

**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, AR 72201

Dear Senator Davis and Representative Berry:

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

ADEM requests three (3) positions from the OPM growth pool established by Arkansas Code Annotated § 21-5-225(b). The classifications requested are listed below:

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>POSITION COUNT</u>
G147C	Grants Coordinator	GS07	\$40,340-\$58,493	2
G175C	ADEM Program Coordinator	GS06	\$36,155-\$52,425	1

JUSTIFICATION

ADEM is requesting the above positions because of two federally declared disasters recently affecting the State in 2023. One (1) Grants Coordinator position will operate as a Mitigation Grants Coordinator assisting with migration efforts and assisting the grants analyst during the recovery process. They will be working closely in community efforts to identify risk reduction efforts while working closely with the federal grants analyst and Federal Emergency Management Agency (FEMA).

Office of Personnel Management

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

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This position will additionally be responsible for reviewing applications and processing reimbursements for the grant sub-recipients, submitting quarterly reports, and performing grant reconciliation and closeout management.

The salary and benefits will be 100% federally funded through the State Management Costs (SMC) received under the Public Assistance Grant Program for Disaster 4698 and subsequent federal disasters.

The other Grants Coordinator position will operate as a Public Assistance Grant Coordinator and the requested ADEM Program Coordinator will operate as Public Assistance Officer. Both positions will work with the current staffing of the Public Assistance Branch managing over \$20 million in estimated public assistance costs across numerous disasters.

The salary and benefits will be 100% federally funded through the State Management Costs (SMC) received under the Public Assistance Grant Program for Disaster 4698 and subsequent federal disasters.

RECOMMENDATION

The Office of Personnel Management has reviewed the request and **recommends** the approval of three (3) growth pool positions with the classification listed above. The cost for these three (3) positions is \$161,706. These positions are 100% federally funded.

Your consideration of this request is greatly appreciated.


STATE PERSONNEL DIRECTOR


DATE

KB/ns:1-2



MIKE HAGAR
SECRETARY

STATE OF ARKANSAS
GOVERNOR SARAH HUCKABEE SANDERS
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT

RECEIVED
JUN 05 2023
BY:



A.J. GARY
DIRECTOR

June 5, 2023

Ms. Kay Barnhill, Administrator
DF&A Office of Personnel Management
P.O. Box 3278
Little Rock, AR 72203

Dear Ms. Barnhill:

The Arkansas Division of Emergency Management (ADEM) is requesting three positions due to two federally declared disasters recently affecting the State in 2023.

The first of three positions ADEM is requesting is a Grants Coordinator who will operate as a Mitigation Grants Coordinator assisting with mitigation efforts and assisting the grants analyst during the recovery process. The second Grants Coordinator position will operate as a Public Assistance Grant Coordinator, while the third position, ADEM Program Coordinator, will operate as Public Assistance Officer. All three positions will work with the current staffing of the Public Assistance Branch managing over \$20 million in estimated public assistance and mitigation costs across numerous disasters.

In addition to the duties above, these positions will be working closely in community efforts to identify risk reduction measures for mitigation as well as working toward recovery efforts for these communities all while working closely with the Federal Emergency Management Agency (FEMA). These positions will also be responsible for reviewing documentation and processing reimbursements for the grant sub-recipients, submitting quarterly reports, and performing grant reconciliation and closeout management. The salary and benefits will be 100% federally funded through the State Management Costs (SMC) received under the Mitigation and Public Assistance Grant Programs for State disaster declaration DR-4698-AR and subsequent federal disasters.

Please contact Tina Owens or myself directly if any additional information is necessary.

Sincerely,

A.J. Gary
Director and State Homeland Security Advisor