

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

August 23, 2023

The Honorable Breanne Davis, Co-Chairperson  
 The Honorable Mark Berry, Co-Chairperson  
 Uniform Personnel Classification and  
 Compensation Plan Subcommittee  
 Arkansas Legislative Council  
 State Capitol Building, Room 315  
 Little Rock, Arkansas 72201

Dear Senator Davis and Representative Berry:

The Office of Personnel Management (OPM) submits a surrender pool request from the Arkansas Department of Environment Quality (ADEQ) for your review.

The Energy and Environment division of ADEQ requests one (1) new title and three (3) positions from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1). The classifications requested and the positions surrendered are listed below:

**CLASSIFICATIONS REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
NEW	Air Quality Modeler	GS12	\$69,776 - \$101,175
G076C	Administrative Services Manager	GS10	\$56,039 - \$81,256
G063C	E&E Branch Manager	GS10	\$56,039 - \$81,256
A116C	Budget Operations Manager	GS08	\$45,010 - \$65,268

**POSITIONS SURRENDERED**

<b><u>POSITION NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>	<b><u>LAST DATE VACATED</u></b>
22090908	Engineer, PE	B023C	GS11	\$62,531 - \$90,669	05/05/2023
22091083	Engineer	B042C	GS09	\$50,222 - \$72821	Filled
22140048	Fiscal Support Manager	A038C	GS09	\$50,222 - \$72821	Filled
22150702	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,116	03/20/2021
22091144	Administrative Specialist II	C073C	GS03	\$26,034 - \$37,749	12/31/2021
22088013	Administrative Specialist II	C073C	GS03	\$26,034 - \$37,749	06/23/2023
22088039	Fiscal Support Specialist	A098C	GS04	\$29,046 - \$42,116	06/25/2023

Office of Personnel Management

501 Woodlane Street, Suite 205 \* Little Rock, AR 72201 \* 501.682.1753

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## **JUSTIFICATION**

Energy and Environment Shared Services requests one (1) new title of Air Quality Modeler, GS12. This role involves using computer models to simulate meteorological conditions and chemical reactions contributing to air pollution formation. The models predict how economic and population growth will affect air quality in a region. The position requires specialized expertise in multiple academic fields and typically a master's or doctoral degree. By filling this position, Energy and Environment anticipates saving costs compared to outsourcing modeling work to consultants.

The Oil and Gas Commission (OGC) requests one (1) GS10 Administrative Services Manager, class code G076C from the OPM surrender pool. The incumbent will adopt additional responsibilities related to the consolidation of the Office of State Geologist (OSG) with OGC and the management of federal funds for Infrastructure Investment and Jobs Act (IIJA) funded projects. The new duties include overseeing compliance for E&E programs that adhere to the Department of Labor Davis Bacon Act (DBA), managing fiscal duties for the OSG and Mining Program, and handling financial and technical reports for IIJA-funded grants.

ADEQ also requests one (1) GS10 E&E Branch Manager, class code G063C from the OPM surrender pool. The incumbent will perform engineer duties for the Office of Water Quality (OWQ) and will additionally oversee E&E's SEEK data management system integration for OWQ. SEEK is a comprehensive system integrating environmental data into a centralized database with various components. The E&E Branch Manager will handle SEEK-related tasks and continue with regular engineer duties, including permit writing and reviewing applications.

The Liquefied Petroleum Gas Board requests one (1) GS08 Business Operations Manager, class code A116C from the OPM surrender pool to serve as an office manager. This new position will participate in manual data entry and develop and interpret internal financial and human resource policies and procedures based on state and federal law.

## **RECOMMENDATION**

The Office of Personnel Management has reviewed this request from the Department of Energy and Environment and **recommends** the requests to obtain one (1) new title and four (4) positions from the OPM surrender pool. OPM also recommends surrendering seven (7) positions to the OPM surrender pool. The total cost of this request is approximately \$39,186.75. The agency guarantees our office that it possesses sufficient funding to support this surrender pool position request.

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Your consideration of this request is appreciated.

Jennifer L. Elkins on behalf of KB      8/9/2023  
STATE PERSONNEL DIRECTOR      DATE

KB/ps:1-3



**ARKANSAS**  
ENERGY & ENVIRONMENT



#1891

Sarah Huckabee Sanders  
GOVERNOR  
Shane E. Kivory  
SECRETARY

July 26, 2023

Kay Barnhill, State Personnel Administrator  
Office of Personnel Management  
501 Woodlane Street, Suite 205  
Little Rock, Arkansas 72201

Dear Ms. Barnhill:

The Department of Energy & Environment (E&E) respectfully requests four positions from the Office of Personnel Management (OPM) Surrender Pool. Two positions will be used by the Division of Environmental Quality (DEQ), one position will be used by the Oil and Gas Commission (OGC), and one position will be used by the Liquefied Petroleum Gas Board (LPGB). To accommodate this request, E&E proposes to place seven positions on a permanent hiring freeze and ultimately surrender those positions in the next budget cycle.

I. DEQ

A. GS12, Air Quality Modeler (New)

DEQ requests a GS12 from the pool to create a new position—Air Quality Modeler—that will be 100% federally funded. An air quality modeler uses computer models to simulate the meteorological conditions and chemical reactions that contribute to the formation of air pollutants and to predict how air quality in a region will be affected by economic and population growth. The Environmental Protection Agency (EPA) conducts photochemical air quality modeling to assess air pollution issues and evaluate control strategies, including state implementation plans (SIPs). Often the EPA’s photochemical modeling is not conducted with an Arkansas-preferred methodology. If DEQ is unable to conduct its own photochemical modeling, it must use the EPA’s less granular data, if provided, or retain a third-party contractor to conduct Arkansas-specific simulations.

In 2018, DEQ purchased the requisite computer workstations for modeling and hired an air quality modeler who was also a professional engineer; he was hired as an Engineer, PE (GS11). That individual recently vacated the position, and DEQ needs to backfill. The breadth of knowledge necessary to conduct air quality modeling is extremely specialized, often requiring multiple academic degree concentrations (e.g., environmental engineering, epidemiology, chemistry, software programming, mathematics and statistics) and typically a master’s or doctoral degree. To attract and retain a qualified individual, DEQ believes that it is necessary to fill a GS12. DEQ recently found three photochemical modeling position announcements to determine an estimated salary that might attract potential applicants with the required skillsets. The salary ranges for these positions were \$85,000-\$130,000.

Moreover, staffing an air quality modeler in a GS12 position will cost far less than outsourcing modeling work to a consultant. An annual entry level GS12 labor cost (including fringe) is \$94,197.60 or \$45.27/hour, and an exceptionally well qualified (EWQ) candidate would cost \$108,326.70 or \$52.08/hour (including fringe), while a third-party contractor would charge \$234/hour, equating to \$486,720 on an annual basis. DEQ has included the salary costs for an EWQ GS12 position in its comprehensive annual budget for FY 2024.

As noted above, persons having the necessary knowledge, skills, and abilities could be degreed in a variety of academic fields. Current OPM job titles and descriptions, such as an Engineer, may not allow an otherwise qualified individual to meet the requirements to perform the job of air quality modeler. As such, E&E requests that OPM create the new position of Air Quality Modeler, GS12.

E&E proposes placing two current DEQ positions on a permanent hiring freeze and ultimately surrendering both positions during the next budget cycle. Those two positions are: (1) Engineer, PE (B023C, GS11), position # 22090908, and (2) Administrative Specialist III (C056C, GS04), position # 22090942.

#### B. GS10, E&E Branch Manager

DEQ requests a GS10 E&E Branch Manager from the pool to promote an individual who currently performs engineer duties for the Office of Water Quality (OWQ) and will additionally oversee E&E's SEEK data management system integration for OWQ. SEEK is a cohesive system that integrates all data together in a centralized database with components including but not limited to web-based customer portal; metrics and reporting; public platform; online payment; GIS; inspection modules for field audits and inspections; and a forms module for applications including licensing and certification, such as wastewater operator licensing and laboratory accreditation. SEEK duties will include configuring, implementing, developing, and supporting projects and applications related to the environmental data ecosystem, identify user requirements and business processes and translate these requirements into functional application requirements that can be implemented through configuration of the environmental data ecosystem, managing the development and deployment of the environmental data ecosystem for OWQ applications, providing operational support of the environmental data ecosystem to OWQ and other media offices, providing end-user support to internal and external users, and assisting with the development of training to improve the end-user functionality. The person in this position will continue to perform regular engineer duties, including writing permits and reviewing permit applications. This position will be funded by a mix of federal revenue, special revenue, and general revenue, with not more than 28% of funding coming from general revenue.

E&E proposes placing two current positions on a permanent hiring freeze and ultimately surrendering both positions during the next budget cycle. Those two positions are: (1) Engineer (B042C, GS09), position # 22091083, and (2) Administrative Specialist II (C073C, GS03), position # 22091144.

#### II. OGC

##### GS10, Administrative Services Manager

OGC requests a GS10 Administrative Services Manager from the pool to promote an individual who currently manages fiscal duties—including purchasing, payroll, procurement, and contract management—for OGC who

will now take on additional duties pertaining to the consolidation of the Office of State Geologist (OSG) with OGC and to the influx of federal dollars related to IJA-funded projects. These additional duties include overseeing compliance for all E&E programs that require adherence to the Department of Labor Davis Bacon Act (DBA); verifying weekly certified payrolls from subcontractors on IJA-funded projects including the OGC abandoned well plugging project, Mining Program Abandoned Mine Lands projects, and several Arkansas Energy Office programs; serving as the point-of-contact on all DBA-related fiscal and compliance issues; serving as the lead trainer on DBA requirements for E&E; handling quarterly financial and technical reports for several IJA-funded grants; and managing fiscal duties for two additional offices at E&E—the Mining Program and the OSG. This position is 100% funded by special revenue.

E&E proposes placing two positions on a permanent hiring freeze and ultimately surrendering both positions during the next budget cycle. Those two positions are (1) Fiscal Support Manager (A038C, GS09), position # 22140048, and (2) Administrative Specialist II (C073C, GS03), position # 22088013.

### III. LPGB

#### GS08, Business Operations Manager

LPGB requests a GS08 Business Operations Manager from the pool to serve as an office manager for the LPGB. This position will be 100% funded by special revenue. Over the past several years, the LPGB has endeavored to operate more efficiently and strategically from rulemaking to day-to-day processes. Moving from a manual entry standard, where fax and mail were the preferred information exchange, to automation and electronic data gathering has allowed the LPGB to achieve a level of efficiency that ultimately presented transformational opportunities. Utilizing attrition, LPGB has reduced staffing numbers from four to three field inspectors and reduced office staff from three full-time employees to two full-time and one part-time employee.

LPGB is currently authorized to fill a Fiscal Support Specialist position (A098C, GS04). This position has evolved from one of manual data entry to that of a business operations manager. The ability to acquire and retain an employee with the necessary skillset requires an adjusted pay structure. For this reason, LPGB is requesting that its GS04 Fiscal Support position be replaced with a GS08 Business Operations Manager position. The person in this position must possess a knowledge of budgeting and accounting practices including the ability to review, analyze, and present fiscal reports. The employee in this role must also be capable of making agency recommendations related to short and long-range planning of financial and budgetary goals, as well as interpret and apply budgetary and fiscal policies and procedures. This position requires the ability to assimilate technical and business-related documents and maintain concise and accessible records.

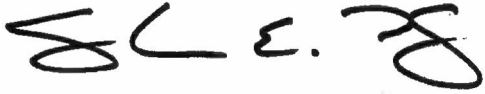
LPGB proposes to placing Fiscal Support Specialist (A098C, GS04), position # 22088039 on a permanent hiring freeze and ultimately surrender it during the next budget cycle.

### IV. Summary of Request

In sum, E&E requests four positions from the pool and proposes to place seven positions on a permanent hiring

freeze and ultimately surrender those positions in the next budget cycle. Approval of these requests will greatly benefit E&E while also serving the economic and environmental needs of the State of Arkansas.

Sincerely,

A handwritten signature in black ink, appearing to read "S.E.K.", with a stylized flourish at the end.

Shane E. Khoury  
Secretary

<b>Surrendered Position</b>	<b>Position Cost</b>	<b>Matching</b>	<b>Add \$6000</b>
GS11 Engineer, PE	\$62,531.00	1.23	\$82,913.13
GS09 Engineer	\$50,222.00	1.23	\$67,773.06
GS09 Fiscal Support Manager	\$50,222.00	1.23	\$67,773.06
GS04 Administrative Specialist III	Unbudgeted		\$6,000.00
GS04 Fiscal Support Specialist	\$29,046.00	1.23	\$41,726.58
GS03 Administrative Specialist II	\$26,034.00	1.23	\$38,021.82
GS03 Administrative Specialist II	\$26,034.00	1.23	\$38,021.82
<b>Total Cost od Positions Surrendered</b>			<b>\$342,229.47</b>
<b>Position Requested</b>	<b>Future Salary</b>	<b>Matching</b>	<b>Cost * Matching + \$6000</b>
GS12 Air Quality Modeler	\$69,776.00	1.23	\$91,824.48
GS10 Administrative Services Manager	\$56,039.00	1.23	\$74,927.97
GS10 E&E Branch Manager	\$56,039.00	1.23	\$74,927.97
GS08 Budget Operations Manager	\$45,010.00	1.23	\$61,362.30
<b>Total Cost of Positions Requested</b>			<b>\$303,042.72</b>
<b>Total Salary Cost</b>			<b>(\$39,186.75)</b>