



Department of Shared Administrative Services  
 Governor Sarah Huckabee Sanders  
 Secretary Leslie Fiskens

December 17, 2025

The Honorable Breanne Davis, Co-Chairperson  
 The Honorable Les Warren, 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 Warren:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department Agriculture (AGRI), Division of Agriculture, and the Shared Services Division, for your review.

AGRI is requesting two (2) positions from the OPM growth pool established by Arkansas Code Annotated § 21-5-225(b). The classification requested is listed below:

**CLASSIFICATIONS REQUESTED**

<b><u>BA</u></b>	<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u># REQUESTED</u></b>	<b><u>SALARY RANGE</u></b>
9901	EEX02A	Agriculture Division Director	EXE01	1	\$141,125 - \$191,930
9901	IDN01P	Data Analyst	IST07	1	\$73,104 - \$119,274

**CLASSIFICATIONS FROZEN**

<b><u>POS #</u></b>	<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>POSITION NO.</u></b>	<b><u>SALARY RANGE</u></b>
0400	PAS03P	Administrative Specialist	SGS02	22150691	\$35,610 - \$52,703
0400	PAS03P	Administrative Specialist	SGS02	22087823	\$35,610 - \$52,703
0455	PAS03P	Administrative Specialist	SGS02	22087635	\$35,610 - \$52,703

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### JUSTIFICATION

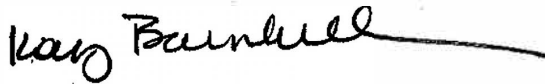
The Department of Agriculture is requesting the above positions due to the transition of the Department of Education's (ADE) Nutrition Services program and positions to AGRI, which occurred in October 2025. This transfer is pursuant to a memorandum of understanding between The Department of Agriculture and ADE and will require AGRI to oversee the federal nutrition programs. These positions are critical to ensuring program compliance and continuity of service.

The Agriculture Division Director position will unify several program areas with work across multiple units to eliminate fragmented oversight. The Data Analyst position is required to handle the extensive and critical federal reporting requirements and analytics which the department does not currently have the staff to handle. AGRI agrees to freeze the above-listed positions from other business areas to offset the cost of the requested positions. The requested positions will be paid out of both Federal and General Revenue, while the frozen positions are paid from Special Revenue. Approval of this request will result in an anticipated cost of approximately \$299,921. However, the cost offset of \$23,760 will bring that down to a total anticipated cost of \$276,161, of which \$102,346 is General Revenue.

OPM has reviewed the request and **recommends** the approval of two (2) growth pool positions.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management

KB/sd:1-2

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
9901	1	EEX02A	Agriculture Division Director	EXE01	\$141,125-191,930	197,575.00	100% Federal
9901	1	IDN01P	Data Analyst	IST07	\$73,104-119,274	102,345.60	100% General
Total Estimated Cost of the New Positions including 40% match						\$	299,920.60
Total Cost to General Revenue						\$	102,345.60

Positions Frozen								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
0400	22150691	PAS03P	Administrative Specialist	SGS02	8/26/2022	yes	\$ -	100% Special
0400	22087823	PAS03P	Administrative Specialist	SGS02	11/11/2023	yes	\$ -	100% Special
0455	22087635	PAS03P	Administrative Specialist	SGS02	1/5/2024	yes	\$ -	100% Special
Total Estimated Savings							\$	-
Estimated Savings to General Revenue							\$	-

No savings at this time since positions can only be frozen and not eliminated

<b>Total Estimated Cost to the Agency</b>						\$	<b>299,920.60</b>
<b>Total Estimated Cost to General Revenue</b>						\$	<b>102,345.60</b>
<b>Total Authorized Position Adjustment</b>							<b>2</b>

\* The Estimated Cost calculation is based upon the Entry 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 \$7,920 provided to EBD for all budgeted positions.

\*\*\* If it is expected that the salary provided to the employee hired into a new position will be higher than the entry rate, then the expected salary shall be used in lieu of the entry rate of the grade.