



Department of Shared Administrative Services
 Governor Sarah Huckabee Sanders
 Secretary Leslie Fisk

September 16, 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 Parks, Heritage & Tourism (ADPHT), Division of Shared Services, for your review.

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

POSITION SURRENDERED

BA	POSITION NUMBER	CLASS CODE	TITLE	GRADE	SALARY RANGE
9912	22092499	FFS04P	Fiscal Support Specialist	SGS04	\$43,088 - \$63,770

POSITION REQUESTED

<u>BA</u>	<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
9912	FAC01P	Accountant I	SPC01	1	\$58,700 - \$86,876

JUSTIFICATION

ADPHT is requesting the above position as part of a restructuring effort for their Fixed Asset Section. This section has historically operated with three (3) Fiscal Support Specialists and one (1) Accountant I. With this pool position, the section will operate with two (2) Accountant I positions. This section is responsible for reconciling construction projects, reviewing

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expenditures, fixed asset inventory, fixed asset records, and supporting financial reporting required by CAFR. The turnover within the last year in this classification was 5.44% and the average salary for incumbents is \$60,832 and 12 years of state service. However, of the thirty-eight (38) positions statewide, only two (2) are within the ADPHT with an average salary of \$59,874 and 1.8 years of state service. Approval of this request will result in an anticipated additional cost of approximately \$74,260 from Special Revenue. The department certifies that they have the funding and appropriation for this request.

OPM has reviewed the request and **recommends** the approval of one (1) surrender pool position.

Your consideration of this request is greatly appreciated.

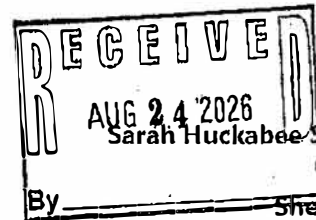
Sincerely,

A handwritten signature in black ink that reads "Kay Barnhill" followed by a stylized flourish or monogram.

Kay Barnhill, Director
Office of Personnel Management

KB/sd:1-2

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Sarah Huckabee Sanders
Governor

By Shea Lewis
Secretary

August 24, 2026

Director Kay Barnhill
Office of Personnel Management
501 Woodlane, Suite 201
Little Rock, AR 72201

Director Barnhill,

The Department of Parks, Heritage and Tourism (ADPHT) respectfully requests the establishment of one SPC01 Accountant I Position.

Title	Grade	Salary Range
Accountant I	SPC01	\$58,700-\$86,876

The department will be surrendering a SGS04 Fiscal Support Specialist position in exchange.

ADPHT requests approval to trade one Fiscal Support Specialist (SGS04) position for an Accountant I (SPC01) position within the department's Fixed Asset Section. Historically, the section was staffed with three Fiscal Support Specialist positions and one Accountant I position. Through restructuring and attrition, ADPHT proposes operating the section with only two Accountant I positions, reducing the overall staffing level from four positions to two while consolidating the responsibilities of the unit.

The Fixed Asset Section is responsible for department-wide fixed asset accounting, reconciliation, inventory, and financial reporting functions, including:

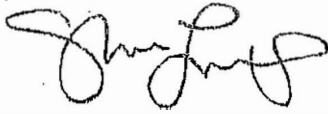
- Reconciling construction projects for Arkansas State Parks and the department's heritage divisions, including approximately 400;
- Reviewing construction activity and expenditures to ensure completed projects are properly recorded and capitalized;
- Coordinating and administering the department's annual fixed asset inventory process;
- Maintaining and reconciling fixed asset records and resolving identified discrepancies; and

- Supporting fixed asset financial reporting required for the State's Annual Comprehensive Financial Report (ACFR).

The proposed structure supports ADPHT's efforts to streamline administrative operations while maintaining appropriate coverage and accountability for essential financial functions. ADPHT respectfully requests approval to trade the Fiscal Support Specialist (SGS04) position for an Accountant I (SPC01) position.

Thank you for your consideration.

Sincerely,

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

Shea Lewis
Secretary

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
9912	1	FAC01P	Accountant I	SPC01	\$58,700-\$86,876	\$82,180	Special Revenue
Total Estimated Cost of the New Positions including 40% match						\$	82,180.00
Total Cost to General Revenue						\$	-

Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
9912	22092499	FFS04P	Fiscal Support Specialist	SGS04	6/7/2024	Y	\$ 7,920.00	Special Revenue-2% Tourism Tax
Total Estimated Savings							\$	7,920.00
Estimated Savings to General Revenue							\$	-

Total Estimated Cost to the Agency							\$	74,260.00
Total Estimated Cost to General Revenue							\$	-
Total Authorized Position Adjustment								0

* The Estimated Cost calculation is based upon the Entry of the salary range, plus 40% matching, which includes EBD.

** 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 \$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.