

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskens

Director Kay Barnhill

January 17, 2024

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 Commerce (ACOM), Division of Workforce Services (DWS) for your review.

The Arkansas Department of Commerce (ACOM), Division of Workforce Services (DWS) is requesting one (1) brand new classification and one (1) pool position from its internal growth pool established by Arkansas Code Annotated § 11-10-310 (e).

The director may establish new or additional full-time positions if:

- (1) The new or additional full-time positions are necessary to:
 - (A) Carry out the objectives of the Division of Workforce Services' programs; or*
 - (B) Meet federal requirements of new or expanded programs when such needs are financed by federal funds;**
- (2) The director receives the approval of the Office of Personnel Management;*
- (3) Prior to establishing the new or additional full-time positions, the director shall seek approval by the Legislative Council, or if the General Assembly is in session, the Joint Budget Committee;*
- (4) The director authorizes the employment of no more than two hundred (200) persons in new or additional full-time positions in addition to those positions authorized in the salary schedule; and*
- (5) The rate of pay for the new or additional full-time positions does not exceed those set out in the salary schedule for comparable positions as authorized under the regular salaries section of the division's appropriation act.*

Office of Personnel Management

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

The Honorable Breanne Davis, Co-Chairperson
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The classification requested is listed below.

<u>CLASS CODE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>
NEW	DWS Chief of Legal Services	GS15	\$96,960 – \$140,592

JUSTIFICATION

The DWS Chief of Legal Services has added responsibilities in addition to its role as General Counsel. Due to twenty-three (23) additional growth pool positions it is responsible for overseeing contracts and any arising legal issues. Its conventional responsibilities include developing legal strategies to promote and protect agency matters, leading their internal audit section, as well as overseeing the delivery of all legal services.

RECOMMENDATION

The Office of Personnel Management has reviewed this request from the Arkansas Department of Commerce, Division of Workforce Services and recommends the establishment of one (1) brand new classification and one (1) growth pool position from its internal growth pool authorized as DWS Chief of Legal Services, GS15. The cost for this one (1) growth pool position is approximately \$172,480.15. The agency guarantees our office that it possesses sufficient funding to support this growth pool position request.

Your consideration of this request is greatly appreciated.

STATE PERSONNEL DIRECTOR

DATE

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
0810	1	NEW	DWS Chief of Legal Services	GS15	\$96,960 - \$140,592	\$172,480.15	Federal Revenue
Total Estimated Cost of the New Positions including 40% match						\$172,480.15	
Total Cost to General Revenue						\$0.00	

Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
Total Estimated Savings							\$0.00	
Estimated Savings to General Revenue							\$0.00	

Total Estimated Cost to the Agency						\$172,480.15
Total Estimated Cost to General Revenue						\$0.00
Total Authorized Position Adjustment						1

* The Estimated Cost calculation is based upon the Midpoint of the salary range, plus 40% matching.

** The Estimated Savings calculation is based upon the exit salary plus 40% match, only if a position has been vacant less than 1 year from the



Sarah Huckabee Sanders
GOVERNOR

Hugh McDonald
SECRETARY OF COMMERCE

January 9, 2024

Kay Barnhill, Administrator
Department of Transformation & Shared Services
Office of Personnel Management
501 Woodlane Street, Suite #205
Little Rock, AR 72201

RE: Arkansas Division of Workforce Services - Pool Position Request - Requested Title: Chief Legal Services; Requested Grade: GS15

Dear Ms. Barnhill:

The Arkansas Division of Workforce Services (ADWS) request a position to function as Chief Legal Counsel. The reason for this request is the Chief of Legal Services will have additional responsibilities in addition to the role as General Counsel; including developing and leading legal strategies to promote and protect the State and ADWS matters; developing and leading internal audit; and monitoring and managing outside counsel along with general counsel duties of overseeing the delivery of all legal services.

Thank you in advance for your consideration of this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Hugh McDonald", written over a white background.

Hugh McDonald
Secretary