

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

August 23, 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 Education (ADE), Division of Higher Education (DHE) for your review.

The Arkansas Department of Education, Division of Higher Education is requesting two (2) pool positions from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225 (a). The classifications requested and surrendered positions are listed below:

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
G071C	DHE Program Coordinator	GS10	\$56,039 – \$81,257
D007C	Information Systems Manager	IT08	\$71,704 – \$103,970

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>LAST DATE VACATED</u>
22109810	Grants Specialist	G214C	GS06	\$36,155 – \$52,425	08-06-2022
22104248	Volunteer Program Coordinator	G202C	GS06	\$36,155 – \$52,425	07-08-2023
22102205	Volunteer Program Manager	G176C	GS07	\$40,340 – \$58,493	04-14-2023
22104437	Senior Technology Analyst	D016C	IT06	\$57,755 – \$83,745	06-16-2022

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
August 23, 2023
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JUSTIFICATION

The Division of Higher Education currently possesses six (6) positions authorized as G071C, DHE Program Coordinator. The agency needs an additional position to coordinate operations for the AmeriCorps programs. This position's responsibilities will include monitoring AmeriCorps programs for compliance, evaluating AmeriCorps program policy and procedure, monitoring federal grants for programmatic compliance, managing the Notice of Funding Opportunity process, managing the Community Investment Fund and commission support grants, as well as completing and submitting federal financial reports for all grant funds received.

DHE currently possesses six (6) positions within its Information Technology section; however, none of them function as a programmer. The agency needs a regular position to function as an in-house programmer. This position's responsibilities will require knowledge of programming languages such as Structured Query Language and C# (C Sharp), web application development, data integration solutions, as well as report generating software systems.

RECOMMENDATION

The Office of Personnel Management (OPM) has reviewed this request from the Arkansas Department of Education, Division of Higher Education and does not recommend the establishment of two (2) surrender pool positions authorized as the abovementioned classifications. Instead, OPM recommends the establishment of one (1) surrender pool position authorized as D007C, Information Systems Manager. Additionally, OPM recommends surrendering Positions #22109810, #22104248, and #22102205. OPM is working with DHE to handle their need for a DHE Program Coordinator position without the creation of a second pool position. The cost for this one (1) surrender pool position is approximately \$76,195.92. 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 8/10/2023
DATE



Arkansas Department of Education

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Sarah Huckabee Sanders
Governor

Jacob Oliva
Secretary

May 23, 2023

Kay Barnhill, Director
Department of Transformation and Shared Services
Office of Personnel Management
501 Woodlane, Suite 205
Little Rock, AR 72201

RE: Pool Position Request

Ms. Barnhill,

The Arkansas Department of Higher Education (ADHE) would like to surrender the following positions listed below, in exchange for an Information Systems Manager IT08/D007C and a DHE Program Coordinator, GS10/G071C. It is critical that we have these two positions.

Information Systems Manager – IT08

This position is vitally needed to hire a full-time in-house programmer to maintain and update the Higher Education Information System as well as monitor and update other in-house programs that ADHE utilizes. Currently, ADHE only has the services of one programmer on a part-time extra help basis.

DHE Program Coordinator – GS10

This position is needed to fill a full-time role within the EngageAR program area. This position will oversee grant distribution and oversight of the AmeriCorps program and assist with volunteer program activities that the EngageAR program provides throughout the state.

The current costs of the Information Systems Manager and the DHE Program Coordinator with fringe are \$157,098.34. This request will decrease the overall position count for the ADHE by two (2) positions and a savings of \$52,465.70.

Positions Surrender

Position Number	Class Code	Title	Grade	Salary	Fringe
22104437	D016C	Senior Technology Analyst	IT06	\$57,755.00	\$71,027.09
22102205	G176C	Volunteer Program Manager	GS07	\$40,340.00	\$49,610.13
22104248	G202C	Volunteer Program Coordinator	GS06	\$36,155.00	\$44,463.41
22109810	G214C	Grants Specialist	GS06	\$36,155.00	\$44,463.41
					\$209,564.04

Classifications Requested

Class Code	Title	Grade	Salary	Fringe
D007C	Information Systems Manager	IT08	\$71,704.00	\$88,181.58
G071C	DHE Program Coordinator	GS10	\$56,039.00	\$68,916.76
				\$157,098.34

The ADHE has the necessary budget and available funding to support this request both now and in our 2023-2025 Biennial Budget request should reflect the continuation of these positions into the new biennium. If additional information is needed, please contact Teletha Leonard, Human Resources Director at 501 682-2744. Your consideration of this request is appreciated.

Sincerely,



Teletha Leonard
Human Resources Director



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

Business Area	Department Name / Agency Name	Date
0700	Department of Ed - Division of Higher Education	05/17/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22104437	Senior Technology Analyst	IT06	D016C
22102205	Volunteer Program Manager	GS07	G176C
22104248	Volunteer Program Coordinator	GS06	G202C
22109810	Grants Specialist	GS06	G214C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Information Systems Manager	IT08	D007C
DHE Program Coordinator	GS10	G071C

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

Selatha Leonard

Date *5/19/23*

Department Secretary's Signature

Anthony Salas

Date *5/23/23*