



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

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
 1509 West Seventh Street, Suite 201
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 Little Rock, Arkansas 72203-3278
 Phone: (501) 682-1823
<http://www.state.ar.us/dfa>

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 submits a request from the Arkansas Department of Heritage (DAH) for your review.

The Arkansas Department of Heritage has requested two positions from the position pool established by ACA 21-5-225 (a)(1). The positions being surrendered along with the classifications requested are listed below:

<u>POSITION SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22134012	Museum Program Assistant II	P056C	C110
22092775	Museum Program Assistant II	P056C	C110

CLASSIFICATION REQUESTED

DAH Manager of Historic Properties	P015C	C119
DAH Manager of Historic Properties	P015C	C119

JUSTIFICATION

The Arkansas Department of Heritage is requesting to surrender two positions classified as Museum Program Assistant II, grade C110, to obtain two DAH Manager of Historic Properties, grade C119. Currently DAH has four museums and currently three of the sites have a DAH Manager of Historic Properties. One position will be located at the Mosaic Templars Cultural Center and the other will be located at the Collections Management Facility.

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These positions will be responsible for the operation and maintenance of mechanical systems and physical plants requiring a boiler operator's license, buildings and grounds maintenance, equipment repair, and coordination with other DAH museums.

The Office of Personnel Management has reviewed this request and recommends the establishment of two pool positions as DAH Manager of Historic Properties, grade C119.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Terry
State Personnel Administrator



Chief Fiscal Officer of the State

MAY 30 2012

Date

KT/AS:1-2



The Department of
**Arkansas
Heritage**

May 17, 2012

RECEIVED

MAY 29 2012

OFFICE OF PERSONNEL MGMT
CLASS & COMP

Mike Beebe
Governor

Cathie Matthews
Director

Arkansas
Arts Council

Arkansas Historic
Preservation Program

Arkansas
Natural Heritage
Commission

Delta Cultural Center

Historic Arkansas Museum

Mosaic Templars
Cultural Center

Old State House Museum

Ms. Kay Terry, Administrator
DFA/OPM
DFA Building, 2nd Floor
1509 West 7th
Little Rock, AR 72201

Dear Kay:

Per our meeting on May 2, 2012, we are transmitting our request for two pool positions. The positions being surrendered to the pool are both classified as Museum Program Assistant II, grade C110 in exchange for two DAH Manager of Historic Properties positions, grade C119. The required documentation is attached for your review.

Thank you for your attention to this request and if you need any other information please let me know.

Sincerely,

Debbie Biggs
Personnel Manager



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

Business Area	Agency/Institution	Date
0867	Department of Arkansas Heritage/Delta Cultural Center	05/17/12

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22092775	Museum Program Assistant II	C110	P056C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	DAH Manager of Historic Properties	C119	P015C

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
Debbie Biggs	05/17/12

Agency Director	Date
Cathie Matthews	05/17/12



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

Business Area	Agency/Institution	Date
0873	Department of Arkansas Heritage/Mosaic Templars Cultural Center	05/17/12

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22134012	Museum Program Assistant II	C110	P056C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	DAH Manager of Historic Properties	C119	P015C

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
Debbie Biggs	05/17/12

Agency Director	Date
Cathie Matthews	05/17/12

Justification for Request for Pool Positions
DAH Manager of Historic Properties
C119

The Department of Arkansas Heritage is requesting two DAH Manager of Historic Properties positions. These positions are critical to the operation of the Department for the following reasons:

One position will serve the Mosaic Templars Cultural Center and the other will serve the Collections Management Facility. The position at the Mosaic Templars Cultural Center is responsible for the daily management of the physical plant, overseeing maintenance of the building and grounds, repairing equipment, performing custodial duties, and minor electrical and plumbing repairs, working with museum staff in regard to exhibits and special events and working with contractors related to construction projects or special maintenance needs for the museum.

The position at the Collections Management Facility (CMF) is responsible for overseeing and maintaining the building and grounds as well as providing security. In addition to the responsibilities of the physical plant, the CMF manager is responsible for the contents of the building which includes priceless museum artifacts (over 75,000 in the collections of the Old State House Museum, Historic Arkansas Museum and the Mosaic Templars Cultural Center). This employee has to coordinate deliveries, inspections and other daily activities of DAH staff that work at or come to the CMF. In addition, part of the property is leased to a non-state entity. This employee is responsible for tenant issues.

Both positions are responsible for operating and maintaining the mechanical systems at their facility and this requires a boilers operation license. Both are also required to be on-call, 24/7 and respond to all emergencies. In addition, each also serves as backup for other DAH agency facilities, as well as the Director's office.

The Department of Arkansas Heritage has four museums and currently three of those sites have a DAH Manager of Historic Properties. The two requested positions for the Mosaic Templars Cultural Center and the Collections Management Facility should be comparable to the staff at the DAH museums with like responsibilities.

Sufficient funds are available to fund the positions at the requested grade.

These are full time positions that will not be used for any other purpose than which is outlined in the attached narrative.

The Agency will surrender positions 22092775 and 22134012, both classified as Museum Program Assistant II, grade C110. The loss of these positions will not adversely affect the operation of the agencies. The need for the two positions classified as DAH Manager of Historic Properties is much more critical.

No current employee will be displaced by this action.