operations, and the Agency will not displace any current employees because of this action. The grade of the requested positions does not exceed the Agency's maximum authorized grade.

Thank you for your consideration of this request and for your continued support of initiatives that strengthen both Arkansas' workforce and the readiness of the Arkansas National Guard.

Respectfully,



Brigadier General Olen C. Bridges  
 The Adjutant General  
 Arkansas Department of the Military

## **Workforce Development Supervisor/Expert – Workforce Development Office**

**Summary:** The Workforce Development Supervisor/Expert serves as a strategic leader responsible for developing and managing initiatives that strengthen economic partnerships between the Arkansas National Guard, Arkansas businesses, and statewide workforce and economic development organizations.

This position advances Governor Sarah Huckabee Sanders' "Enlist, Enroll, and Employ" workforce strategy by building and sustaining relationships with employers across Arkansas who are committed to interviewing and hiring Arkansas National Guard members based on their skills, certifications, and military occupational specialties.

The Workforce Development Supervisor/Expert leads employer engagement efforts that connect Arkansas businesses with the highly trained talent within the Arkansas National Guard while supporting statewide workforce initiatives such as the Arkansas LAUNCH workforce platform.

### **Typical Functions:**

- Develop and implement workforce and employer engagement strategies that connect Arkansas businesses with skilled Arkansas National Guard members in support of the Governor's Employ, Enlist, Enroll workforce priorities.
- Establish and manage partnerships with Arkansas employers, industry groups, chambers of commerce, and other organizations to expand hiring opportunities for Arkansas National Guard members.
- Build and maintain a statewide network of employers willing to interview and hire Arkansas National Guard members based on specific skill sets, certifications, and military occupational specialties.
- Coordinate with workforce partners to integrate Arkansas National Guard talent into the Arkansas LAUNCH workforce platform, enabling skills-based matching between Guard members and Arkansas employers.
- Identify and promote opportunities where Arkansas National Guard training and experience aligning with workforce needs in key sectors such as healthcare, advanced manufacturing, logistics, information technology, cybersecurity, aviation maintenance, engineering, and skilled trades.
- Collaborate with other state workforce and economic development agencies to ensure Arkansas National Guard workforce initiatives support statewide workforce development goals.

- Conduct market analysis and economic trend assessments to identify industries and employers with workforce needs that align with Arkansas National Guard capabilities.
- Promote awareness among employers regarding the unique value of Arkansas National Guard members, including their leadership experience, technical training, certifications, health care benefits, and commitment to service.
- Support initiatives that strengthen the Arkansas National Guard's recruitment and retention by expanding employment opportunities and demonstrating clear career pathways for service members.
- Ensure all workforce related initiatives are effectively managed, financially responsible, and compliant with applicable state, federal, and international regulations.

**Knowledge, Skills, and Abilities:**

- Expert knowledge of workforce development principles and program design.
- Strong ability in strategic planning, data analysis, and program management.
- Excellent communication skills for collaborating with military leaders, state officials, and private sector partners.
- Proven ability to manage complex projects and drive institutional change.

**Minimum Qualifications:**

- A Bachelor's degree in Public Administration, Human Resources, Business, or a related field.
- Extensive experience in workforce development, program management, or a related field. Other job-related education and/or experience may be substituted upon approval.

**Organizational Alignment:** This position will report to the Integrated Primary Prevention and Workforce Development Program Manager in the J9 under the Director Joint Staff, Arkansas National Guard. The position will supervise one (1) Quality Assurance Manager and two (2) Administrative Specialist positions within the Workforce Development Office.

## **Workforce Development Supervisor-Expert – Education Benefits Office**

**Summary:** The Workforce Development Expert serves as a senior-level strategist and subject matter expert responsible for developing and implementing innovative workforce development initiatives that connect Arkansas National Guard members with education, training, and employment opportunities across the State of Arkansas.

This position advances Governor Sarah Huckabee Sanders' "Enlist, Enroll, and Employ" workforce strategy by leveraging the Arkansas National Guard's extensive training, certifications, and military occupational specialties to strengthen Arkansas' workforce pipeline. The position leads efforts to translate military training and experience into civilian credentials and career pathways, while coordinating closely with state workforce initiatives, including the Arkansas LAUNCH workforce platform, educational institutions, and industry partners.

The Workforce Development Expert plays a key role in ensuring Arkansas National Guard members are positioned to maximize educational benefits, industry certifications, and employment opportunities while simultaneously strengthening recruitment, retention, and the Guard's contribution to statewide economic development.

### **Typical Functions:**

- Develop and implement innovative workforce development strategies that connect Arkansas National Guard members with civilian career opportunities aligned with the Governor's Employ, Enlist, Enroll workforce priorities.
- Design and expand programs that translate military occupational specialties (MOS) into recognized civilian certifications, credentials, and workforce skills.
- Integrate Arkansas National Guard workforce initiatives with the Arkansas LAUNCH workforce platform to connect service members with employers, career pathways, and workforce training opportunities throughout the state.
- Develop partnerships with Arkansas employers, industry associations, workforce boards, and economic development organizations to expand employment opportunities for Arkansas National Guard members.
- Coordinate with higher education institutions, technical colleges, and workforce training providers to expand access to degree programs, industry certifications, apprenticeships, and credentialing opportunities.

- Promote and maximize the utilization of Arkansas National Guard education benefits, credentialing programs, and training opportunities that strengthen workforce readiness.
- Support development of career pipelines into high-demand industries such as healthcare, logistics, cybersecurity, engineering, information technology, aviation maintenance, advanced manufacturing, and skilled trades.
- Analyze labor market trends, workforce data, and economic indicators to identify emerging skills gaps and develop strategies that align Arkansas National Guard capabilities with Arkansas workforce needs.
- Provide strategic advice and recommendations to Arkansas National Guard leadership regarding workforce development initiatives that support recruitment, retention, and service member career advancement.
- Coordinate closely with the Arkansas Department of Education and Arkansas Department of Commerce, workforce development partners, and other state agencies to ensure Arkansas National Guard initiatives align with statewide workforce and economic development priorities.

**Knowledge, Skills, and Abilities:**

- Expert knowledge of workforce development principles and program design.
- Strong ability in strategic planning, data analysis, and program management.
- Excellent communication skills for collaborating with military leaders, state officials, and private sector partners.
- Proven ability to manage complex projects and drive institutional change.

**Minimum Qualifications:**

- A Bachelor's degree in Public Administration, Human Resources, Business, or a related field.
- Extensive experience in workforce development, program management, or a related field. Other job-related education and/or experience may be substituted upon approval.

**Organizational Alignment:** This position will report to the Education and Incentive Branch Chief, coordinate with the Integrated Primary Prevention and Workforce Development Program Manager in the J9 under the Director Joint Staff, Arkansas National Guard. The

position will supervise one (1) Administrative Specialist position and one (1) Administrative Coordinator position within the Education Benefits Office,