

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskin

Director Kay Barnhill

February 14, 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 Labor & Licensing (ADLL) for your review.

The Arkansas Department of Labor & Licensing (ADLL) is requesting one (1) pool position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a). The classification requested and surrendered position are listed below.

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>
G004C	Managing Attorney	GS13	\$77,862 – \$112,900

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>LAST DATE VACATED</u>
22143387	Department Administrative Law Judge	G024C	GS12	\$69,776 – \$101,175	N / A

The Honorable Breanne Davis, Co-Chairperson
The Honorable Mark Berry, Co-Chairperson
February 14, 2024
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JUSTIFICATION

The Arkansas Department of Labor & Licensing (ADLL) possesses a legal division. This legal division contains four (4) positions, of which two (2) are occupied by licensed attorneys. One (1) of these licensed attorneys will transfer out of the department soon. ADLL needs a position authorized as a classification that can entice an experienced attorney. This position is primarily responsible for providing legal services and advice to all board directors within the department by interpreting laws pertaining to each board and conducting legal research. Its supplemental responsibilities include drafting legal briefings, pleadings, responses to subpoenas, policy, legislation, and rules.

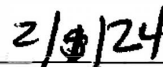
RECOMMENDATION

The Office of Personnel Management has reviewed this request from the Arkansas Department of Labor & Licensing and recommends the establishment of one (1) surrender pool position authorized as G004C, Managing Attorney. The cost for this one (1) surrender pool position is approximately \$11,494.10. 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



DATE

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
9910	1	G004C	Managing Attorney	GS13	\$77,862 - \$112,900	\$133,533.40	General Revenue
Total Estimated Cost of the New Positions including 40% match						\$133,533.40	
Total Cost to General Revenue						\$133,533.40	

Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
9910	22143387	G024C	Department Administrative Law Judge	GS12	N / A	YES	\$122,039.30	General Revenue
Total Estimated Savings							\$122,039.30	
Estimated Savings to General Revenue							\$122,039.30	

Total Estimated Cost to the Agency						\$11,494.10
Total Estimated Cost to General Revenue						\$11,494.10
Total Authorized Position Adjustment						0

* 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 date of the

2024

JAN 22 2024



Arkansas Department of Labor & Licensing
Governor Sarah Huckabee Sanders
Secretary Daryl E. Bassett

January 12, 2024

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

Dear Ms. Barnhill:

The Arkansas Department of Labor and Licensing (ADLL) respectfully requests the use of a GS13 pool position, G004C Managing Attorney.

Our current Legal Division consists of two positions: General Counsel (GS13) and Attorney Specialist (GS11). The current Attorney Specialist has resigned to work at another state agency. I would like to have a second GS13 position in our Legal Division to attract a more experienced attorney.

If this request is approved, ADLL agrees to surrender two positions as outlined in the enclosed Request for Pool Positions form. The surrender of the positions will result in a decrease of ADLL's position count by one.

Your consideration and approval of this request is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daryl E. Bassett', written over a white background.

Daryl E. Bassett

Enclosures

Cc: Jocelyn Potter, Agency Human Resources Manager



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

Business Area	Department Name / Agency Name	Date
9910	Department of Labor and Licensing	01/12/2024

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22143387	Attorney Specialist	GS11	G047C
22158461	Athletic Commission Program Manager	GS06	C094C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Managing Attorney	GS13	G004C

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.

Jocely Peltus
HR Administrator's Signature

Joseph Sauer
Department Secretary's Signature

1-12-24
Date

1/13/24
Date