



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

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
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September 17, 2014

Senator Uvalde Lindsey, Co-Chairperson
 Representative Andrea Lea, 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 submits a request from the Arkansas Economic Development Commission (AEDC) for your review.

The Arkansas Economic Development Commission has requested two positions from the position pool established by ACA 21-5-225 (a) (1). The surrendered positions and requested classifications are listed below:

<u>POSITIONS SURRENDERED</u>	<u>CLASSIFICATION</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
#22094131	AEDC Area / Program Representative	G104C	C122
#22094109	Research Project Analyst	B076C	C117

CLASSIFICATIONS REQUESTED

Agency Human Resources Manager	R013C	C123
Senior GIS Analyst	D029C	C124

JUSTIFICATION

The Arkansas Economic Development Commission has restructured their administrative services by combining human resources with the budget division. The former position authorized as Human Resources Administrator, R006C, C126 was moved to the Business Development Division and utilized as AEDC Project/Regional Manager, G062C, C125 due to immediate need. This lower graded C123 position will assume the duties formerly associated with that position. This position will possess the responsibility of communicating federal, state, and agency regulations to supervisory

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employees and subordinate employees. This position will additionally will function as a liaison between AEDC and the Office of the Governor, the Office of the Attorney General, the Department of Finance and Administration, the Department of Labor, as well as the Public Employees Retirement System.

The Arkansas Economic Development Commission does not currently have an authorized position as a Senior GIS Analyst. AEDC needs this position to assist the agency in proactively recruiting new and expanded business ventures to Arkansas. AEDC receives various requests regarding locations, natural resources, workforce availability, transportation advantages, etc. when recruiting potential employers to Arkansas. The agency should have the ability to provide responses quickly and accurately. This position's responsibilities will include compiling agency-wide data sets into GIS-ready formats, developing geographical presentations to companies and site consultants to respond to requests for information, utilizing existing geographical data from other agencies and subsequently integrating it into presentations, compiling internal and external data sets for potential expansion purposes, developing interactive web mapping tools which map industry clusters, as well as providing a variety of general maps practical for all personnel. This position will report to their AEDC Strategic Planning Assistant Director.

The Office of Personnel Management has reviewed this request from the Arkansas Economic Development Commission and recommends establishment of their requested pool positions authorized as Agency Human Resources Manager, R013C, C123 and Senior GIS Analyst, D029C, C124. The agency has guaranteed our office that it possesses sufficient funding to support these pool positions. Your approval of this request is greatly appreciated.

Sincerely,



Kay B. Terry
DFA State Personnel Administrator



Chief Fiscal Officer of the State

SEP 18 2014

Date

KBT/JLH



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

Business Area	Agency/Institution	Date
0790	Arkansas Economic Development Commission	08/13/14

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22094131	AEDC Area/Program Representative	C122	G104C
22094109	Research Project Analyst	C117	B076C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Agency Human Resources Manager	C123	R013C
	Senior GIS Analyst	C124	D029C

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
	08/13/14

Agency Director	Date
	08/13/14

**Arkansas Economic Development Commission
Request for OPM Pool Position Swap
Human Resources Manager
August 2014**

The Arkansas Economic Development Commission requests approval to swap AEDC Position #22094131 AEDC Area/Program Representative, Grade C122 for an Agency Human Resources Manager, Grade C123 from the OPM Pool.

This request is the result of some restructuring in the administrative area of the agency. There is currently no one performing the Human Resources management duties and the available C122 position is not the appropriate classification into which to hire a manager. The Grade C123 Agency Human Resources Manager position is the lowest appropriately graded position for this function.

The Human Resources Division, once a stand-alone division has been merged with the Budget Division in order to improve efficiencies, to facilitate stronger cross-training between the Budget and HR function and to reduce risk within the HR function identified in the agency risk assessment. Organizational Efficiencies/Development duties have been reassigned from the Human Resources Division to the executive leadership level reducing the responsibilities within the HR division and lessening the need for a higher level position to oversee the Human Resources function as it formerly existed. The previous C126 Human Resources Administrator position was crossgraded to a C125 Regional/Project Manager and redirected to the Business Development Division to focus on the recruitment function.

The agency requests this position swap in order to fill the management gap in the Budget/HR Division.

Arkansas Economic Development Commission
Request for OPM Pool Position Swap
GIS Position
August 2014

The Arkansas Economic Development Commission requests approval to swap AEDC Position #22094019, Research Project Analyst, Grade C117 for a Senior GIS Analyst, Grade C124 from the OPM Pool. There is a need to build GIS capacity into our Research Division in order to increase our ability to proactively recruit new and expanding business.

As the competition for recruiting new companies and retaining and growing existing Arkansas companies becomes increasingly more global, it is imperative that the Arkansas Economic Development Commission (AEDC) enhance its ability to present copious demographic, social and economic data to business leaders and site consultants worldwide in geographic formats that allow decision makers to quickly and comprehensively analyze the positive attributes of Arkansas's corporate umbrella, workforce, raw materials, available buildings and sites and quality of place. Requests for information received by business leaders and consultants are increasing requesting graphical presentations of both quantitative and qualitative data to answer questions such as:

1. Where are potential suppliers and customers for my business? For example, where are companies that use rolled sheet steel in their product located?
2. Where are potential buildings and green field sites located in your state relative to major transportation corridors, educational institutions, sources of raw materials and utilities that meet my specifications?
3. I need a labor force of 200 skilled machinists. Graphically show which regions could provide primary and secondary labor sheds to meet my needs.
4. We are a European company that desires a centralized US location for light manufacturing and distribution. Identify potential sites close to ports and major Interstate highways and that are located in the central US within one day's drive of major mid-South markets.

In contrast to most state economic development and commerce agencies, the AEDC does not employ a GIS professional who can apply technical GIS skills and software products to provide superior geographic presentations that exceed customers' expectations. The AEDC has been able to respond as best as possible by developing some in-house expertise through on-the-job use of software products such as Environmental Systems Research Institute (ESRI) and from gratis work from the

University of Arkansas at Little Rock. This incomplete approach has hampered AEDC's ability to respond to data requests in a timely manner, customize graphic data presented to companies and site consultants (often on the spur of the moment) and proactively analyze and target companies to recruit based upon site selection analytics to identify optimum sites, supply chains and workforce availability. Additionally, AEDC policy decisions involving distribution of grant funding, analysis of infrastructure needs and costs and understanding regional industry clusters and supply chains is lessened by not fully understanding the underlying social, demographic and economic data that could help the decision-making process.

In response to these deficiencies, the AEDC is requesting a full-time geographic information specialist to collect, analyze and disseminate quantitative and qualitative data to internal and external customers including, but not limited to: companies; site selection consultants; state, local and Federal officials; professional economic and community developers; and, AEDC staff. The duties and responsibilities for this position (broadly) would include:

- The compilation and conversion of agency-wide data sets into GIS-ready formats. Since most existing data is inherently geospatial, our analytical and presentation skills could be greatly enhanced with a minimal amount of effort to assimilate and format data into compatible formats. This would involve Access, Quickbase, Excel, Portfol and other data platforms.
- Geographical presentation of demographic, economic, infrastructure, workforce and other data to companies and site consultants to respond to requests for information regarding Arkansas's geographic areas, corporate footprints, labor/workforce availability, available buildings and greenfield sites specific to recruitment, expansion and retention activities.
- Compilation of internal and external data sets to identify heretofore unknown industrial sites that have ownership, geographic, infrastructure, workforce, environmental and other attributes conducive to site location and expansion activities.
- Better utilization of existing data resources such as Census data, AR GeoStore, and data from agencies such as the Arkansas Highway and Transportation Department and multiple workforce and educational agencies.
- Analysis of fiscal, economic and demographic data to assist internal division decisions regarding grant funding, regional community and economic development, policy development and application, and existing business resource development (e.g., location of training programs, transportation voids, etc.)
- Development of interactive web mapping tools to allow online mapping of industry clusters (companies, suppliers and customers), infrastructure assets,

utility presence and capacity, etc. not currently being provided by Arkansas Select Site.

- Presentation of labor shed analyses, regional workforce skills availability, economic baseline analyses, transportation feasibility and other analytical reports.
- Graphically track agency activities particular to communities, companies and capital (funding programs).
- Developing a graphical understanding and integration of other agencies' data (e.g., workforce data, ADEQ environmental data, transportation asset data, Arkansas Department of Education and Higher Education) into AEDC economic development policies, practices and presentations.
- Provide a myriad of maps to graphically present data in easily understood pictures.