



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
www.dfa.arkansas.gov

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 Education (ADE) for your review:

The Arkansas Department of Education has requested to obtain one position from the central growth pool established by Arkansas Code 21-5-225 (b) of Act 688 of 2009 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 service 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 the agency requests any central growth pool position to be continued during the subsequent year, the position must be requested as a new position in the agency's subsequent fiscal year budget request.*

The classification requested is listed below:

CLASSIFICATION REQUESTED:

<u>TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
Arkansas Department of Education Special Advisor	N069N	N908

JUSTIFICATION

The Arkansas Department of Education is currently transitioning to a new educational assessment plan. The agency has chosen to operate underneath the Partnership for Assessment of Readiness for College and Careers assessment system. Previous assessment approaches have based their content on what it takes to gain acceptance into college and then succeed once there. This newly developed partnership is a consortium which takes this approach and extensively enhances it.

In order to successfully implement this new plan, the incumbent in this position must have knowledge of their current assessment plan as well as the ability to direct the transition to the aforementioned new system. The position will necessitate knowledge of the complexities of each assessment system, distinctive characteristics of each assessment system, federal and state regulations governing each assessment system, as well as the ability to communicate the intricacies of these structures to the community.

Gayle Potter has previously managed the assessment program but will be retiring from state government after twenty-five years of service. ADE has tried unsuccessfully to recruit to replace her and has been unable to generate any interest for this position due to salary levels. ADE also compares this position to that of another Division Director, who is currently an N908.

Due to the inability to attract applicants from school districts to this position as well as the need to maintain internal equity within the Department, the Office of Personnel recommends establishment of one growth pool position classified as Arkansas Department of Education Special Advisor, N908. ADE does not require any additional funding for this position and will eliminate the C129 position during the budget cycle. Furthermore, it requests continuation of this position for Fiscal Year 2012 – 2013.

Your consideration of this request is greatly appreciated.

Senator Michael Lamoureux, Co-Chairman
Representative Bryan King, Co-Chairman
June 8, 2012
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Sincerely,



Kay B. Terry
State Personnel Administrator



Chief Fiscal Officer of the State

JUN 05 2012

Date

KBT/JLH: 1-2



ARKANSAS DEPARTMENT OF EDUCATION

Dr. Tom W. Kimbrell
Commissioner

May 31, 2012

**State Board
of Education**

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Fayetteville

Vicki Saviers
Little Rock

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

Dear Ms. Terry:

The Arkansas Department of Education (ADE) is requesting to establish a Growth Pool position, ADE Special Advisor, Class Code N068N, Pay Grade N908. ADE is requesting a salary of \$96,228.

Rationale and Justification:

Transitioning to a new statewide assessment system over the next few years is going to require a very specialized skill set in terms of leadership, technical knowledge and communication.

This person will need a keen understanding of the state's current assessment system, and also understand and be able to direct the transition to the new Partnership for Assessment of Readiness for College and Careers (PARCC) assessment system.

The Department must be able to attract a candidate with organizational skills to coordinate the complexities of the state assessment program; a sophisticated knowledge of statistical models; an understanding of the technical characteristics of assessments; experience in finance and management of large budgets; a working knowledge of state and federal laws, rules and regulations governing assessment; and the ability to clearly and effectively communicate assessment results to various audiences.

Special Requirements:

Applicant must possess a current Arkansas educator license or be eligible for the same. Master's degree in curriculum and instruction, secondary education, educational assessment, educational psychology, or educational administration required; plus five years of teaching and/or school administration experience, program coordination, and/or as a curriculum, instruction, and/or assessment specialist; at least two years of experience in curriculum and/or assessment development, testing program coordination, and in the development and delivery of professional development training. Service on State and/or school district curriculum and/or assessment committees may be substituted for all or part of these special requirements. Background and experience in student assessment preferred. Due to the high visibility, accountability and responsibility that come with funds for "rapid" school improvement, the ADE is requiring that only experienced proven and licensed school district administrators need apply.

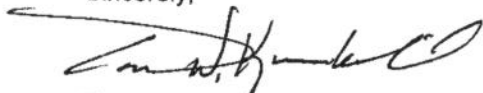
Four Capitol Mall
Little Rock, AR
72201-1019
(501) 682-4475
ArkansasEd.org

Ms. Kay Terry
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May 31, 2012

Below is the information needed to create this position. Thank you for your favorable consideration of this request. If you have any questions regarding this matter, please contact the Human Resources Office at 682.4210.

POSITION NUMBER	TITLE OF POSTION	PAY GRADE	CLASS CODE	COST CENTER	ORG UNIT	PERS AREA	PER SUB AREA
XXXXXXXXXX	ADE Special Advisor	N908	N068N	350171	21705859	NEL1	ED01

Sincerely,



Tom Kimbrell, Ed.D
Commissioner of Education

TK:kc:ch

cc: Tony Wood, Deputy Commissioner
Laura Bednar, Ed.D., Assistant Commissioner

Attachment



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

Business Area	Agency/Institution	Date
0500	Arkansas Department of Education	05/31/12

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	ADE Special Advisor	N908	N068N

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	05/31/12

Agency Director	Date
Dr. Tom Kimbrell, Commissioner of Education	05/31/12