



## Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

April 20, 2022

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Joint Budget Committee  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Department of the Military for your review.

The Department of Military is requesting five (5) positions from the OPM Growth Pool established by Ark. Code Ann. §21-5-225(a)(1). The classifications requested are listed below:

<b><u>CLASSIFICATION REQUESTED</u></b>			
<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
A089C	Accountant I	GS07	\$40,340 - \$58,493
A082C	Accountant II	GS08	\$45,010 - \$65,264
S004C (2)	Maintenance Manager	GS08	\$45,010 - \$65,264
X038C	Quality Assurance Manager	GS09	\$50,222 - \$72,821

**JUSTIFICATION**

The Military is requesting the above positions in order to effectively perform job duties and resolve organizational structure issues. The accounting positions are needed to efficiently perform job duties as the workload within the Finance Office and Maintenance Facility Office continue to grow. One of these positions will be 100% federally reimbursed. The two (2) Maintenance Manager positions are necessary to oversee operations regarding state assets and inventory management, including police and other state vehicles that must be regularly maintained and serviced. Lastly, the Quality Assurance Manager position will work closely with the Chief of Staff and HR providing technical assistance and creating additional means of checks and balances within the Department. The estimated cost for this growth pool request is \$222,116.

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
April 20, 2022  
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OPM has reviewed this request and alternatively recommends the Department request to reinstate the Accountant II position 22173070, on hold in accordance with Act 796. Doing so would decrease the overall cost of this request to \$166,754. The Office of Personnel Management recommends the approval of the remaining (4) growth pool positions as requested by the Department.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



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SECRETARY OF TRANSFORMATION & SHARED  
SERVICES

4/7/2022

DATE

KB/vp:1-2



ASA HUTCHINSON  
GOVERNOR

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BY: .....

ARKANSAS DEPARTMENT OF THE MILITARY  
OFFICE OF THE ADJUTANT GENERAL  
CAMP JOSEPH T. ROBINSON  
NORTH LITTLE ROCK, ARKANSAS 72199-9600



KENDALL W. PENN  
MAJOR GENERAL  
THE ADJUTANT GENERAL

March 3, 2022

Kay Barnhill, State Personnel Manager  
Office of Personnel Management  
Department of Transformation & Shared Services  
P.O. Box 3278  
Little Rock, AR 72203-3278

RE: Growth and Retention Pool Position Request

Dear Ms. Barnhill:

The Department of Military (DOM) would like to request to utilize the Growth Pool maintained by OPM. DOM would like to request the following positions from the pool.

REQUEST							
POSITION	CLASS CODE	GRADE	TITLE	SALARY	FRINGE	HEALTH	TOTAL COST
NEW	A089C	GS07	ACCOUNTANT I	\$ 40,340.00	\$ 9,681.60	\$ 500.00	\$ 50,521.60
NEW	A082C	GS08	ACCOUNTANT II	\$ 45,010.00	\$ 10,802.40	\$ 500.00	\$ 56,312.40
NEW	X038C	GS09	QUALITY ASSURANCE MANAGER	\$ 50,222.00	\$ 12,053.28	\$ 500.00	\$ 62,775.28
NEW	S004C	GS08	MAINTENANCE MANAGER	\$ 45,010.00	\$ 10,802.40	\$ 500.00	\$ 56,312.40
NEW	S004C	GS08	MAINTENANCE MANAGER	\$ 45,010.00	\$ 10,802.40	\$ 500.00	\$ 56,312.40

DOM would like the request the two (2) Accountant positions, one will be utilized for our Finance Office, and the other for our Facilities Maintenance Office (FMO) unit, both areas

require the support of Accountants. Currently they were working with one at FMO and need a state position to handle the duties that were once handled by a Federal Position. The duties have grown, and additional personnel is needed for the coverage of work. The position located in our FMO Unit will be 100% federal reimbursed, therefore no state general revenue will be affected.

DOM is also requesting a QA Manager for the department to ensure we are navigating the quality of operations for the department in the right way. This position will work closely with the Chief of Staff, HR and Legal providing technical assistance, compiling information from state and federal quality assurance case samples, and standards. This position will be funded by state funding 100%. We realize that we need to establish some additional check and balances for department, having this position will provide that.

The two (2) Maintenance Manager positions are being requested to run our State Mechanic Shop, and Facilities Management Office (FMO). The State Mechanic Shop handles a multitude of duties, one being the States Assets and inventory with which includes all our state vehicles, including police vehicles that must be serviced, and maintained, along with all state inventory that must be accounted for.

FMO, currently needs a manager to oversee and handle the oversight of a team of about 30 personnel which cares for the roads, grounds and maintenance for the Military Department this position is essential to the department. We only have one coordinator assisting in this department which isn't sufficient.

Your favorable approval of the pooled positions requested, or the Department of Military (DOM) is greatly appreciated.

Respectfully,



Chief of Staff  
Scott Stanger, Department of Military

Encl: Request for Pool Position Form



**Department of Transformation and Shared Services  
Office of Personnel Management  
Request for Pool Position**

**Business Area**  
**0975**

**Department Name / Agency Name**  
**Department of Military**

**Date**  
**03/03/2022**

**Position(s) to be Surrendered**

<b>Position/Item Number</b>	<b>Classification Title</b>	<b>Pay Grade</b>	<b>Class Code</b>
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**Classification(s) Requested**

<b>Classification Title</b>	<b>Pay Grade</b>	<b>Class Code</b>
<b>Accountant I</b>	<b>GS07</b>	<b>A089C</b>
<b>Accountant II</b>	<b>GS08</b>	<b>A082C</b>
<b>Quality Assurance Manager</b>	<b>GS09</b>	<b>X038C</b>
<b>Maintenance Manager</b>	<b>GS08</b>	<b>S004C</b>

**I hereby certify that:**

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

**Michelle Young-Hobbs**  
**HR Administrator's Signature**

**03/03/2022**  
**Date**

**Department Secretary's Signature**

**Date**



Department of Transformation and Shared Services  
 Office of Personnel Management  
 Request for Pool Position

Business Area  
 0975

Department Name / Agency Name  
 Department of Military

Date  
 03/03/2022

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
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**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
Maintenance Manager	GS08	S004C

I hereby certify that:

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

Michelle Young-Hobbs  
 HR Administrator's Signature

03/03/2022  
 Date

  
 Department Secretary's Signature

Date 