



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 Department of Transformation and Shared Services (TSS) for your review.

TSS is requesting ten (10) positions from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1) along with the establishment of two (2) new classifications. The classifications requested and positions being surrendered are listed below:

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
NEW	TSS Surplus Property Agent	GS06	8	\$36,155 - \$52,424
NEW	TSS Surplus Property Supervisor	GS08	1	\$45,010 - \$65,264
G036C	TSS Division Manager	GS10	1	\$56,039 - \$81,256

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>
22079954	Surplus Property Agent	V021C	GS04	\$29,046 - \$42,116	Occupied
22079992	Surplus Property Agent	V021C	GS04	\$29,046 - \$42,116	Occupied
22080004	Surplus Property Agent	V021C	GS04	\$29,046 - \$42,116	Occupied
22080030	Surplus Property Agent	V021C	GS04	\$29,046 - \$42,116	Occupied
22080038	Surplus Property Agent	V021C	GS04	\$29,046 - \$42,116	Occupied
22080041	Surplus Property Agent	V021C	GS04	\$29,046 - \$42,116	Occupied

Office of Personnel Management

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

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22079982	Surplus Property Agent	V021C	GS04	\$29,046 - \$42,116	08/29/2023
22080092	Surplus Property Agent	V021C	GS04	\$29,046 - \$42,116	Occupied
22080113	TSS OSP Surplus Property Supervisor	V033C	GS06	\$36,155 - \$52,424	Occupied
22080106	Program Fiscal Manager	A041C	GS08	\$45,010 - \$65,264	Occupied

JUSTIFICATION

TSS is requesting the above positions in order to resolve recruitment and retention issues within the State Surplus section of the department. Arkansas State Surplus is responsible for managing the sale and redistribution of state surplus property. Currently, this division is experiencing difficulties obtaining all surplus items due to the inability to recruit and retain employees. Within the last year, three employees have left the department along with two more employees actively searching for employment elsewhere due to salary issues. In order to qualify for employment within the requested new classifications, applicants must be in possession of a commercial driver's license (CDL) prior to employment. This new requirement will save the division valuable time by allowing the employee to begin work after a short orientation rather than spending time training and obtaining a CDL. Approval of the requested positions will establish a career path for employees within this division which will encourage employees to stay with the department long term. Approval of this request will result in an anticipated cost of approximately \$43,834, including matching. This amount accounts for promotions of nine (9) current incumbents within the surrendered positions.

RECOMMENDATION

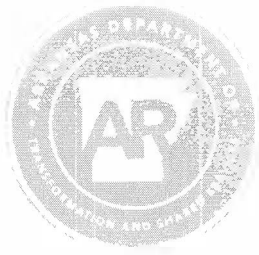
The Office of Personnel Management has reviewed the request and recommends the approval of ten (10) surrender pool positions.

Your consideration of this request is greatly appreciated.


STATE PERSONNEL DIRECTOR


DATE

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Department of Transformation and Shared Services
Governor Sarah Huckabee Sanders
Secretary Joseph Wood

Director Barnhill:

The Department of Transformation and Shared Services respectfully requests to surrender eight (8) GS04 Surplus Property Agent positions, one (1) GS06 TSS OSP Surplus Property Supervisor, and one (1) GS08 Program Fiscal Manager and requests one (1) GS10 TSS Division Manager position, (1) GS08 TSS Surplus Property Supervisor position, and eight (8) GS06 TSS Surplus Property Agent positions.

Department of Transformation and Shared Services: Positions Requested

Table with 4 columns: Class Code, Position Grade, Position Title, Salary Range. Rows include 8 X TSS Surplus Property Agent, TSS Surplus Property Supervisor, and TSS Division Manager.

Department of Transformation and Shared Services: Positions Surrendered

Table with 4 columns: Class Code, Position Grade, Position Title, Salary Range. Rows include 8 X Surplus Property Agent, TSS OSP Surplus Property Supervisor, and Program Fiscal Manager.

Arkansas State Surplus is experiencing an increase in demand for services. Last biennium, the State Surplus division generated \$6.1 million in revenue for the State of Arkansas and expects to do more in the next biennium. State Surplus has multiple departments on a backlog to pick up items from across the state, and this backlog is due to State Surplus being unable to recruit and retain employees.

Additionally, employees are required to have a CDL Class B license. Hiring someone that doesn't have a CDL Class B license requires State Surplus to wait for them to do training, for which the employee must also pay \$900 to take the course and get the license if they don't already have one.

State Surplus is also requesting a new GS10 to create equity in the department. The current manager is a GS08 and will supervise two GS08 employees. With this update from a GS08 to a GS10, State Surplus can show a clear line of progression and career growth within the division.



Arkansas State Surplus is a cash agency and receives no general revenue funding. State Surplus can cover the additional expense for the requested positions, and we believe they are needed to run the department efficiently. The Department of Transformation and Shared Services respectfully requests the creation of one (1) GS10 TSS Division Manager, one (1) GS08 TSS Surplus Property Supervisor and eight (8) GS06 TSS Surplus Property Agent positions and to surrender eight (8) GS04 Surplus Property Agent positions, one (1) GS06 TSS OSP Surplus Property Supervisor, and one (1) GS08 Program Fiscal Manager.

Thank you for your consideration.

Warm Regards,

Joseph Wood