



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

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
1509 West Seventh Street, Suite 201
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1823
www.dfa.arkansas.gov

June 15, 2016

L

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, 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 (OPM) submits a request for the continuation of previously approved pool positions for FY17. The requested positions for continuation are attached.

Currently there are 31 OPM Surrender Pool positions from 13 different state agencies. There are also 52 Growth Pool positions from 13 different state agencies. There are a total of 83 pool positions among 24 state agencies currently. There are no modifications recommended by OPM for these positions.

After review of the request, the Office of Personnel Management **recommends** the approval of the continuation of these previously approved pool positions for FY17. Your consideration of this request is greatly appreciated.

Sincerely,

Kay Barnhill
State Personnel Administrator

Chief Fiscal Officer of the State

JUN 07 2016

Date

KB/sd:1

POOL POSITION
CONTINUATIONS FY17

BA	Agency/Institution Name	Request Type	Classifications Affected/ Position Number	Positions Acquired	Notes
35	OMIG	Growth Pool	OMIG Operations Manager, G250C, C125 (22163221)	1	
			Legal Services Specialist, G179C, C117 (22163222)	1	
323	Parole Board	Growth Pool	Parole Board Victim Input Coordinator, T105C, C118 (22163397)	1	
385	Veteran's Affairs	Growth Pool	State Veteran's Home Administrator, L026N, N903 (22163398)	1	
			Nurse Manager, L009C, C125 (22163399)	1	
			Accountant II, A082C, C117 (22163400)	1	
			Food and Beverage Director, S003C, C122 (22163680)	1	
			Food Preparation Manager, S044C, C114 (22163681)	1	Vacant
			Food Preparation Supervisor, S056C, C111 (22163682 & 22163683)	2	22163683 Vacant
			Food Preparation Specialist, S085C, C104 (22163684-22163691)	8	All Vacant
388	War Memorial Stadium	OPM Pool	Public Information Coordinator, P013C, C120 (22161835)	1	
			Veterans Service Officer, G235C, C118 (22163045 & 22163046)	2	
			Procurement Manager, V004C, C121 (22163297)	1	
395	Arkansas Development Finance Authority	Growth Pool	ADFA Public Finance Officer, A017N, C905 (22163101)	1	
400	Dept of Agriculture	Growth Pool	Agriculture Chief Fiscal Officer, A010N, N903 (22160971)	1	
			Agri Program Manager, B049C, C120 (22163450 & 22163451)	2	
			ARLPC Lab Quality Manager, B136C, C122 (22164221)	1	Vacant
470	Dept of Information Systems (DIS)	Growth Pool	Public Information Manager, P004C, C123 (22163047)	1	
			Staff Forester, B058C, C119 (22163448 & 22163449)	2	
470	Dept of Information Systems (DIS)	Growth Pool	DIS EEF Senior System Administrator, D096C, C130 (22160059)	1	Vacant
			DIS EEF System Administrator, D098C, C128 (22160063 & 22160064)	2	
			DIS EEF State System Administrator, D099C, C126 (22160065)	1	Vacant
			DIS EEF Division Director, D014N, N907 (22160056)	1	Vacant

POOL POSITION
CONTINUATIONS FY17

425	Insurance Department	OPM Pool	Public Information Officer, P074C, C127 (22162959) Insurance Life and Health Compliance Officer, X083C, C118 (22162960)	1 1	
485	AR Dept. of Community Correction	Growth Pool	ADC Construction/Maintenance Coordinator, S094C, C124 (22163797) DCC Program Administrator Parole and Probation Services, T004C, C128 (22163223)	1 1	Vacant Vacant
500	Dept of Education	Growth Pool	Attorney Supervisor, G025C, C127 (22160989)	1	Vacant
552	NW Technical Institute	OPM Pool	Administrative Analyst, C037C, C115 (22163098) Career and Technical Faculty, E027C, C120 (22164202)	1 1	Vacant
590	Dept of Career Ed	OPM Pool	Inventory Control Manager, V020C, C113 (22160633) ACE Division Manager, G010C, C128 (22163674) Fiscal Support Manager, A038C, C123 (22163675)	1 1 1	
610	DFA	Growth Pool	DFA Director of Communications, P006N, N904 (22163447)	1	
645	Health Dept	OPM Pool	Nurse Manager, L009C, C125 (22161396) Engineer P.E., B023C, C124 (22163676, 22163677, 22163678)	1 3	Vacant
700	Dept of Higher Education	OPM Pool	DHE Senior Associate Director, N002N, N913 (22162247)	1	
710	AR Dept. of Human Services	OPM Pool	DHS Program Administrator, G099C, C122 (22161070) Information Systems Manager, D007C, C128 (22161042) Quality Assurance Coordinator, X062C, C119 (22161071)	1 1 1	
		Growth Pool	DHS/DMS ADD- Medical Services, N100N, N906 (22163225) Quality Assurance Coordinator, X062C, C119 (22161072, 22161073) DHS Deputy Director Administrative Services, N016N, N911 (22161320) DHS/DMS Business Operations Manager, A016C, C127 (22163226) Nurse Manager, L009C, C125 (22163227) Registered Nurse, L038C, C120 (22163228) Budget Analyst, R021C, C119 (22163229) IT Senior Project Manager, D022N, N904 (22163453, 22163454, & 22163455)	1 2 1 1 1 1 3	Vacant Vacant Vacant

POOL POSITION
CONTINUATIONS FY17

			Information Systems Coordinator, D090C, C124 (22163456)	1	Vacant
790	Economic Development	OPM Pool	Agency Human Resources Manager, R013C, C123 (22161024) GIS Analyst, D029C, C124 (22161033)	1 1	
800	Labor Department	OPM Pool	Public Information Coordinator, P013C, C120 (22163340)	1	Vacant
			Agency Human Resources Manager, R013C, C123 (22161836) Assistant Personnel Manager, R024C, C118 (22161837)	1 1	
810	Dept of Workforce Services	Growth Pool	DWS Director of Communications, P007N, N903 (22163723)	1	Vacant
900	Parks and Tourism	OPM Pool	Radio Producer, P068C, C120 (22161398)	1	
930	ADEQ	Growth Pool	ADEQ Deputy Director, N195N, N908 (22161850) ADEQ Deputy Director, N195N, N908 (22163295) ADEQ Deputy Director, N195N, N908 (22163296)	1 1 1	
950	ALETA	OPM Pool	ALETA Training Supervisor, T025C, C121 (22161973)	1	
			Education & Instruction Coordinator, E026C, C120 (22163693)	1	Vacant
960	AR State Police	Growth Pool	ASP Deputy Director/Lt. Colonel, N057N, N908 (22163220)	1	
995	Department of Emergency Management	OPM Pool	Grants Analyst, G180C, C117 (22163550)	1	Vacant
			Maintenance Technician, S046C, C113 (22163551 & 22163552) ADEM Program Manager, G140C, C120 (22163553)	2 1	

TOTAL 83



**Office of the
Medicaid Inspector General**

323 Center Street, Suite 1200 · Little Rock, AR 72201
501-682-8349 · Fax: 501-682-8350



MEMORANDUM

TO: Jennifer Davis
OPM

FROM: Elizabeth Smith
Office of the Medicaid Inspector General

DATE: 05/20/2016

SUBJECT: OMIG Continue two positions

The Office of the Medicaid Inspector General would like to continue the following two positions for SFY17 that were pool positions from DHS in SFY16. These positions are in fund NMI0000.

C117 Legal Services Specialist – 22163222
C125 OMIG Operations Manager – 22163221

Thank you.

Tracii

ARKANSAS PAROLE BOARD



ASA HUTCHINSON
Governor

JOHN FELTS
Chairman

105 WEST CAPITOL - SUITE 500
LITTLE ROCK, ARKANSAS 72201
Phone: (501) 682-3850
FAX: (501) 683-6381
www.paroieboard.arkansas.gov

May 18, 2016

Mrs. Kay Terry – State Personnel Administrator
1509 West 7th Street, STE 201
Little Rock, AR 72201

We are requesting the continuation of the Victim Input Coordinator position 22163397, T105C, C118 for fiscal year 2017.

If additional information is needed please contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "John Felts".

John Felts, Chairman

Cc: Mahogany Franklin, Business Operations Manager
File



WAR MEMORIAL STADIUM
Little Rock

Kay Barnhill Terry
Administrator
Office of Personnel Management
DFA Building
1509 W 7th St, Ste 201
Little Rock, AR 72201

05/19/2016

Dear Mrs. Terry:

Please find attached a pool position approval we received on 11/20/15. This request was to trade 2 of our vacant positions (Fiscal Support Analyst C115 & Stadium Commission Custodian C107) in for a new position (Procurement Manager C121). The pool position was approved and we are requesting to continue this position permanently and budget it for the biennium. The cost for this continuation is \$2,951.00 a year. Thank you for your consideration. Please feel free to contact me anytime.

Sincerely,

Jerry Cohen
Executive Director (Stadium Manager)



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

**OFFICE OF PERSONNEL MANAGEMENT
Classification & Compensation**
1509 West Seventh Street, Suite 205
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1753
Fax: (501) 682-5104
<http://www.state.ar.us/dfa>

November 20, 2015

Ms. Dinah Soderling
War Memorial Stadium Commission
P.O. Box 25022
Little Rock, Arkansas 72225

Dear Ms. Soderling:

Following review by the Committee on Uniform Personnel Classification and Compensation, the Office of Personnel Management has approved the request to obtain one position from the OPM pool established by Arkansas Code 21-5-225 (a)(1) with the effective date of November 20, 2015:

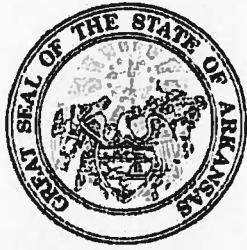
<u>CLASSIFICATION REQUESTED</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
Procurement Manager	V004C	C121

If we can be of further assistance, please contact us.

Sincerely,

Herbert M. Scott
Deputy Personnel Administrator

HMS/cbc:1



Office of the Director, Fiscal and Human Resources
501 Woodlane Drive, Suite 230C, Little Rock, AR 72201
Phone: (501) 683-1787 | Fax: (501) 682-4833

Asa Hutchinson
Governor

Matt Snead
Director

May 20, 2016

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

RE: Central Growth Pool / OPM Pool Extension Requests

Dear Ms. Barnhill:

The Arkansas Department of Veterans Affairs is requesting OPM's permission to continue the use of the approved central growth pool positions for the upcoming fiscal year, July 1, 2016 – June 30, 2017.

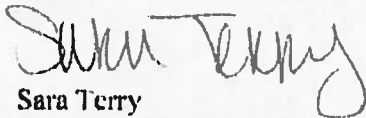
22163398	L026N	STATE VETERANS HOME ADMINISTRATOR
22163398	L009C	NURSE MANAGER
22163400	A082C	ACCOUNTANT II
22163680	S003C	FOOD AND BEVERAGE DIRECTOR
22163681	S044C	FOOD PREPARATION MANAGER
22163682	S056C	FOOD PREPARATION SUPERVISOR
22163683	S056C	FOOD PREPARATION SUPERVISOR
22163684	S085C	FOOD PREPARATION SPECIALIST
22163685	S085C	FOOD PREPARATION SPECIALIST
22163686	S085C	FOOD PREPARATION SPECIALIST
22163687	S085C	FOOD PREPARATION SPECIALIST
22163688	S085C	FOOD PREPARATION SPECIALIST
22163689	S085C	FOOD PREPARATION SPECIALIST
22163690	S085C	FOOD PREPARATION SPECIALIST
22163691	S085C	FOOD PREPARATION SPECIALIST

The Arkansas Department of Veterans Affairs is requesting OPM's permission to continue the use of the approved OPM pool positions for the upcoming fiscal year, July 1, 2016 – June 30, 2017.

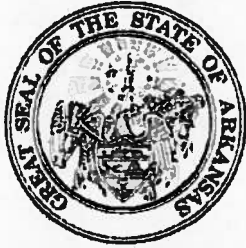
22161835	P013C	PUBLIC INFORMATION COORDINATOR
22163045	G253C	VETERANS SERVICE OFFICER
22163046	G253C	VETERANS SERVICE OFFICER

Please feel free to contact me at (501) 683-1386 with any questions or clarification you may have.

Sincerely,



Sara Terry
Assistant Personnel Manager



Office of the Director, Fiscal and Human Resources
501 Woodlane Drive, Suite 230C, Little Rock, AR 72201
Phone: (501) 683-1767 | Fax: (501) 682-4833

Asa Hutchinson
Governor

Matt Snead
Director

May 31, 2016

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

RE: Continuation requested – Position# 22094514 Public Information Specialist

Dear Ms. Barnhill:

The Arkansas Department of Veterans Affairs requests OPM's permission to continue use of approved position number 22094514, Public Information Specialist, Class Code P027C, Grade C116 for the upcoming fiscal year, July 1, 2016 – June 30, 2017. This title was appropriated in the ADVA's 2016-2017 appropriation, Act 233 of the 2016 fiscal session.

The financial impact of this position is \$4,116.74.

Please feel free to contact me at (501) 683-1683 with any questions you may have.

Respectfully,


Karen Watkins
ADVA Chief Fiscal Officer



May 19, 2016

Ms. Kay Barnhill, Personnel Administrator
DFA Office of Personnel Management
Department of Finance and Administration
401 DFA Building
Little Rock, AR 72201

RE: Pool Position Request Continuation for positions 2216-3101

Arkansas Development Finance Authority would like to request approval to continue the Pool Position Request for the position of ADFA Public Finance Officer, class code A017N. The position number is listed above. The position is currently filled. The position cost to the agency is minimal due to the high level of experience and knowledge required to fill this position within the agency.

I have attached the original letter of approval. Please let us know if there is any further information needed for this request.

Sincerely,

A handwritten signature in cursive script that reads "Aaron S. Burkes".

Aaron Burkes
ADFA President



ARKANSAS AGRICULTURE DEPARTMENT

ASA HUTCHINSON
GOVERNOR

WES WARD
SECRETARY OF
AGRICULTURE



#1 NATURAL RESOURCES DRIVE
LITTLE ROCK, AR 72205

PHONE: (501) 683-4851
FAX: (501) 683-4852

E-MAIL: SECRETARY@AAD.AR.GOV

May 23, 2016

Mr. Larry Walther, Director
Department of Finance & Administration
P. O. Box 3278
Little Rock, Arkansas 72203

Re: continuation of pool positions for FY17

Dear Mr. Walther:

The Arkansas Agriculture Department respectfully requests the continuation of the attached positions into FY17.

Sincerely,

ARKANSAS AGRICULTURE DEPARTMENT
Arkansas Forestry Commission

A handwritten signature in black ink that reads "Paula L. Jones".

Paula L. Jones
Human Resources Administrator

Arkansas Insurance Department

Asa Hutchinson
Governor



Allen Kerr
Commissioner

May 18, 2016

Cori Ammons, DFA Personnel Analyst
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, AR 72201

Re: **FY17 Continuation of Pool Positions:**

Title	Position #	Class Code	Grade
AID Public Information Officer	22162959	P074C	C127
Insurance Life & Health Comp Officer	22162960	X083C	C118

Ms. Ammons:

The department has been advised by Michael Bynum, DFA Budget Analyst that a determination was made regarding pool positions that the biennium was a more appropriate time to make them permanent. Due to this determination, the department request to extend the two above referenced pool positions into fiscal year 2017 and make them permanent during biennium.

The cost of these positions are as follows for FY17, COLA not included:

Title	Position #	Class Code	Grade	Salary	
Public Information Manager	22088123	P004C	C123	\$75,311.81	Surrendered
AID Public Information Officer	22162959	P074C	C127	\$68,032.81	Requested
				Difference =	\$7,279.00
Insurance Licensing Tech	22088146	X180C	C110	\$22,519.00	Surrendered
Ins Life & Health Comp Officer	22162960	X083C	C118	\$33,861.00	Requested
				Difference =	\$10,942.00

Sincerely,

Andrea May
HR Manager

cc: Commissioner Allen Kerr
Russ Galbraith, Chief Deputy Commissioner
Courtney Traylor, Assistant Deputy Commissioner of Finance

jam

Ms. Kay Terry
State Personnel Administrator
Office of Personnel Management
1509 West Seventh Street
Little Rock, Arkansas 72201

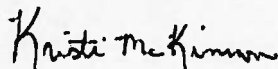
May 19, 2016

To the Office of Personnel Management,

The Department of Information Systems is requesting to continue the Growth Pool for each classification listed below for FY16/17.

Class	TITLE	Entry	LMR
D096C	DIS EEF Senior System Administrator	\$60,810	\$76,819
D098C	DIS EEF Senior Administrator	\$55,156	\$70,849
D099C	DIS EEF State System Administrator	\$50,029	\$65,324
D014N	DIS EEF Division Director	\$82,246	\$92,526
D098C	DIS EEF System Administrator	\$55,156	\$70,849

Kristi McKinnon



DIS Human Resources



Arkansas Community Correction

Two Union Nation Plaza Building
105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
(501) 682-9510 (501) 682-9513

May 18, 2016

Ms. Kay Barnhill
1509 West Seventh Street
Little Rock, AR 72201

Dear Ms. Barnhill,

Arkansas Department Community Correction (ACC) is requesting the continuation of the following pool positions for Fiscal Year 2017:

<u>Class Code</u>	<u>Classification</u>	<u>Grade</u>
S094C	ADC Construction Maintenance Coordinator	C124
T004C	DCC Program Administrator Parole & Probation Services	C128

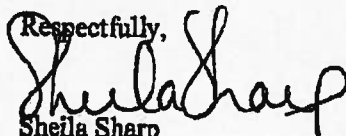
DCC Program Administrator Parole & Probation Services

This position is responsible for the oversight and management of 1/3 of Probation and Parole Services statewide. It includes frequent travel to make sure daily operations are moving forward accordingly, personnel actions, working with Judges and the many types of Courts that our offenders are involved in, and many other functions that need special attention. This position allows Parole and Probation Services to better manage a population of approximately 55,000 offenders on Parole and Probation.

ADC Construction Maintenance Coordinator

This position is responsible for the oversight and management of all maintenance and construction projects for the Re-entry division within ACC. Job duties for this position will include but not limited to, construction site management, estimating materials and costs, negotiating and administering contracts, bidding, and close-outs of projects.

In conclusion, the approval of these pool positions allows ACC to continue the reduction of recidivism.

Respectfully,

Sheila Sharp
ACC Director



ARKANSAS DEPARTMENT OF EDUCATION

Johnny Key
Commissioner

May 12, 2016

State Board
of Education

Toyce Newton
Crosscut
Chair

Mireya Reith
Fayetteville
Vice Chair

Dr. Jay Bath
Little Rock

Joe Black
Newport

Susan Chambers
Bella Vista

Cherisse Dean
Little Rock

Vicki Savers
Little Rock

R. Brett Williamson
El Dorado

Diane Zook
Molbourne

Ms. Kay Barnhill, State Personnel Administrator
Office of Personnel Management
1509 W 7th Suite 201
Little Rock, Arkansas 72203-3278

Dear Ms. Barnhill:

RE: Continuation of the Arkansas Department of Education's (ADE)
classification of Attorney Supervisor, Pay Grade C127
Class Code G025C for FY 2017

The incumbents in ADE's Legal Services Office maintain an extremely high workload, and serve various constituencies and are involved in almost every aspect of the ADE's vast, statewide operations. The attorneys represent the ADE and the State Board of Education in state and federal court, before legislative committees, and other state boards and commissions. They address constituent complaints and answer all manner of legal inquiries from school district superintendents and educational leaders from across the state. The attorneys assist in research and draft legislation related to education in Arkansas and also draft rules and regulations in accordance with Arkansas law.

The attorneys are responsible for the review and approval of each Freedom of Information Act request submitted to the ADE. Additionally, the incumbents review every request made by school districts pursuant to Ark. Code Ann. § 6-24-101 et seq. before the Commissioner of Education, and must take action on those requests. Every application for a public charter school and public school of innovation must be reviewed for legal sufficiency. Most, if not all of the work accomplished by the legal staff is accomplished on a strict deadline.

Serving as one of three attorneys to the Chief Legal Counsel, the Attorney Supervisor will require and possess knowledge of laws and rules related to public charter schools, schools of innovation, public school facilities, the Freedom of Information Act, the Family Educational Rights and Privacy Act (FERPA), administrative rulemaking, and state ethics laws and rules. Under the direction of the Chief Legal Counsel, the incumbent will conduct ethics reviews, review public charter school applications, represent the ADE during unemployment hearings, coordinate personnel grievances, conduct personnel policies reviews and revisions, and lead departmental legal training efforts. The incumbent will provide courtroom and administrative agency representation for the State Board of Education and the ADE, while supervising assigned staff. Finally, the incumbent will conduct legal training for agency personnel, education service cooperatives, and education stakeholder groups statewide.

If you have questions or need additional information, please contact the ADE Human Resources Office at 682-4209

Sincerely,

Greg Rogers,
Assistant Commissioner
Fiscal and Administrative Services

Four Capitol Mall
Little Rock, AR
72203-1019
501-682-4475
ArkansasEd.gov

GR ch



NORTHWEST TECHNICAL INSTITUTE

PO Box 2000 • 70050 Oak Mission Rd
Springdale, AR 72765 2000
479-751-8822
Fax 479/751-7762

Ms. Kay Barnhill,
State Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
5907 West 7th St., Suite 201
Post Office Box 3278
Little Rock, AR 72203-3278

May 16, 2016

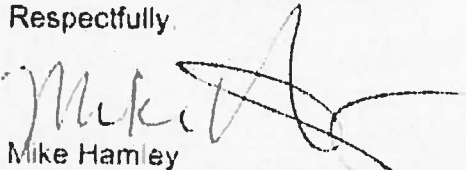
Re: Pool Position

Dear Ms. Barnhill,

On September 25, 2015 the Office of Personnel Management approved Northwest Technical Institute's request to obtain one position from the pool established by Arkansas Code 21-5-225. The approved position is an Administrative Analyst, position number 22163098, class E037C, grade C115. This position supports the Adult Education program, which is Northwest Technical Institute's largest program. We are requesting authorization for the continuance of this position in fiscal year 2016/2017.

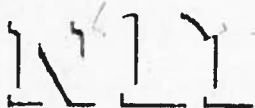
Thank you for your consideration of this request. Please feel free to contact me if you should have any questions or require additional information.

Respectfully,


Mike Hamley
Vice President Finance and Operations
Northwest Technical Institute

CC: File

MH/dr

**NORTHWEST TECHNICAL INSTITUTE**

PO Box 2000 • 709 So. Old Mission Rd.
Springdale, AR 72765-2000
(479) 751-8824
Fax (479) 751-7780

Ms. Kay Barnhill,
State Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
5907 West 7th St., Suite 201
Post Office Box 3278
Little Rock, AR 72203-3278

May 20, 2016

Re: Pool Position

Dear Ms. Barnhill,

On May 18, 2016 the Legislative Personnel Committee approved Northwest Technical Institute's request to obtain one position from the pool established by Arkansas Code 21-5-225. The approved position is a Career & Technical Faculty. The position has not been assigned a position number, but it is in class E027C, grade C120. This position supports the Secondary Career Center program. We are requesting authorization for the continuance of this position in fiscal year 2016/2017.

Thank you for your consideration of this request. Please feel free to contact me if you should have any questions or require additional information.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Mike Hamley'.

Mike Hamley
Vice President Finance and Operations
Northwest Technical Institute

CC File

MH/dr

STATE OF ARKANSAS



Department of
Career Education

Asa Hutchinson
Governor

Charisse Childers, Ph.D.
Director

Friday, May 20, 2016

Kay Barnhill Terry, State Personnel Administrator
Office of Personnel Management, Suite 201
Arkansas Department of Finance and Administration
Post Office Box 3278
Little Rock, Arkansas 72203-3278

SUBJ: Surrendered Positions Continuation Request

Dear Ms. Terry:

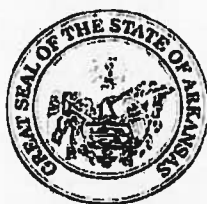
The Personnel Committee approved our request to surrender position numbers #22080288, 22080290, and 22080326 to obtain an ACE Division Manager, Class Code G010C, Grade C128, position number 22163674, and a Fiscal Support Manager, Class Code A038C, Grade C123, position number 22163675. Our position surrender request was approved effective February 19, 2016.

We formally request authorization to continue our request to surrender these three positions in Fiscal Year 2017. Please contact me if you have any questions, or if additional information is needed to support our request. Thank you for your assistance and support.

Sincerely,

Charisse M. Childers, Ph.D., Director
Arkansas Department of Career Education

CMC:rc



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

OFFICE OF ADMINISTRATIVE SERVICES
Human Resources
1515 West Seventh Street, Suite 102
Post Office Box 2485
Little Rock, AR 72203-2485
Phone: (501) 324-9065
Fax: (501) 683-2174
<http://www.arkansas.gov/dfa>

May 20, 2016

Kay Barnhill, Administrator
Office of Personnel Management
Department of Finance and Administration
1509 West 7th Street, Suite 201
Little Rock, AR 72201

Dear Ms. Barnhill:

The Arkansas Department of Finance and Administration is requesting the continuation of one Pool Position titled DFA Director of Communications, P006N, grade N904.

Your favorable consideration of this request is appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Amy K. Valentine".

Amy Valentine
DFA Human Resources Manager



Arkansas Department of Health

4815 West Markham Street • Little Rock, Arkansas 72205-3867 • Telephone (501) 661-2000
Governor Asa Hutchinson
Nathaniel Smith, MD, MPH, Director and State Health Officer

May 26, 2016

Ms. Kay Barnhill, State Personnel Administrator
 Department of Finance and Administration
 Office of Personnel Management
 1509 W. 7th Street
 Little Rock, Arkansas 72203

Re: Continuations of Pool Positions

Dear Ms. Barnhill:

The Arkansas Department of Health is requesting continuation of previously approved Pool Positions. We are requesting approvals of the following Pool positions for the next fiscal year.

<u>Position Number</u>	<u>Classification</u>
22161396	Nurse Manager
22163676	Engineer P.E.
22163678	Engineer P.E.
22163678	Engineer P.E.

Your consideration of the request is greatly appreciated.

Sincerely,

Joyce Watson
 Human Resources Manager
 Arkansas Department of Health



Arkansas Department of Higher Education

423 Main Street, Suite 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Asa Hutchinson
Governor

Dr. Brett Powell
Director

May 18, 2016

Ms. Kay Barnhill
State Personnel Administrator
Office of Personnel Management, DFA
1509 West 7th Street
Little Rock, AR 72201

Dear Kay:

RE: Pool Position Renewal Request

I am requesting renewal of the Pool Position for the Department of Higher Education.

This position provides leadership in the design, development, coordination, implementation and evaluation of research activities for the Research and Technology Department.

Renewal of this position will allow the ADHE to be in a position to meet the growing needs of the demands placed on the Research and Technology duties and responsibilities both now and in the future.

I am sure you are aware that Research and Technology professionals in higher education are in great demand and it is a very competitive field. ADHE has sufficient appropriation and funding for this position.

Thank you for your consideration

Sincerely,

Brett A. Powell, Ed.D.
Director



Division of Administrative Services
Office of Finance Administration

Human Resources/Personnel
P.O. Box 1437, Slot WG-1- Little Rock, AR 72203-1437
501-682-6455 Fax: 501-683-4351



May 19, 2016

Mr. Larry W. Walther
Director
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, Arkansas 72203

RE: Continuation of Pool Positions for FY 2017

Mr. Walther:

The Department of Human Services is requesting the continuation of our Pool positions received in FY16. I've attached a spreadsheet with the position numbers and titles.

Should further information be required, please contact me at 683-5928.

Sincerely,

A handwritten signature in black ink, appearing to read "George Bryant".

George Bryant
HR Administrator

May 26, 2016

Mr. Larry Walther, Director
Department of Finance and Administration
1509 West 7th Street
Little Rock, AR 72201

Dear Mr. Walther:

Please accept this letter as our request for actions relating to Pool Positions. We have included our responses regarding costs on the appropriate spreadsheet per instructions from the Office of Personnel Management.

Currently AEDC has 3 Pool Positions. They are:

1. Agency Human Resources Manager, C123 (Position #22161024)
2. Senior GIS Analyst, C124 (Position #22161033)
3. Grants Analyst, C117 (Position #22162533)

Agency Human Resources Manager

We request continuation of this position as it is responsible for providing oversight and leadership to all human resources functions and processes for the agency.

Senior GIS Analyst, C124

We request continuation of this position. The Senior GIS Analyst position was created out of the need to build GIS capacity into our Research Division in order to increase our ability to proactively recruit new and expanding business.

A critical contributor to the business recruitment process, this position has enhanced our 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. Continuation of this position is key to our competitive strategy.

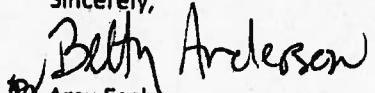
Grants Analyst, C117

This position will not be utilized by the agency; therefore, we are not requesting its continuation.

Ms. Kay Barnhill Terry
May 26, 2016
Page 2

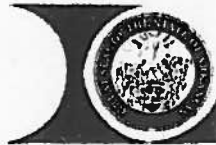
Kay, thank you for all you and your staff do to help us stay competitive. If you have any questions, please contact Betty Anderson at 682-5154.

Sincerely,


Amy Fecher

Executive Vice President, Operations

Attachment: OPM Renewal Information Spreadsheet



STATE OF ARKANSAS

ARKANSAS DEPARTMENT OF LABOR

10421 WEST MARKHAM • LITTLE ROCK, ARKANSAS 72205-2180
(501) 682-4500 • Fax: (501) 682-4535 • TDD: (800) 285-1131

May 18, 2016

Ms. Kay Barnhill, State Personnel Administrator
Office of Personnel Management
Department of Finance & Administration
1509 West Seventh Street, Suite 201
Little Rock, AR 72203

Dear Ms. Barnhill:

This letter is the Arkansas Department of Labor's formal request of continuation of previously approved positions into Fiscal Year 2017. Although the positions did not appear in the agency appropriation Act 36 of FY 2016 the agency would like to request continuation of these positions.

The agency was approved for two pool positions effective March 26, 2015 that were absorbed into the agency's appropriation Act for FY 2016, Act 729 of 2015. The agency is requesting continuation of these positions in FY 2017:

- 1. Position#22161836; Class Code: R13C; Title: Agency Human Resources Manager
Grade: C123; Eff. Date: 3/30/2015; Position Type: OPM Pool
Current Employee: Veronica Alexander**

In 2015 the agency restructured the Finance and Administration Division to allow the finance staff to provide stricter controls and increased oversight of the income that is received by the agency. This position was added to take over the management of human resources which was formerly managed by the Finance and Administration Manager. The Human Resources Manager position is needed because it is a very critical time for the agency. Over the next three to five years the agency will experience unprecedented turnover as a large number of staff members become eligible for retirement. These employees include labor standards investigators, licensed labor inspectors for electrical, elevator, boilers and amusement rides; safety inspectors and consultants. These positions are critical and vital to public safety. There is a very small pool of qualified applicants who make considerably more than the agency starting salaries of \$30,000 per year. The HR manager position is needed to develop initiatives to address these concerns. The incumbent will oversee recruitment of new staff, and develop talent management initiatives to retain experienced staff, assist managers with succession planning, and identify and develop staff to move into higher level positions.

Ms. Kay Barnhill

May 18, 2016

Page 2

- 2. Position#22161837; Class Code: R024C; Title: Assistant Personnel Manager
Grade: C118; Eff. Date: 3/30/2015; Position Type: OPM POOL
Current Employee: Elva Cromwell**


The Assistant Personnel Manager is responsible for entering all employee actions into AASIS, oversight of FMLA, CAT and Shared Leave programs; reconciliation of time and attendance and leave payouts and workers' compensation. The incumbent assists with recruiting new staff, prepares forms and reports as required; posts positions in ARJobs; reviews applications for minimum qualifications, recommends applicants for interview, conducts background checks; plans onboarding of new hires; prepares Freeze Waiver Requests, classification and compensation actions such as salary surveys, Labor Market Requests; Exceptionally Well Qualified Requests as well as Crossgrade/Downgrade requests. The Incumbent also maintain the agency performance evaluation system, tracks and enters merit eligibility dates. Maintains all personnel files and employee records; develops, updates and maintains functional job descriptions on each position in the agency. The employee formerly responsible for these duties has retired.

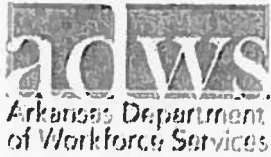
- 3. Position#22163340; Class Code: P013C; Title: Public Information Officer
Grade: C120; Eff. Date: 11/30/2015; Position Type: Central Growth Pool
Currently Vacant**

The agency was approved for the above pool position effective November 30, 2015 and is requesting continuation of this position into FY 2017. The agency relinquished two lower grade positions to get this higher level position. Management decided not to fill this position at this time and it is currently vacant. The agency would like to keep the higher level position to use for succession planning due to a number of agency employees that will be retiring in the future.

Your consideration of this request is greatly appreciated. For additional information please contact Veronica Alexander at 682-2811.

Best Regards,


Leon Jones, Jr.
Director



2 Capitol Mall
P.O. Box 2981
Little Rock, AR 72203
dws.arkansas.gov

Asa Hutchinson
Governor
Daryl E. Bassett
Director

May 17, 2016

Ms. Kay Barnhill
Office of Personnel Management
1509 W. Seventh St., Suite 201
Little Rock, AR 72203

Ms. Barnhill,

The Arkansas Department of Workforce Services requests that the DWS Director of Communications, from the Central Growth Pool, be continued for FY 2017. It is in the process of being filled so does not have an incumbent and with no current cost to the Agency.

Please contact me should you have questions.

Thank you.

A handwritten signature in black ink that reads 'Beverly McCollum'.

Beverly McCollum
Human Resources Administrator



Arkansas

THE NATURAL STATE

**DEPARTMENT OF
PARKS & TOURISM**

1 Capito Mall
Little Rock, AR 72201
601-682-7777

Great River Road Division
601-682-1120
Arkansas.com

History Commission
601-682-8900 (TDD)
Ark-hvs.com

Human Resources Section
601-682-7742 (TDD)

Keep Arkansas
Beautiful Division
601-682-3507 (TDD)
KeepArkansasBeautiful.com

State Parks Division
601-682-1181 (TDD)
ArkansasStateParks.com

Tourism Division
601-682-7777 (TDD)
Arkansas.com

Asa Hutchinson
GOVERNOR

Kane Webb
EXECUTIVE DIRECTOR

DIVISION DIRECTORS

Cynthia Dunlap
ADMINISTRATION

Grady Spann
STATE PARKS

Joe David Rice
TOURISM

Ron Maxwell
GREAT RIVER ROAD

Dr. Lisa Speer
HISTORY COMMISSION

Robert Phelps
KEEP ARKANSAS
BEAUTIFUL

**AN EQUAL
OPPORTUNITY/
AFFIRMATIVE ACTION/
AMERICANS WITH
DISABILITIES ACT
EMPLOYER**

May 5, 2016

Larry Walther
Chief Financial Officer, DFA
1509 West 7th Street
Little Rock, AR 72201

RE: Pool Position Continuation Request

Dear Mr. Walther:

We are requesting permission to continue our pool position listed below into fiscal year 2017. This position, Radio Producer, is being utilized at the Ozark Folk Center to produce a weekly radio show, Arkansas Highlands Radio. It will be made part of our new biennial appropriation request for FY18 & 19, but will need to be continued through FY17 until then.

BA	Agency/Institution Name	Request Type	Classifications Affected/ Position Number
900	Parks and Tourism	OPM Pool	Radio Producer, P068C, C120 (22161398)

I would appreciate your timely review and approval of our request. Please let me know if you need additional information on this matter.

Sincerely,

David Flake
Human Resources Director

ADEQ

ARKANSAS
Department of Environmental Quality

May 11, 2016

Ms. Kay Barnhill
State Personnel Administrator, Office of Personnel Management
Department of Finance and Administration
1509 West 7th Street
Little Rock, Arkansas 72203

Re: Growth Pool Positions Continuation Request

Dear Ms. Barnhill,

The Arkansas Department of Environmental Quality (ADEQ) is requesting the continuation of three Growth Pool positions that were previously approved by Office of Personnel Management and the Personnel Subcommittee of the Arkansas Legislative Counsel.

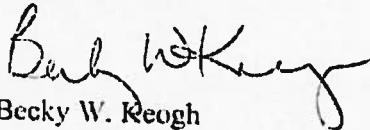
ADEQ received and request the continuation of the following Growth Pool positions:

Three ADEQ Deputy Director positions (N195N, N908)

Note: These three positions were obtained in the interim by surrendering ten positions on the Career Service Pay Plan

Your consideration of this request is greatly appreciated.

Sincerely,



Becky W. Reogh
Director, ADEQ



STATE OF ARKANSAS

**Commission On
Law Enforcement Standards and Training**



**GOVERNOR
Asa Hutchinson**

LAW ENFORCEMENT TRAINING ACADEMY
P O Box 3106
East Camden, Arkansas 71711
(870) 574-1810 FAX: (870) 574-2706

OFFICE OF LAW ENFORCEMENT STANDARDS
84 State Police Plaza Drive
Little Rock, AR 72209
(501) 682-2260 FAX: (501) 682-1662

**DIRECTOR
Jami Cook**

May 10, 2016

**Ms. Kay Terry
State Personnel Administrator
1509 W 7th Street
Little Rock, AR 72201**

Dear Ms. Terry,

The Commission on Law Enforcement Standards & Training seeks approval to continue with the ALETA Pool Positions which include ALETA Training Supervisor Position and the Education and Instruction Coordinator for FY 2017.

Thank you for your assistance in this matter.

Sincerely,

**Kristi Branch
Fiscal Manager**



Asa Hutchinson
Governor

State of Arkansas

ARKANSAS STATE POLICE

1 State Police Plaza Drive Little Rock, Arkansas 72209-4822 www.asp.arkansas.gov

"SERVING WITH PRIDE AND DISTINCTION SINCE 1935"



William J. Bryant
Director

May 13, 2016

**ARKANSAS
STATE POLICE
COMMISSION**

Frank Gianni, Jr.
Chairman
Paragon

Dr. Lewis Shepherd
Vice Chairman
Arkadelphia

John Allison
Secretary
Lexing

Bob Harris
Little Rock

Jan. Dunlap Christenson
Harrison

Nick Bayore
Bella Vista

Bill Beaton
Heber Springs

Ms. Kay Terry
Arkansas Department of Finance & Administration
Office of Personnel Management
Post Office Box 3278
Little Rock, Arkansas 72203

RE: Agency 0960 - FY17 Request for Renewal of Growth Pool Position

Dear Ms. Terry:

The Arkansas State Police is requesting to renew the previously approved Growth Pool Position for Fiscal Year 2017:

Classification	Grade	Position
N057N ASP Deputy Director/Lt. Colonel	N908	22163220

Your review and consideration of this request is greatly appreciated. Should you have any questions or need additional information, please do not hesitate to contact Ms. Harmony Daniels, Human Resources Manager at (501) 618-8193.

Sincerely,

Colonel William J. Bryant
Agency Director

WJB/hd

cc: Personnel



ASA HUTCHINSON
GOVERNOR

STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT



DAVID MAXWELL
DIRECTOR

May 20, 2016

Kay Barnhill Terry, OPM Administrator
DF&A Office of Personnel Mgmt.
P.O. Box 3278
Little Rock, AR 72203

RE: Renewal Letter for Pool Positions

Dear Ms. Terry,

The Arkansas Department of Emergency Management is requesting a continuance of the following approved pool positions:

BA	Agency Name	Position #	Class Code	Position Title	Grade	Effective Date	Position type
995	ADEM	22163550	G180C	GRANTS ANALYST	C117	1/15/2015	OPM POOL
995	ADEM	22163551	S046C	MAINTENACE TECHNICIAN	C113	1/15/2015	OPM POOL
995	ADEM	22163552	S046C	MAINTENACE TECHNICIAN	C113	1/15/2015	OPM POOL
995	ADEM	22163553	G140C	ADEM PROGRAM MANAGER	C120	1/15/2015	OPM POOL

Thank you for your consideration on this request. Please let me know if there is anything else you need.

Sincerely,

Tina Owens
Tina Owens
ADEM Deputy Director