



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

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
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March 24, 2015

Senator Bart Hester, Co-Chairperson
Representative Douglas House, 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 Arkansas Department of Environmental Quality (ADEQ) for your review.

ADEQ is requesting one position from the central growth pool established by Arkansas Code 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>PAY GRADE</u>	<u>NUMBER OF POSITIONS</u>
New Title of ADEQ Deputy Director	N908	1

Even though it is not required for Growth Pool position requests, the agency is willing to surrender the following positions in order to lower their total position count:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>NUMBER OF POSITIONS</u>
Engineer	B042C	C121	1
Administrative Specialist III	C056C	C112	1

JUSTIFICATION

The purpose of this request is to create a new position which will serve to coordinate the requirements of recent enactment of Act 382 (Clean Air Action Plan) and proposed EPA Federal Implementation Plan (FIP) for Regional Haze, as well as an increasing number of federal policy actions which are critical to the mission of ADEQ. Due to the level of responsibility and professional interactions that will be required of this position, the agency requests a grade N908. Funding of this request will require no additional general revenue.

The Office of Personnel Management (OPM) has reviewed this request and recommends that the title OF ADEQ Deputy Director be established. This title can then be used for the current position of Deputy Director – Land Resources and for the requested position that will oversee policy established by the ADEQ. . This would give the agency two Deputy Directors with areas of specialty to focus on that have equal compensation. OPM **recommends** the approval of one growth pool position in the altered title of N067N, ADEQ Deputy Director, grade N908, from the effective approval date through the end of fiscal year 2016.

Agencies are not required to surrender positions for a position from the Growth Pool, but ADEA has identified the above positions. These positions will be monitored by the Office of Personnel Management to ensure that they are effectively frozen and will be deleted in the FY2017 budget process.

Senator Bart Hester, Co-Chairperson
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March 24, 2015
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Your consideration of this request is greatly appreciated.

Sincerely,



Kay B. Terry
State Personnel Administrator



Chief Fiscal Officer of the State

MAR 19 2015

Date

KBT/SD: 1-3

March 19, 2015

Ms. Kay Terry
Office of Personnel Management
Arkansas Department of Finance and Administration
Little Rock, AR

Dear Ms. Terry:

After thoughtful review, I am respectfully seeking the approval to use a growth pool position to create a new position of Policy Director. The Policy Director position will serve to coordinate the requirements of recent enactment of Act 382 (Clean Air Action Plan) and proposed EPA Federal Implementation Plan (FIP) for Regional Haze as well as an increasing number of Federal policy actions which are critical to the future of state environmental programs, energy policy, and economic development. Due to the level of responsibility and professional interactions required for this position, I request this position be classified as an N908.

To accomplish this in a cost effective manner, I propose to release position 2209-1266 (C121) and eliminate position 2209-1060 (C112) which are currently unfilled. This will reduce the total number of approved ADEQ staff positions. Funding of this proposal will require no additional general revenues.

Thank you for your immediate consideration and assistance with approval of this request.

Sincerely,

Becky W Keogh
ADEQ Director



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

Business Area	Agency/Institution	Date
0930	ADEQ	03/19/2015

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22091266	Engineer	C121	B042C
22091060	Administrative Specialist III	C112	C056C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Policy Director	N908	

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

Agency Director	Date