



**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

June 14, 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 Department of Military for your review.

Department of Military is requesting the establishment of five (5) new titles from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a) The titles requested as well as the positions surrendered 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>
New	Security Systems Coordinator	GS09	\$50,222-\$72,821
New	Security Systems Analyst	GS06	\$36,155-\$44,290
New	ITAM Coordinator	GS09	\$50,222-\$72,821
New	LRAM Coordinator	GS09	\$50,222-\$72,821
New	RTLA Coordinator	GS06	\$36,155-\$52,424

**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>
22079541	Electronic Security Systems Sr Tech	X195C	GS04	\$29,046-\$42,116	Occupied
22089364	Electronic Security Sys Tech	X194C	GS03	\$26,034-\$37,749	Occupied
22134108	Military Program Coordinator	G166C	GS06	\$36,155-\$52,424	Occupied
22125524	Fire Desk Operator	T068C	GS06	\$36,155-\$52,424	Occupied
22079513	Landscape Supervisor	S047C	GS04	\$29,046-\$42,116	Occupied

Office of Personnel Management

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

The Honorable Breanne Davis, Co-Chairperson  
The Honorable Mark Berry, Co-Chairperson  
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**JUSTIFICATION**

Department of Military is requesting title and grade changes for the following positions: Electronic Security Systems Senior Technician (GS04), Electronic Security Systems Technician (GS03), Military Program Coordinator (GS06), Fire Desk Operator (GS06), and Landscape Supervisor (GS04). The first two positions relate to the National Guard Bureau's Electronic Security Systems (ESS) Program Cooperative Agreement Program, Appendix 1004 (See Appendix 1004 Factsheet, page 1) The remaining three positions relate to the National Guard Bureau's Army National Guard Training Support System Programs Cooperative Agreement which includes the Integrated Training Area Management (ITAM) Coordinator, Land Rehabilitation Area Management (LRAM) Coordinator, and Range and Training Land Assessment (RTLA) Coordinator (See Appendix 7 Factsheet page 1).

The new titles and grades are requested to comply with the salary requirements provided in the above-mentioned Cooperative Agreements. There are no current state titles with the required salaries for the Department of Military to utilize. Five individuals are currently performing the duties of the proposed new titles; therefore, this would only result in an increase of the difference between their current salaries and what the Cooperative Agreement requires as the salary rate. The requested salaries have been confirmed from the Federal Bureau of Labor Statistics included with this request. Failure to follow the Cooperative Agreement as outlined puts the agency at risk of being out of compliance.

**RECOMMENDATION**

The Office of Personnel Management has reviewed this request from the Department of Military and **recommends** the request to obtain five (5) new titles. This cost of this request is approximately \$88,063.41 inclusive of salary, matching, and benefits. The agency guarantees that proper funding is available, and no inequities will result from the creation and filling of these positions.

Your consideration of this request is greatly appreciated.

  
STATE PERSONNEL DIRECTOR

  
DATE

#1813



**Department of Military**  
Governor Sarah Huckabee Sanders  
The Adjutant General, Major General Jonathan M. Stubbs

May 22, 2023

Director Kay Barnhill, State Personnel Administrator  
Department of Transformation and Shared Services  
P.O. Box 3278  
Little Rock, AR 72203-3278

Dear Director Barnhill:

The Arkansas Department of Military (DOM) respectfully requests title and grade change for the following positions, Electronic Security Systems Senior Technician (GS04), Electronic Security Systems Technician (GS03), Military Program Coordinator (GS06), Fire Desk Operator (GS06), and Landscape Supervisor (GS04). The first two positions relate to the National Guard Bureau's Electronic Security Systems (ESS) Program Cooperative Agreement Program, Appendix 1004 (See Appendix 1004 Factsheet, page 1). The remaining three positions related to the National Guard Bureau's Army National Guard Training Support System Programs Cooperative Agreement which includes the Integrated Training Area Management (ITAM) program (See Appendix 7 Factsheet page 1). The terms of the Master Agreement Cooperative Agreement, Appendix 1004, and Appendix 7 justify and form the bases for this request.

For the two ESS positions, the proposed salaries were established in accordance with the terms of the Appendix 1004 Cooperative Agreement requiring that the two positions be paid a salary that is commensurate to equivalent position codes listed on a website for the Federal Bureau of Labor Statistics (See Appendix 1004 Factsheet, page 5).

For the Electronic Security Systems Technician (GS03) position, the Bureau of Labor Statistics - Technician Position Description Code: 49-2098 at <http://www.bls.gov/oes/current/oesrcst.htm> was used to establish the proposed salary. Using this link provided the follow for this position:

Percentile wage estimates for Security and Fire Alarm Systems Installers:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 16.75	\$ 19.40	\$ 24.10	\$ 30.41	\$ 37.49

Annual Wage	\$ 34,840	\$ 40,360	\$ 50,130	\$ 63,250	\$ 77,98
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For the Electronic Security Systems Senior Technician (GS04) position, the Bureau of Labor Statistics - Technician Position Description Code: 49-1011 at [http://www.bls.gov/oes/current/oesrcst.htm](http://www.bls.gov/oes/current/oessrcst.htm) was used to establish the proposed salary. Using this link provided the following for this position:

Percentile wage estimates for Security and Fire Alarm Systems Installers:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 16.75	\$ 19.40	\$ 24.10	\$ 30.41	\$ 37.49
Annual Wage	\$ 34,840	\$ 40,360	\$ 50,130	\$ 63,250	\$ 77,98

For the three ITAMs related positions, the proposed medium salaries were established in accordance with the terms of the Appendix 7 Cooperative Agreement requiring that the three positions be paid salary and benefits equivalent to a comparable grade and series Federal Technician position in the geographic area. (See Appendix 1007 Factsheet, page 3, section 2, b. (2)). A request was made to the National Guard Bureau ITAM Program Manager for documentation to assist in setting the salary rate. A document was received that included all salaries for the three proposed ITAMs positions from across all National Guard programs throughout the United States. An average salary for all three positions was calculated from all states bordering Arkansas. Regardless of lesser ITAM requirements of the surrounding states as compared to the Arkansas National Guard, an average of the salaries of surrounding states for the three positions were used to establish the ones proposed in this request.

The proposed ESS and ITAMs positions and salary requirements involved in this request are specific to the Cooperative Agreement and therefore there were no similar current state positions with the required salaries to utilize. Currently, there are ESS positions available but not at the required salary level. The current situation and Cooperative Agreement terms leaves the Arkansas Department of Military to request 5 new titles and salaries to meet the requirements of the Cooperative Agreement. Since five individuals are already performing the duties of the proposed new positions, there would only be an increase in the difference of what their current salaries are and what the Cooperative Agreement requires as the salary rates. These positions are 100% federally funded and will not impact state general revenue. The amount of difference with the proposed increased salaries totals approximately \$71,374.33 of which the breakdown is provided below with fringe and health included.

**Request:**

**1<sup>st</sup> Position Electronic Security Systems Senior Technician GS04 Current Salary \$40,361.36**

New Title: Security Systems Coordinator

Grade Request: GS09 with a midpoint salary of \$61,522.00

**2<sup>nd</sup> Position Electronic Security Systems Tech GS03 Current Salary \$31,046.70**

New Title: Security Systems Analyst

Grade Request: GS06 with a midpoint salary of \$43,460.00

**3<sup>rd</sup> Position Military Program Coordinator GS06 Current Salary \$45,481.90**

New Title: ITAM Coordinator

Grade Request: GS09 with an entry salary of \$61,522.00

**4<sup>th</sup> Position Fire Desk Operator GS06 Current Salary \$39,883.79**

New Title: LRAM Coordinator

Grade Request: GS09 with an entry salary of \$50,222.00

**5<sup>th</sup> Position Landscape Supervisor GS04 Current Salary \$33,355.92**

New Title: RTLA Coordinator

Grade Request: GS06 with a midpoint salary of \$45,000.00

Cost Breakdown							
Position#	Class Code	Grade	Title	Requested Salary	Fringe	Health Cost	Total
22079541	XI95C	GS09	Security Systems Coordinator	\$61,522.00	\$1,476.52	\$600.00	\$63,598.52
22089364	X194C	GS03	DOM Electronics Security System Tech	\$43,460.00	\$1,043.04	\$600.00	\$45,103.04
22134108	G166C	GS09	ITAM Coordinator	\$61,522.00	\$1,476.52	\$600.00	\$63,598.52
22125524	T068C	GS06	Fire Desk Operator	\$50,222.00	\$1,205.32	\$600.00	\$52,027.32
22079513	S047C	GS04	Landscape Supervisor	\$45,000.00	\$1,080.00	\$600.00	\$46,680.00
							\$271,007.40

**Increase Cost Difference State Job and BLS Mean:**

Positions	Combined Salary	Fringe	Health Cost	Total
22079541 22089364	<b>\$71,596.33</b>	\$1,718.31	\$600.00	<b>\$73,914.64</b>

22134108	(\$21,160.64 +			
22125524	\$12,413.30 +			
22079513	\$16,040.10+			
	\$10,338.21 +			
	\$11,644.08)			

We have attached a surrender pool form to equal the cost of our request. Your favorable approval is very much appreciated.

Respectfully,

**WOODJEFFREY** Digitally signed by  
**.DOUGLAS.124** WOODJEFFREY.DOUGLAS.  
**4473110** 1244473110  
Date: 2023.05.31 08:02:10  
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Jeffrey D. Wood  
Chief of Staff  
Arkansas Department of Military

Attachments: Cooperative Agreements 1004 and 7, Surrender Pool Request Form, and PCQ