



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

August 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 the Arkansas Department of Education (ADE) for your review:

The Arkansas Department of Education is requesting one position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a) which states:

- (1) *There is established a pool of two hundred fifty (250) career service positions at grade C130 and one hundred fifty (150) professional and executive positions at grade N922 assigned to the Office of Personnel Management to be used to reclassify positions in state agencies and institutions to the proper classification and grade if the state agency or institution does not have a vacant position available with the appropriate classification and grade.*
- (2) (A) *Positions authorized as career service positions may not be reclassified as professional and executive classifications utilizing these pool positions.*
(B) *Positions authorized as professional and executive classifications may not be reclassified into career service classifications utilizing these pool positions.*
- (3) *To obtain a position from the pool, a state agency or institution must surrender to the pool the position being reclassified.*
- (4) *The office shall review all requests and may grant approval of the reclassification after review by the Personnel Committee.*
- (5) *No position established under this section shall exceed a salary rate in excess of the highest rate established by grade in the requesting agency's or institution's appropriation act.*

The classification requested along with the positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
22082751	Administrative Specialist II	C073C	C109
22129098	Public School Program Advisor	E019C	C122

CLASSIFICATIONS REQUESTED

Public School Program Manager	E006C	C126
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JUSTIFICATION

The agency needs an additional position reporting to its Assistant Commissioner for Learning Services to lead ADE's Curriculum & Instruction Unit. This new position will be responsible for managing the processes of new curriculum development, existing program evaluation, student assessment, and certified PK-12 professional development. Existing positions cannot undertake these duties. A formerly vacated position with this title was filled by an applicant as the academic advisor to the Assistant Commissioner of Learning Services.

The Office of Personnel Management has reviewed this request and recommends establishment of the requested pool position classified as Public School Program Manager. Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



AUG 03 2016

Chief Fiscal Officer of the State

Date



ARKANSAS DEPARTMENT OF EDUCATION

Johnny Key
Commissioner

June 15, 2016

State Board
of Education

Ms. Kay Barnhill
State Personnel Administrator
Department of Finance and Administration
1509 West 7th Street
Little Rock, AR 72201

Toyce Newton
Crossett
Chair

Mireya Reith
Fayetteville
Vice Chair

Dear Ms. Barnhill:

Dr. Jay Barth
Little Rock

The Arkansas Department of Education (ADE) is respectfully seeking the approval to use the Office of Personnel Management (OPM) Surrender Pool positions established by Arkansas Code § 21-5-225; § 6-63-305.

Joe Black
Newport

Due to the level of responsibility and professional interactions required for this position, ADE is requesting this position to be classified as a C126.

Susan Chambers
Bella Vista

The agency is requesting the classification listed below:

Charisse Dean
Little Rock

<u>CLASSIFICATION TITLE</u>	<u>PAY GRADE/CLASS CODE</u>	<u>NUMBER OF POSITION</u>
Public School Program Manager	C126/E006C	1

Vicki Saviers
Little Rock

ADE is willing to surrender the following positions in order to lower the agency position count:

R. Brett Williamson
El Dorado

<u>CLASSIFICATION TITLE</u>	<u>PAY GRADE/CLASS CODE</u>	<u>NUMBER OF POSITION</u>
Administrative Specialist II	C109/C073C	1 (22082751)

Diane Zook
Meibourne

Public School Program Advisor	C122/E019C	1 (22129098)
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Justification:

The purpose of position C126 is to hire a Public School Program Manager of the Curriculum Unit in the Division of Learning Services. This position reports directly to the Assistant Commissioner of Learning Services and is responsible for directing the processes of statewide curriculum development, student assessment, program evaluation, and certified PK-12 professional development with a focus on continuous improvement and in a manner consistent with a collaborative systems approach.

Rationale:

The position of Program Support Manager, Director of Curriculum and Instruction is for the purpose/s of planning, aligning, developing, implementing, directing, and evaluating the agency's curriculum and instruction programs; providing leadership and supervision to various curriculum/instruction support sections/units; and managing the instructional support functions for the agency; providing information and recommendations to the Assistant Commissioner of Learning Services, staff and/or public; providing administrative and technical staff assistance to the Assistant Commissioner of Learning Services; and addressing a wide variety of administrative processes, within the context of the ADE's Strategic Plan. The Program Support Manager, Director of Curriculum and Instructions works with other staff and administrators to improve on the quality of education provided in a school or district. This includes ensuring the curriculum meets all requirements of the State Board of Education and accreditors and that students perform well on standardized tests and exams.

Four Capitol Mall
Little Rock, AR
72201-1019
(501) 682-4475
ArkansasEd.gov

An Equal Opportunity
Employer

Ms. Kay Barnhill
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The former ADE Special Advisor was promoted to Assistant Commissioner, Division of Learning Services. The vacated position, 22134152, ADE Special Advisor, Class Code N069N, Grade N908, was filled by an applicant as the overall academic advisor to the Assistant Commissioner of Learning Services, whose key areas of focus are grade level reading expectations, response to intervention, assisting with special education academic quality, and assisting in the overall strategic planning of academic professional development for the State.

The position will be used to hire an employee to directly supervise and lead the ADE's Curriculum & Instruction Unit and be responsible for leading every facet of the Curriculum & Instruction Unit.

Thank you for your immediate consideration and assistance with approval of this request. If there is a need for additional information, please contact Clemetta Hood at 682 4209.

Sincerely,

A handwritten signature in black ink that reads "Johnny Key". The signature is written in a cursive style with a large, stylized "J" and "K".

Johnny Key
Commissioner of Education

JK:ch



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

Business Area	Agency/Institution	Date
0500	ARKANSAS DEPARTMENT OF EDUCATION	06/14/2016

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
2208 2751	ADMINISTRATIVE SPECIALIST II	C109	C073C
22129098	PUBLIC SCHOOL PROGRAM ADVISOR	C122	E019C

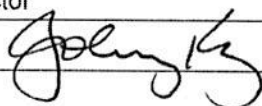
Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	PUBLIC SCHOOL PROGRAM MANAGER	C126	E006C

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
CLEMETTA HOOD	06/14/2016

Agency Director	Date
JOHNNY KEY, COMMISSIONER OF EDUCATION 	06/14/2016