



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskens

Director Kay Barnhill

January 17, 2024

The Honorable Breanne Davis, Co-Chairperson
The Honorable Mark Berry, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Senator Davis and Representative Berry:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Agriculture for your review.

The Department of Agriculture, Shared Services Division, is requesting three (3) positions from the OPM Surrender Pool established by Arkansas Code Annotated § 21-5-225(a)(1) along with two (2) new titles. In addition, the Agriculture Division is also requesting one (1) position from the OPM Surrender Pool established by Arkansas Code Annotated § 21-5-225(a)(1). The classifications requested and positions being surrendered are listed below:

Department of Agriculture – Shared Services Division

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
G004C	Managing Attorney	GS13	1	\$77,862 - \$112,899
NEW	Agri Law Enforcement Deputy Chief	GS09	1	\$50,222 - \$72,821
X109C	Agri Investigator	GS07	1	\$40,340 - \$58,493
NEW	Agri Investigator II	GS08	0	\$45,010 - \$65,264

Office of Personnel Management

501 Woodlane Street, Suite 205 * Little Rock, AR 72201 * 501.682.1753

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POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>LAST DATE VACATED</u>
22087644	Attorney Specialist	G047C	GS11	\$62,531 - \$90,669	8/7/2023
22179628	Attorney Specialist	G047C	GS11	\$62,531 - \$90,669	11/19/2023
22094773	Law Enforcement Training Instructor	T103C	GS06	\$36,155 - \$52,424	Occupied

Department of Agriculture – Agriculture Division

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
B014C	Asst State Forester	GS11	1	\$62,531 - \$90,669

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>LAST DATE VACATED</u>
22088650	District Forester	B022C	GS10	\$56,039 - \$81,256	Occupied

JUSTIFICATION

The Division of Shared Services is requesting three (3) Surrender Pool positions and two (2) new titles due to reorganization and the need to strengthen the department's legal team. The new title of Agri Law Enforcement Deputy Chief, GS09, is needed as a result of the passage of Act 636 and the creation of the Office of Agricultural Intelligence which the current law enforcement team is having difficulty managing due to the growing number of violations already investigated. The current Law Enforcement Assistant Chief will laterally move into the new title of Agri Investigator II. The Agri Investigator, GS07, is needed to bring positions into better alignment and more accurately reflect the job duties. The incumbent of one surrendered position (22094773) would be promoted into this


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position with the standard 10% increase. Approval of these requests will result in an anticipated cost of approximately \$18,396, including matching, and will be paid from general revenue.

The Division of Agriculture is requesting one (1) Surrender Pool position to better align the positions within the Forestry division and accurately reflect the job duties and responsibilities. The current incumbent occupying the position to be surrendered (22088650) will promote into the new position and receive the standard 10% increase in salary. Approval of this request will result in an anticipated cost of approximately \$9,179, including matching, and will be paid from general revenue.

The Office of Personnel Management has reviewed the request and **recommends** the approval of four (4) Surrender Pool positions and two (2) new titles. The maximum cost for all pool positions would be approximately \$27,575, considering two positions would be promotions for existing employees, from general revenue.

Your consideration of this request is greatly appreciated.

^{AP}

STATE PERSONNEL DIRECTOR

1/17/24

DATE

KB/sd:1-3

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
9901	1	G004C	Managing Attorney	GS13	\$77,862 to \$112,900	\$133,533.00	GR 100%
9901	1	New	Agri Law Enforcement Deputy Chief	GS09	\$50,222 to \$72,822	\$86,130.00	GR 100%
9901	1	X109C	Agri Investigator	GS07	\$40,340 to \$58,493	\$65,532.00	GR 100%
Total Estimated Cost of the New Positions including 40% match						\$285,195.00	
Total Cost to General Revenue						\$285,195.00	

Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
9901	22087644	G047C	Attorney Specialist	GS11	8/7/2023	Y	\$ 110,727.00	GR 100%
9901	22179628	G047C	Attorney Specialist	GS11	11/17/2023	Y	\$ 90,540.00	GR 100%
9901	22094773	C037C	Adminstrative Analyst/cross graded to Law Enforcement Training Instructor	GS06	Filled	Y	\$65,532.00	GR 100%
Total Estimated Savings							\$	266,799.00
Estimated Savings to General Revenue							\$	(18,396.00)

Total Estimated Cost to the Agency	\$18,396.00
Total Estimated Cost to General Revenue	\$18,396.00
Total Authorized Position Adjustment	0

* The Estimated Cost calculation is based upon the Midpoint of the salary range, plus 40% matching.

** The Estimated Savings calculation is based upon the exit salary plus 40% match, only if a position has been vacant less than 1 year from the date of the request. Otherwise, savings is solely based on \$6,600 provided to EBD for all budgeted positions.

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
0400	1	B014C	Asst. State Forester	GS11	\$62,531 to \$90,670	\$107,240.00	SR 100%
Total Estimated Cost of the New Positions including 40% match						\$107,240.00	
Total Cost to General Revenue						\$0.00	

Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
0400	22088650	B022C	District Forester	GS10	Filled	Y	\$ 98,061.00	SR 100%
Total Estimated Savings							\$	(9,179.00)
Estimated Savings to General Revenue							\$	-

Total Estimated Cost to the Agency	\$9,179.00
Total Estimated Cost to General Revenue	\$0.00
Total Authorized Position Adjustment	0

* The Estimated Cost calculation is based upon the Midpoint of the salary range, plus 40% matching.

** The Estimated Savings calculation is based upon the exit salary plus 40% match, only if a position has been vacant less than 1 year from the date of the request. Otherwise, savings is solely based on \$6,600 provided to EBD for all budgeted positions.



Sarah Huckabee Sanders
Governor

2023
ARKANSAS DEPARTMENT OF AGRICULTURE

1 Natural Resources Drive, Little Rock, AR 72205
agriculture.arkansas.gov
(501) 225-1598

DEC 14 2023



Wes Ward
Secretary of Agriculture

December 12, 2023

Ms. Kay Barnhill
Administrator, Office of Personnel Management
Arkansas Department of Transformation and Shared Services
501 Woodlane
Little Rock, AR 72202

Dear Ms. Barnhill:

The Arkansas Department of Agriculture is seeking to obtain the following three new positions for Business Area 9901 from the surrender pool. If the new positions are approved, the Department will refrain from filling three positions until the next biennium when they will be surrendered in a show of good faith and to reduce costs.

- **Managing Attorney - GS13**
The Department is requesting a GS13 Managing Attorney position for better alignment of job duties and responsibilities, and to improve the Department's ability to recruit more qualified candidates. This position will strengthen the Department's legal team and its ability to handle a broad and extensive workload.
- **Agri Law Enforcement Deputy Chief (New Title) - GS09**
This position is needed to better align responsibilities within the Department's five-person law enforcement team that has assumed vitally important and time sensitive statewide responsibilities with the passage of Act 636 and the creation of the Office of Agricultural Intelligence. While the Department's law enforcement team is actively reviewing a significant number of potential Act 636 violations, the law enforcement team has already assisted with actions to compel the removal of Chinese owned Syngenta Seeds in Northeast Arkansas and has assisted with formally reporting two additional potential violations of Act 636 by Chinese entities to the Arkansas Attorney General this year. These responsibilities are in addition to the normal statewide workload of the team which includes assisting with arson, illegal dumping, vandalism, agricultural theft, and assistance to other Department of Agriculture activities. The addition of another law enforcement officer to the team will allow the Department to better manage the normal day to day workload of agricultural crimes while also devoting additional attention to the significant issue of unlawful foreign ownership.
- **Agri Investigator - GS07**
This position is needed to bring one of the Department's law enforcement positions into alignment with other law enforcement positions within the Department and more accurately reflect job duties. Incumbent Keith Dedmon is currently in an Administrative Analyst position (GS06 #22094773) that was cross-graded to a GS06 Law Enforcement Training Instructor. Mr. Dedmon would promote to the GS07 position with no change in salary.

These positions are paid from general revenue. If approved, the new positions would result in a total estimated cost of \$18,396 to the agency.

The Department proposes to refrain from filling the following vacant positions:

- GS11 22087644 Attorney Specialist
- GS11 22179628 Attorney Specialist
- GS06 22094773 Administrative Analyst/cross graded to Law Enforcement Training Instructor (Currently occupied by incumbent Keith Dedmon, who would transfer to the new GS07 Investigator with no change in salary).

The Department also requests a new title for the current GS08 22163449 Agri Law Enforcement Assistant Chief to Agri Investigator II. The Agri Investigator II position would assist with the Office of Agricultural Intelligence workload while also assisting with the law enforcement team's normal statewide workload. The current incumbent will transfer to the Agri Investigator II position with no change in salary.

We appreciate your consideration. Please let us know if additional information is needed.

Respectfully,



Wes Ward
Secretary of Agriculture
State of Arkansas



Sarah Huckabee Sanders
Governor

ARKANSAS DEPARTMENT OF AGRICULTURE

1 Natural Resources Drive, Little Rock, AR 72205
agriculture.arkansas.gov
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Wes Ward
Secretary of Agriculture

December 14, 2023

Ms. Kay Barnhill
Administrator, Office of Personnel Management
Arkansas Department of Transformation and Shared Services
501 Woodlane
Little Rock, AR 72202

Dear Ms. Barnhill:

The Arkansas Department of Agriculture is seeking the following new position for Business Area 0400 from the surrender pool. If the position is approved, the Department will refrain from filling one position until the next biennium when it will be surrendered in a show of good faith and to reduce costs.

Surrender Pool Position:

- Asst. State Forester - GS11
The Department is requesting a GS11 Asst. State Forester position for better alignment of positions within the Forestry Division and to accurately reflect job duties and responsibilities. Incumbent Chandler Barton is currently in a District Forester position (GS10 #22088650) and would promote to the GS11 position with a 10% increase in salary.

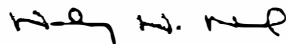
This position is paid from general revenue. If approved, the new position would result in an increase of \$9,179.

The Department proposes to refrain from filling the following position:

- GS10 22088650 District Forester

We appreciate your consideration. Please let us know if additional information is needed.

Respectfully,


Wes Ward
Secretary of Agriculture
State of Arkansas