

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

July 19, 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 Public Service Commission (PSC) to obtain one (1) position from the OPM Growth Pool established by Arkansas Code Annotated §21-5-225(b) along with a new classification. The classification requested along with the vacant position are listed below:

**POSITION REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>	<b><u>POSITION COUNT</u></b>
NEW	PSC Chief of Staff	GS14	\$86,887 - \$125,986	1

Although a surrender of positions is not required, position number 22179833, PSC Director of Pipeline Safety, grade GS14, will remain frozen and be eliminated during the biennial budget process.

**JUSTIFICATION**

PSC needs this position and title to serve as the primary liaison with the media and public, including all FOIA requests. They will manage external communications for the agency related to press releases and agency information dissemination. In addition, this position will also handle legislative issues and monitor any potential affects that proposed legislation will have on the agency. These duties are currently performed by the Executive Director.

Office of Personnel Management

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ARKANSAS  
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June 12, 2023

Ms. Kay Barnhill, Director  
Office of Personnel Management  
501 Woodlane, Suite 201  
Little Rock, AR 72201

Re: Growth Pool Request

Dear Ms. Barnhill:

The Arkansas Public Service Commission is requesting a GS14 Chief of Staff position from the Central Growth Pool.

The Chief of Staff will serve as the primary liaison through direct contact with reporters, fielding all media inquiries, serving as the agency's spokesperson for print and television, and managing timely responses to media-related requests under the Freedom of Information Act. The position will manage external communications for the agency related to press releases and develop strategies for the development and dissemination of information regarding agency services and activities. Responding to media inquiries is currently the responsibility of the General Staff Executive Director.

The Chief of Staff will also serve as a key resource for legislative issues as they arise. Monitoring interim study proposals and proposed legislation to assess impacts on utilities and utility ratepayers will be foundational responsibilities including assisting the Commission in developing positions on these issues. Keeping abreast of the myriad of legislative initiatives is a growing area of responsibility given the introduction of renewable resources and the pace of technological advancements.

I have attached the job description and the prerequisite form. Thank you for your consideration of this request. Please contact me if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink that reads "Doyle Webb".

Doyle Webb  
Chairman

DW/vh



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

Business Area  
0450

Department Name / Agency Name  
Public Service Commission

Date  
6/7/2023

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22179833	PSC Director of Pipeline Safety	GS14	N248N

**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
PSC Chief of Staff	GS14	

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

6/12/2023  
Date

  
Department Secretary's Signature

6/12/2023  
Date

## **PSC CHIEF OF STAFF**

The Public Service Commission (PSC) Chief of Staff is responsible for providing support regarding agency operations and overall management of public communications and legislative affairs on behalf of the agency. This position is governed by federal and state law and agency/institution policy.

**Class Code:**

**Job Grade:** GS14

**Special Job Requirements:** Occasional in-state and out-of-state travel is required.

**Typical Functions:**

The Chief of Staff will serve on the Commissioners' Staff and will oversee the functions of Legislative Affairs, Communications, Office of the Secretary of the Commission, and Information Technology. This position will be the primary liaison through direct contact with reporters, fielding all media inquiries, serving as the agency's spokesperson for print and television, and managing timely responses to media-related requests under the Freedom of Information Act. The position will manage external communications for the agency related to press releases and develop strategies for the development and dissemination of information regarding agency services and activities. The Chief of Staff will serve as a key resource for legislative issues related to the utility regulatory industry. Monitoring interim study proposals and proposed legislation to assess impacts on utilities and utility ratepayers will be foundational responsibilities, including assisting the Commission in developing positions on these issues. Performs other duties as assigned.

**Knowledge, Abilities, and Skills:**

Experience managing policy issues and regulatory affairs. Knowledge of supervisory practices and procedures. Knowledge of state budgetary, purchasing, and personnel procedures. Knowledge of state and federal laws, regulations, and commission precedent governing the utility regulatory industry. Ability to work collaboratively with intervenors, utility executives and their consultants, and other interested parties. Ability to plan, organize, and coordinate work within the agency and meet the objectives. Ability to provide information, instruction, and technical guidance related to utility industry and standards of practices. Ability to research policy issues and trends affecting utilities, analyze impacts on rates and regulations, and propose new or revised policies as needed. Ability to interpret and apply rules, laws, and policies affecting utilities to specific situations and prepare and present verbal and written reports and information. Ability to evaluate operations and controls, identify areas of improvement,

and recommend corrective actions and provide technical guidance and assistance to staff, agency management, and utility company officials.

**Minimum Qualifications:**

The formal education equivalent of a bachelor's degree in public administration, communications, business administration or related field; plus five years of progressive experience in communications or business administration, or a related field, plus three years in supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

**Required Certificates:**

None

**Exempt:**

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