

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

May 17, 2023

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 Commerce (ACOM), Waterways Commission for your review.

Waterways Commission is requesting one (1) pool position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225 (a). The classification requested and surrendered positions are listed below:

**CLASSIFICATION REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
A116C	Business Operations Manager	GS08	\$45,010 – \$65,265

**POSITION SURRENDERED**

<b><u>POSITION NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>	<b><u>LAST DATE VACATED</u></b>
22154691	Administrative Analyst	C037C	GS06	\$36,155 – \$52,425	03/18/2023
22094940	Business Operations Specialist	C022C	GS05	\$32,405 – \$46,987	01/07/2023

Office of Personnel Management

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

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**JUSTIFICATION**

Arkansas Waterways Commission (AWC) currently operates with merely three (3) regular positions authorized as B009C, ACOM Director Waterways Commission, C037C, Administrative Analyst, and C022C, Business Operations Specialist. The responsibilities of the entire Commission are distributed proportionally among these three (3) positions. During the past four (4) months, the two (2) subordinate positions have vacated. While a small portion of the responsibilities have been redirected to ACOM's Division of Shared Services, the majority of responsibilities are being either absorbed by the Director or temporarily not handled. The responsibilities of the requested pool position will include coordinating their annual grant program, communicating with grant applicants and grant awardees, managing education and public outreach programs, creating audiovisual presentations and media releases, monitoring and modifying their agency website, assisting with creating budget related reports, organizing and attending commission meetings, as well as assisting their Director upon demand.

**RECOMMENDATION**

The Office of Personnel Management (OPM) has reviewed this request from the Arkansas Department of Commerce (ACOM), Waterways Commission and recommends the establishment of one (1) surrender pool position authorized as A116C, Business Operations Manager. The cost for this one (1) surrender pool position is approximately \$49,362.30. The agency guarantees our office that it possesses sufficient funding to support this surrender pool position request.

Your consideration of this request is greatly appreciated.

  
\_\_\_\_\_  
STATE PERSONNEL DIRECTOR

5/8/23  
\_\_\_\_\_  
DATE



1790



Department of Transformation and Shared Services  
Office of Personnel Management  
Request for Pool Position

Business Area: 0341  
Department Name / Agency Name: Arkansas Waterway Commission  
Date: 04/21/2023

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22094940	Business Operations Specialist	GS05	C022C
22154691	Administrative Analyst	GS06	C037C

**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
Business Operations Manager	GS08	A116C

I hereby certify that

- A The position requested is critical to the operation of this Agency 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.
- E No current employee will be displaced by this action.

HR Administrator's Signature

Date

4/21/23

Department Secretary's Signature

Date

4/24/23