



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

**OFFICE OF PERSONNEL MANAGEMENT  
Administrator's Office**  
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February 17, 2016

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 Arkansas Career Education (ACE) for your review.

Arkansas Career Education (ACE) has requested two positions from the central pool established by Arkansas Code § 21-5-225. The classifications surrendered and requested are listed below:

**SURRENDERED**

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>POSITION</u>
Budget Manager	R019C	C120	#22080326
Administrative Specialist II	C073C	C109	#22080288
Administrative Specialist II	C073C	C109	#22080290

**REQUESTED**

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>POSITION</u>
ACE Division Manager	G010C	C128	1
Fiscal Support Manager	A038C	C123	1

**JUSTIFICATION**

Arkansas Career Education currently possesses four positions authorized as ACE Division Manager, all of which are allocated for purposes outside of their Division of Adult Education. This division currently contains one ACE Deputy Director position and two ACE Program Coordinator positions. The Workforce Innovation and Opportunity Act requires guidelines on

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February 17, 2016

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workforce development, adult education, and vocational rehabilitation operations. ACE must develop practical models for integrated education and training, and subsequently career pathways for progression through the workforce development systems. The agency needs a position between its Deputy Director and Program Coordinators which assesses the effectiveness of existing programs and services and develops beneficial modifications. This position would require the equivalent of a bachelor's degree in business administration and eight years of experience in vocational education administration.

Arkansas Career Education currently possesses zero positions authorized as Fiscal Support Manager. The agency recently undertook the responsibility of constructing, and subsequently supporting, a comprehensive statewide workforce development system. This resulted in increased internal budgetary management and grants management responsibilities. The agency needs a position to supervise the accounting operations for \$48 million allocated to grant recipients throughout seven programs. The position must ensure adherence to federal and state requirements for grants management while working with a variety of distinct funding sources. This position would require the equivalent of a bachelor's degree in business administration and four years of experience in financial operations.

### **RECOMMENDATION**

The Office of Personnel Management has reviewed this request from Arkansas Career Education and recommends establishment of their requested pool positions authorized as ACE Division Manager, G010C and Fiscal Support Manager, A038C. The agency has guaranteed our office that it possesses sufficient funding to support these pool positions.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
DFA Personnel Administrator



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Chief Fiscal Officer of the State

\_\_\_\_\_  
FEB 09 2016  
Date



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

Business Area	Agency/Institution	Date
0590	Arkansas Department of Career Education	10/23/15

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22080326	Budget Manager	C120	R019C
22080288	Administrative Specialist II	C109	C073C
22080290	Administrative Specialist II	C109	C073C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	Fiscal Support Manager	C123	A038C

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	10/23/15

Agency Director	Date
Chasie Childers	10/23/15



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

Business Area	Agency/Institution	Date
0590	Arkansas Department of Career Education	10/05/15

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
02080326	Budget Manager	C120	R019C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	ACE Division Manager	C128	G010C

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	10/05/15

Agency Director	Date
Charisse M. Childers, Ph.D. <i>Charisse Childers</i>	10/05/15