



Department of Transformation and Shared Services
Governor Sarah Huckabee Sanders
Secretary Leslie Fiskien

March 13, 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 Aeronautics, for your review.

ACOM, Division of Aeronautics is requesting one (1) pool position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a). The classification requested and the position requested for surrender are listed below.

CLASSIFICATION REQUESTED

| <u>CLASS CODE</u> | <u>TITLE</u> | <u>PAY GRADE</u> | <u>SALARY RANGE</u> |
|--------------------------|-----------------------------|-------------------------|----------------------------|
| A116C | Business Operations Manager | GS08 | \$45,010 – \$65,265 |

POSITION 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> |
|-------------------------------|---------------------------|--------------------------|-------------------------|----------------------------|---------------------------------|
| 22093307 | Fiscal Support Specialist | A098C | GS04 | \$29,046 – \$42,117 | 06-11-2022 |

JUSTIFICATION

The Division of Aeronautics currently has five (5) positions. It has numerous forthcoming initiatives, one of which is to enhance aviation education within high schools throughout Arkansas. The responsibilities of the division’s requested position will include supporting their Director of Aeronautics with daily operations, acting on behalf of their Director of Aeronautics during agency functions, preparing their agency for the National Association of State Aviation Officials (NASAO) annual conference, attending training and career fairs, as well as providing

The Honorable Breanne Davis, Co-Chairperson
The Honorable Mark Berry, Co-Chairperson
March 13, 2024
Page 2

administrative program support. This requested position will report directly to their Director of Aeronautics. The agency's existing five (5) positions cannot continue to handle their responsibilities and absorb these forthcoming responsibilities.

RECOMMENDATION

OPM has reviewed this request from ACOM, Division of Aeronautics and **recommends** the establishment of one (1) pool position authorized as A116C, Business Operations Manager. OPM **recommends** the establishment of one (1) pool position as a growth pool position instead of a surrender pool position because position #22093307 is not located within the Division of Aeronautics although the Department of Commerce is voluntarily surrendering this position. The cost for this one (1) growth pool position is approximately \$77,191.80, all from special revenue. 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.

Wayne Bunker

STATE PERSONNEL DIRECTOR

3/10/24

DATE

| Positions Requested | | | | | | | |
|---|----------------|------------|-----------------------------|-------|---------------------|-----------------|---------------------|
| Business Area | # of Positions | Class Code | Title | Grade | Salary Range | *Estimated Cost | Funding Source(s) % |
| 0402 | 1 | A116C | Business Operations Manager | GS08 | \$45,010 - \$65,265 | \$77,191.80 | Special Revenue |
| Total Estimated Cost of the New Positions including 40% match | | | | | | \$77,191.80 | |
| 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 | | | | | | \$77,191.80 |
| 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 date of the



2064

Sarah Huckabee Sanders
GOVERNOR

Hugh McDonald
SECRETARY OF COMMERCE

FEB 08 2024

February 1, 2024

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

RE: Pool Position Request w/Surrender - Class: A116C, Grade: GS08, Title: Business Operations Manager

Dear Ms. Barnhill:

Kay

The Arkansas Division of Aeronautics (ADA) request a surrender pool position to function as Business Operations Manager. ACOM will surrender position 22093307, GS04, Fiscal Support Specialist.

ADA has multiple new initiatives, one of which is to become more involved in aviation education at the high school level. Current staff does not have the capacity to take on the additional duties associated with leading the division's efforts for this new initiative. Duties will include attending numerous trainings, events, and career fairs. This new initiative will require a considerable amount of time, effort, commitment, and attention to detail.

ADA is a small division with only five positions; adding a position at the GS08 grade level would provide the division an opportunity to hire someone to take on this and other new initiatives for the division.

Your favorable consideration of this request is very much appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Hugh McDonald'.

Hugh McDonald
Secretary



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

| | | |
|---------------|-------------------------------------|------------|
| Business Area | Department Name / Agency Name | Date |
| 0402 | Department of Commerce/ Aeronautics | 01/16/2024 |

Position(s) to be Surrendered

| Position/Item Number | Classification Title | Pay Grade | Class Code |
|----------------------|---------------------------|-----------|------------|
| 22093307 | FISCAL SUPPORT SPECIALIST | GS04 | A098C |

Classification(s) Requested

| Classification Title | Pay Grade | Class Code |
|-----------------------------|-----------|------------|
| BUSINESS OPERATIONS MANAGER | GS08 | A116C |

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

Date

2/1/24

Department Secretary's Signature

Date