



STATE OF ARKANSAS
**Department of Finance
and Administration**

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
1509 West Seventh Street, Suite 201
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1823
<http://www.state.ar.us/dfa>

August 6, 2014

Senator Uvalde Lindsey, Co-Chairperson
Representative Andrea Lea, Co-Chairperson
Uniform Personnel Classification and Compensation
Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management submits a request from Arkansas Career Education (ACE) for your review.

Arkansas Career Education has requested a position from the position pool established by ACA 21-5-225 (a) (1). The surrendered position and requested classification are listed below:

<u>POSITION SURRENDERED</u>	<u>CLASSIFICATION</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
#22080282	Duplication Assistant	C070C	C109

CLASSIFICATION REQUESTED

Inventory Control Manager	V020C	C113
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JUSTIFICATION

Arkansas Career Education currently possesses zero positions authorized as Inventory Control Manager. The agency needs a position earmarked for the responsibilities of conducting quarterly inventory assessments, generating electronic records for documenting and subsequent tracking procedures, ensuring adherence to predetermined regulations concerning property disposal and its subsequent tracking path, as well as providing assistance in a variety of capacities to additional agency personnel. This position must maintain two physical locations and will report directly to an ACE Division Manager.

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The Office of Personnel Management has reviewed this request from Arkansas Career Education and **recommends** establishment of their requested pool position authorized as Inventory Control Manager, V020C, C113. The agency has guaranteed our office that it possesses sufficient funding to support this pool position. Your approval of this request is greatly appreciated.

Sincerely,



Kay B. Terry
DFA State Personnel Administrator



Chief Fiscal Officer of the State

JUL 22 2014

Date

KBT/JLH

STATE OF ARKANSAS



Department of
Career Education

Mike Beebe
Governor

William L. "Bill" Walker, Jr.
Director

Wednesday, July 2, 2014

Kay Barnhill Terry
State Personnel Administrator
Office of Personnel Management
Department of Finance and Administration
1509 West 7th Street, Room 201
Little Rock, Arkansas 72201-3933

RECEIVED

JUL 07 2014

**OFFICE OF PERSONNEL MGMT
CLASS & COMP**

SUBJ: Pool Position Request
Inventory Control Manager, Class Code V020C, Grade 113

Dear Ms. Terry:

Enclosed is a completed, signed, and dated 'Request for Pool Position' form, in which we will surrender a Duplication Assistant position, to obtain an Inventory Control Manager. The Duplication Assistant was cross-graded from a legislatively authorized Administrative Specialist II position.

The specifications of the Inventory Control Manager position are commensurate with the competencies that are needed to achieve the quality of work expected for the position. This manager will be responsible for all agency property across multiple locations. Detailed logistical management and technological skills are equally important to effectively and efficiently manage and track agency property. Approval of the Inventory Control Manager position will enable our agency to achieve our management needs.

Your assistance and support to obtain the Inventory Control Manager position for our agency is appreciated. Thank you for your consideration of this pool position request.

Sincerely,

A handwritten signature in blue ink that reads "Richard C. Coleman".

Richard C. Coleman

RCC:rc

Enclosure



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
0590	Arkansas Department of Career Education	06/30/14

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22080282	Duplication Assistant (crossgraded from Administrative Specialist II)	C109	C070C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Inventory Control Manager	C113	V020C

I Hereby Certify / Understand That:

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

Agency Personnel Rep	Date
Richard C. Coleman	07/02/14

Agency Director	Date
William L. "Bill" Walker, Jr.	07/02/14