



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

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), Department of Workforce Services (DWS), for your review.

DWS is requesting two (2) pool positions and two (2) new titles from its internal growth pool established by Ark. Code Ann. § 11-10-310 that states:

- (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.*

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The classifications requested are listed below:

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>
NEW	Director of Arkansas Workforce Connection	SE04	\$149,862 – \$181,500
NEW	Assistant Director, Reemployment	GS15	\$96,960 - \$140,592

JUSTIFICATION

DWS is requesting a new title and position for a Director of Arkansas Workforce Connection to lead the multiple state and federal workforce development programs and coordinate with local development boards. This new division will include business and employer outreach, the office of skills development, employer workforce programming which supports new/expanding businesses, adult education, Arkansas Rehabilitation Services, Services for the Blind, and Employment Services. This position is paid 75% from federal funding and 25% from state general revenue.

DWS is requesting a new title and position of Assistant Director, Reemployment (currently known as Unemployment Insurance). The position will manage over two hundred (200) staff in a newly separated division and be responsible for identifying solutions and managing processes to mitigate findings from the U.S. Department of Labor's routine monitoring exercises and legislative audit visits. This new unit will also be incorporating the Re-employment Service and Eligibility Assessment federal program into the organization. This position will be critical in protecting the integrity of the unemployment insurance system and will work to facilitate a claimant's connection to work search assistance. This position is paid 100% from federal funds.

RECOMMENDATION

OPM has reviewed this request from DWS and **recommends** the establishment of two (2) growth pool positions and new titles. DWS states this request will enable them to align tasks within the division more efficiently to better serve the claimants and employers effectively. The cost, including fringe, for the two (2) growth pool positions is approximately \$340,251 funded through federal fund and \$57,988 funded through general revenue. DWS guarantees our office that it has sufficient funding to support these growth pool position requests.

Your consideration of this request is greatly appreciated.

Kary Baerhul STATE PERSONNEL DIRECTOR 3/01/24 DATE

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
0810	1	NEW	Director of Arkansas Workforce Connection	SE04	\$149,862 - \$181,500	\$231,953.40	75% Federal, 25% GR
0810	1	NEW	Assistant Director, Reemployment	GS15	\$96,960 - \$140,592	\$ 166,286.40	100% Federal
Total Estimated Cost of the New Positions including 40% match						\$398,239.80	
Total Cost to General Revenue						\$57,988.35	

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						\$398,239.80
Total Estimated Cost to General Revenue						\$57,988.35
Total Authorized Position Adjustment						2

* 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 request. Otherwise,



Sarah Huckabee Sanders
GOVERNOR

Hugh McDonald
SECRETARY OF COMMERCE

February 29, 2024

Kay Barnhill, State Personnel Administrator
Office of Personnel Management
Arkansas Department of Transformation and Shared Services
501 Woodlane Street, Suite 201
Little Rock, AR 72201

Dear Ms. ~~Barnhill~~ *Kay*:

In order to implement changes associated with the realignment of the Arkansas Department of Commerce, I am requesting approval to utilize the growth pool of the Arkansas Division of Workforce Services (ADWS). The request will support our effort to better align positions with tasks and will enable the department to serve employers and claimants more efficiently and effectively. The requested positions are outlined below.

Department	Grade	Job Title
Division of Workforce Services	SE04	Director of Arkansas Workforce Connection
Division of Workforce Services	GS15	Assistant Director, Reemployment

First, I am requesting a position with the job title of Director of Arkansas Workforce Connection (SE04) to lead the execution of the various state and federal workforce development programs that are currently in multiple locations across Commerce and coordinate with local workforce development boards. This employer focused division will have a significant focus on ensuring we meet our customers' needs with a comprehensive and consistent effort of customer/business outreach. This division will include the following: (1) Business and Employer Outreach; (2) the Office of Skills Development; (2) Employer Workforce Programming that supports new and expanding businesses to meet their workforce needs; (3) Adult Education (Title II); (4) Arkansas Rehabilitation Services (Title IV); (5) Services for the Blind (Title IV); and (6) Employment Services (Titles I and III).

Second, I am requesting a position with the job title Assistant Director, Reemployment, currently known as Unemployment Insurance (UI). This position is needed to manage the process of all federal and state specific (UI) requirements. Under the realignment of Commerce, Reemployment is becoming its own division due to the importance of this program. This position will identify solutions and manage processes to mitigate findings from the United States Department of Labor's routine monitoring exercises, as well as legislative audit visits. Further, this position will manage 200 staff that work in the UI Program and confirm that all tasks are in compliance with state and federal standards. This position is also integral to the development and implementation of the new UI modernization program that is currently being built.

Kay Barnhill

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Further, this position will be responsible for creating a culture of continuous process improvement while protecting the integrity of the UI system and will work to facilitate a reemployment claimant's connection to work search assistance. This unit is also incorporating the Re-Employment Services and Eligibility Assessment federal program into its organization.

If you need further information, please feel free to contact our office. Your consideration of this request is appreciated.

Sincerely,

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

Hugh McDonald
Secretary