



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

OFFICE OF PERSONNEL MANAGEMENT  
**Administrator's Office**  
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Phone: (501) 682-1823  
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June 8, 2012

Senator Michael Lamoureux, Co-Chair  
Representative Bryan King, Co-Chair  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Legislative Council  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Gentlemen:

The Office of Personnel Management (OPM) submits a request from the Arkansas Economic Development Commission (AEDC) for your review.

The Arkansas Economic Development Commission has requested a labor market rate of \$106,919, which is the maximum of grade N908, due to labor market conditions for the classification AEDC Business Development Division Director, N062N.

**JUSTIFICATION**

The Arkansas Economic Development Commission currently has an authorized position (AEDC Business Development Division Director – #22094194) responsible for managing program operations intended for recruiting and expanding businesses. The growing demands to alter existing and expand new business development methods places the Commission in a position that necessitates a business development division director that is able to model innovative sales strategies and incorporate them into the internal sales unit. Additional responsibilities for this current position will include managing the business development unit as well as integrating its operations with those of the research and strategic planning unit.

AEDC initially requested that a new title be established at N912 to accommodate the market demands for this position. However, OPM has reviewed this request and recommends that a labor market rate at the maximum level of N908 be established. This would allow the agency to recruit for a Director at a salary up to \$106,919.

The Office of Personnel Management has reviewed this request from the Arkansas Economic Development Commission and recommends establishment of the requested labor market rate of \$106,919, which is maximum of grade N908, for the classification AEDC Business Development Division Director, N062N. The commission has sufficient funding to support this labor market rate.

Senator Michael Lamoureux, Co-Chairman  
Representative Bryan King, Co-Chairman  
June 8, 2012  
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Your consideration of this request is greatly appreciated.

Sincerely,



Kay Terry  
Personnel Administrator



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Chief Fiscal Officer of the State

JUN 04 2012

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Date



Mike Beebe  
GOVERNOR

Grant Tennille  
EXECUTIVE DIRECTOR

May 23, 2012

**RECEIVED**

**MAY 24 2012**

**OFFICE OF PERSONNEL MGMT  
CLASS & COMP**

Kay Barnhill Terry, Administrator  
Office of Personnel Management  
1509 West 7<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Little Rock, Arkansas 7: 203

Dear Kay:

Please find enclosed our request/justification to surrender position #22094194, Grade N908, AEDC Director of Business Development to the Office of Personnel Management pool in exchange for a position of grade level 1912. We do wish to retain the title of AEDC Director of Business Development.

This request is brought about by our need to refill the position after the recent departure of the previous director. We need the ability to recruit and compensate a strong leader with exemplary sales skills to lead the state's business recruitment team.

If you have any questions about our request or need additional information, don't hesitate to call Betty Anderson at 682-7303.

Sincerely,

Grant Tennille

enclosure

**Arkansas Economic Development Commission**  
**Request to Surrender Position 22094194, Grade N908**  
**For a Grade N912 Pool Position**

The Arkansas Economic Development Commission is requesting to surrender position #22094194, N908, AEDC Director of Business Development to the Office of Personnel Management pool in exchange for a position of grade level N912 and retain the title of AEDC Director of Business Development.

On March 10, 2012, the Director of the Business Development Division resigned to take a position with an economic development partner. It is necessary to request this higher level position in order to recruit a leader with the skills to lead the Division in marketing Arkansas as a "Natural for Business." The Division consists of 10 professionals dedicated to recruiting new business locations and existing business expansions (national and international) in order to employ Arkansans and increase the per capita income of the state.

The process of recruitment demands strong skills in relationship building, "prospecting", messaging and "closing the deal." More importantly, we desire to hire a Director with the experience and ability to model, coach, reinforce and mentor these behaviors in members of our sales team. The best qualified candidate for the Director's position is one with previous experience leading a team to set and reach increasing performance goals and in establishing new and deepening existing relationships with decision makers who have the authority to choose Arkansas as the place to do business.

The AEDC strives to hire and retain creative, bright, aggressive members of the sales team. These individuals are responsible for proactively creating opportunities to showcase Arkansas as the place for investment and job creation. This Division needs a strong leader who can help team members develop their skills and gain the confidence necessary to develop substantive leads into successful locations or expansions and negotiate multi-million or billion dollar

deals. The success of our business recruitment efforts depends on the Division Director's ability to motivate, inspire and recognize differences in qualities of our sales team and to optimize those for the benefit of the customer, team and the state. It is necessary to pay a salary commensurate with the level of responsibility and previous experience we need in order to recruit a leader for this Division.