



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
www.dfa.arkansas.gov

December 16, 2015

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, 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 (OPM) submits a request from the Department of Finance and Administration (DFA) for your review.

DFA has requested the establishment of a new title, DFA Director of Communications, at Grade N904. DFA is also requesting one (1) position from the OPM central growth pool established by Ark. Code Ann. §21-5-225(b), which states:

- (1) The office shall establish and maintain a central growth pool of two hundred (200) career service positions at grade C130 and one hundred (100) professional and executive positions at grade N922 to be used to establish additional positions in state agencies of the proper classification and grade when the state agency does not have sufficient positions available with the appropriate classification and grade to meet an agency's mandated responsibilities.*
- (2) Central growth pool positions are to be used by the state agencies if the personnel services needs exceed the number of positions in a classification authorized by the General Assembly and were not anticipated at the time of the passage of the agency's operating appropriation act.*
- (3) No position established under this section may exceed a salary rate in excess of the highest rate established by grade in the requesting agency's appropriation act.*
- (4) The agency shall provide justification to the office for the need to allocate positions from the central growth pool.*
- (5) Titles shall not be assigned to the agency from the central growth pool until specific positions are requested by the agency, recommended by the office, and reviewed by the Personnel Committee.*
- (6) If the new classifications are necessary for any of these additional positions, the*

office may assign the appropriate title and grade after review by the Personnel Committee.

(7) If an agency requests any central growth pool position to be continued during the subsequent fiscal year, the position must be requested as a new position in the agency's subsequent fiscal year budget request.

The agency is requesting the classification listed below:

<u>CLASSIFICATION TITLE</u>	<u>GRADE</u>	<u>NUMBER OF POSITIONS</u>
DFA Director of Communications	N904	1

The Uniform Classification and Compensation Act does not require surrender of positions for growth pool requests; however, due to the classification and grade of the position requested, DFA will surrender the following four (4) positions. Additionally, these positions will be placed on a permanent hiring freeze and removed from the agency's appropriation act during the next budget cycle. The surrendered positions are:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22079978	Administrative Specialist I	C087C	C106
22108795	DFA Technician	C076C	C108
22110082	DFA Technician	C076C	C108
22076999	Administrative Specialist II	C073C	C109

JUSTIFICATION

This position will serve as the spokesperson for DFA under the direction of the Director and Deputy Director. Currently, there are eight divisions of the department and this position will coordinate media relations for all divisions. The Director of Communications will be responsible for the development and dissemination of informational programs for the department.

The Office of Personnel Management has reviewed this request and **recommends** the approval of one (1) pool position from the OPM Central Growth Pool and surrender of four (4) positions to be permanently frozen and removed from the agency's appropriation act during the next budget cycle. Additionally, the Office of Personnel Management also **recommends** establishment of the new classification of DFA Director of Communication, grade N904. Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

DEC - 8 2015

Date

KBT/cls:1-2



STATE OF ARKANSAS
Department of Finance
and Administration

OFFICE OF ADMINISTRATIVE SERVICES

Human Resources
1515 W. 7th Street, Suite 102
Post Office Box 2485
Little Rock, AR 72203-2485
Phone: (501) 324-9065
Fax: (501) 683-2174
www.dfa.arkansas.gov

December 2, 2015

Kay Barnhill, DFA State Personnel Administrator
Office of Personnel Management
1509 W 7th, Room 201
Little Rock, Arkansas 72201



Ms. Barnhill,

The Department of Finance and Administration (DFA) is requesting to establish a new classification of DFA Director Communications, N904, and also requests a pool position to allow DFA to place an incumbent into the new classification.

This position will be charged with the responsibility of overall management of public communications on behalf of DFA and act as the media contact and spokesperson for the Department under direction of the Director and Deputy Director/Revenue Commissioner. This position will also serve as the primary point of contact with the communications staff of the Governor on media related issues. Serving in this capacity, this position will be responsible for responding to approximately 15-20 requests under the Freedom of Information Act (FOIA) each week, which can result in the time consuming review/redaction of 2,000 emails or more, which requires a comprehensive understanding of the Freedom of Information Act. This position will report directly to the DFA Director.

DFA is prepared to surrender the following four (4) positions to accommodate this request:

<u>Position Number</u>	<u>Class Code</u>	<u>Title</u>	<u>Grade</u>
2207-9978	C087C	ADMINISTRATIVE SPECIALIST I	C106
2210-8795	C076C	DFA TECHNICIAN	C108
2211-0082	C076C	DFA TECHNICIAN	C108
2207-6999	C073C	ADMINISTRATIVE SPECIALIST II	C109

Thank you for your consideration.

Sincerely,

Amy Valentine

DFA Human Resources Manager



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

Business Area	Agency/Institution	Date
0610	DFA	12/02/15

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22079978	Administrative Specialist I	C106	C087C
22108795	DFA Technician	C108	C076C
22110082	DFA Technician	C108	C076C
22076999	Administrative Specialist II	C109	C073C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	DFA Director of Communications	N904	New

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
<i>Amy Valentine</i>	12/02/15

Agency Director	Date
<i>Randy W. Walther</i>	12/2/15

DRAFT

DFA Director of Communications N904

Responsible for the overall management of public communications on behalf of the agency and acts as the media contact and spokesperson for the Department under the direction of the Director and Deputy Director / Revenue Commissioner. This position is the primary liaison to the Governor's communications staff. This position is governed by State and federal laws and agency policy.

TYPICAL FUNCTIONS

- Acts as primary liaison to the press through direct contact with news editors, reporters, and photographers, fielding all media inquiries, and acts as department spokesperson for print and television.
- Communicates strategies for the development and dissemination of informational programs to maintain organizational activities of the department.
- Communicates regularly with communications staff of the Governor on media-related issues.
- Manages external communications of the department related to press releases, media advisories.
- Prepares briefings to Director Deputy Director / Revenue Commissioner or other staff members prior to public events; coordinates press conferences and media events.
- Manages agency's timely responses to media-related requests under the Freedom of Information Act (FOIA).
- Provides media training and advises agency personnel on matters related to public relations.
- Handles special projects on an as-needed basis. Performs other duties as assigned.

KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of the principles and practices of journalism, communications and public relations
- Knowledge of state budgetary, and purchasing procedures
- Ability to supervise a subordinate professional and administrative support staff.
- Ability to write and edit and juggle multiple assignments while working on tight deadlines.
- Knowledge of the FOIA
- Knowledge of state government and experience working with the Arkansas General Assembly is preferred

MINIMUM QUALIFICATIONS

The formal education equivalent to a bachelor's degree in journalism, communications or business administration; plus five years of experience in journalism or communications.