


Department of Shared Administrative Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskens

December 17, 2025

The Honorable Breanne Davis, Co-Chairperson
 The Honorable Les Warren, 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 Warren:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Labor and Licensing (ADLL) for your review.

ADLL is requesting two (2) pool positions from the OPM pool established by Ark. Code Ann. § 21-5-225. The classifications requested and positions for surrender are listed below:

<u>CLASSIFICATIONS REQUESTED</u>			
<u>CLASS CODE</u>	<u>CLASSIFICATION TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>
ILP02C	Labor & Licensing Division Director II	SPC05	\$85,943 – \$127,195
LAT03P	Attorney I	SPC03	\$71,027 – \$105,120

<u>POSITIONS FROZEN</u>						
<u>BA</u>	<u>POSITION NUMBER</u>	<u>CLASSIFICATION</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>DATE VACATED</u>
0258	22095618	Labor & Licensing Division Director I	ILP01C	SGS07	\$57,351 – \$84,879	N / A
0211	22095726	Labor & Licensing Division Director I	ILP01C	SGS07	\$57,351 – \$84,879	N / A
0800	22094007	Labor Mediator	ILP03P	SGS07	\$57,351 – \$84,879	N / A

JUSTIFICATION

ADLL currently has a position authorized as Labor & Licensing Division Director I for its Towing and Recovery Board and a position authorized as Labor & Licensing Division Director I for its Professional Bail Bondsman Licensing Board. The department needs to combine the responsibilities of both positions and create one higher level position authorized as Labor & Licensing Division Director II. The requested classification and position will be responsible for

The Honorable Breanne Davis, Co-Chairperson
The Honorable Les Warren, Co-Chairperson
December 17, 2025
Page 2

overseeing operations within both boards and have additional responsibilities compared with the two existing positions. The new position will assist their department with streamlining decision-making and strengthening accountability.

ADLL currently has a position authorized as Labor Mediator. This position is responsible for facilitating the resolution of disputes between labor representatives and management, serving as an administrative law judge for their boards, presiding over hearings, interpreting statutes and regulations, as well as supplying legal sound decisions. Since these responsibilities exceed those of a Labor Mediator, the agency needs a classification that better aligns with the job functions. The classification Attorney I more accurately reflects the legal expertise and judicial duties required for this position.

RECOMMENDATION

OPM recommends the establishment of two (2) growth pool positions, one authorized as Labor & Licensing Division Director II and the other authorized as Attorney I. Both positions will be established at the cabinet-level; therefore, a surrender pool option is not permitted. ADLL agrees to freeze positions #22095618 and #22095726, both authorized Labor & Licensing Division Director I and not fill them in exchange for the Labor & Licensing Division Director II growth pool. ADLL agrees to freeze position #22094007 authorized as Labor Mediator and not fill it in exchange for the Attorney I growth pool.

The cost for these two (2) pool positions should result in a reduction in general revenue expenses and should overall decrease the department's total personnel expenses. The funding source for the growth pool position authorized as Labor & Licensing Division Director II is special revenue. The funding source for the growth pool position authorized as Attorney I is approximately 80% special revenue, 15% general revenue, and 5% grant funds. ADLL guarantees our office that it possesses sufficient funding to support this pool position request. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management

KB/jh:1-2

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
9910	1	ILP02C	Labor & Licensing Division Director II	SPC05	\$85,943 - \$127,195	\$ 120,320.2000	Special Revenue
9910	1	LAT03P	Attorney I	SPC03	\$71,027 - \$105,120	\$ 99,437.8000	COMBINATION
Total Estimated Cost of the New Positions including 40% match						\$ 219,758.0000	
Total Cost to General Revenue						\$ 14,915.6700	

Positions Frozen								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
0258	22095618	ILP01C	Labor & Licensing Division Director I	SGS07	N / A	Yes	\$ -	Special Revenue
0211	22095726	ILP01C	Labor & Licensing Division Director I	SGS07	N / A	Yes	\$ -	Special Revenue
0800	22094007	ILP03P	Labor Mediator	SGS07	N / A	Yes	\$ -	General Revenue
Total Estimated Savings to Department							\$ -	
Estimated Savings to General Revenue							\$ -	

This position will be frozen by ADLL once employee moves to new L&L Division Director II position
This position will be frozen by ADLL effective 2/1/26; incumbent is retiring 1/31/26
This position will be frozen by ADLL once employee moves to new Attorney I position

Total Estimated Cost to the Agency	\$ 219,758.0000
Total Estimated Cost to General Revenue	\$ 14,915.6700
Total Authorized Position Adjustment	2

* The Estimated Cost calculation is based upon the ~~Midpoint~~ Entry rate 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.

*** If it is expected that the salary provided to the employee hired into a new position will be higher than the entry rate, then the expected salary shall be used in lieu of the entry rate of the grade.

2608



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

NOV 26 2025

November 24, 2025

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 authorization to utilize an SPC05 pool position, ILP02C – Labor & Licensing Division Director II.

An incumbent Division Director I has announced plans to retire effective January 31, 2026. To maximize efficiency and reduce costs, ADLL proposes consolidating the responsibilities of the retiring position with another current Division Director I. In recognition of the expanded scope of duties and increased level of responsibility, ADLL seeks to reclassify this position to Division Director II. Because ADLL does not currently have a vacant Director II position, the use of a pool position is necessary.

This reclassification is essential to reflect the expanded responsibilities of overseeing multiple divisions, broadening management duties, and requiring higher-level strategic leadership. Consolidating these functions under one Director reduces duplication of effort, streamlines decision-making, and strengthens accountability across the agency. Elevating an experienced incumbent also ensures continuity of leadership, avoiding the disruption and learning curve that would accompany hiring a new Director I.

The individual we will promote has demonstrated advanced knowledge of regulatory compliance, stakeholder engagement, and strategic planning, making them uniquely qualified to manage the expanded portfolio. The Director II classification more accurately reflects the level of authority, external representation, and agency-wide impact required by the expanded role, ensuring that the position is aligned with organizational needs.

Approval of this request would result in a salary adjustment appropriate to the Division Director II classification. If the request is not approved, ADLL will be required to hire a new Division Director I at the entry-level rate for that position. The proposed reclassification therefore represents cost savings to the agency. In addition, by surrendering two Director I positions in exchange for one Director II, ADLL reduces its overall position count by one while achieving long-term savings.

ADLL respectfully requests your consideration and approval of this proposal, which ensures efficient resource use, proper recognition of expanded responsibilities, and measurable cost savings for the agency.

Sincerely,

A handwritten signature in cursive script, reading "Daryl E. Bassett". The signature is written in dark ink and includes a small circular mark at the end.

Daryl E. Bassett

Enclosures



Department of Shared Administrative Services
Office of Personnel Management
Request for Pool Position

Business Area

9910

Department Name / Agency Name

Labor and Licensing

Date

11/24/2025

Position(s) to be Surrendered

Position/Item Number Classification Title

22095618 Labor & Licensing Division Director I

Pay Grade

SGS07

Class Code

ILP01C

22095726 Labor & Licensing Division Director I

SGS07

ILP01C

Classification(s) Requested

Classification Title

Labor & Licensing Division Director II

Pay Grade

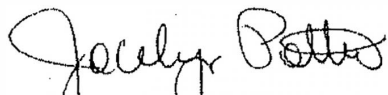
SPC05

Class Code

ILP02C

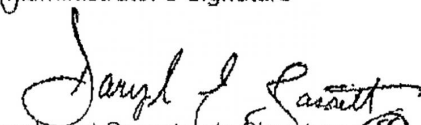
I hereby certify that:

- 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

11/24/2025

Date


Department Secretary's Signature

11.25.2025

Date



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

November 25, 2025

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 authorization to utilize an SPC03 pool position, LAT03P – Attorney I.

ADLL currently has one Labor Mediator classification. In addition to fulfilling the duties of a Labor Mediator, the incumbent has taken on responsibilities well beyond the scope of the position by serving as an Administrative Law Judge (ALJ) for several ADLL boards and commissions. This service has provided significant savings to the agency, as boards and commissions have not had to contract with outside hearing officers, thereby avoiding substantial costs.

ADLL is fortunate that the incumbent Labor Mediator is also a licensed attorney. While licensure is not required for the Labor Mediator role, the legal expertise of a licensed attorney elevates the quality of performance and ensures that the incumbent can serve as an ALJ—a role that does require a licensed attorney. The ability to preside over hearings, issue legally sound decisions, and interpret statutes and regulations demonstrates that the incumbent's responsibilities align more closely with the Attorney I classification than with the Labor Mediator role.

To properly recognize these expanded responsibilities and align the position with its actual functions, ADLL proposes to surrender the Labor Mediator position in exchange for an Attorney I position. This adjustment will achieve long-term savings and ensure that the classification accurately reflects the legal expertise and judicial duties being performed.

ADLL respectfully requests your consideration and approval of this proposal, which promotes efficient resource use, acknowledges the specialized qualifications of the incumbent, and ensures measurable cost savings for the agency.

Sincerely,

A handwritten signature in cursive script, reading "Daryl E. Bassett". The signature is written in dark ink and includes a small circular mark at the end of the last name.

Daryl E. Bassett

Enclosures



Department of Shared Administrative Services
Office of Personnel Management
Request for Pool Position

Business Area

9910

Department Name / Agency Name

Labor & Licensing

Date

11-24-2025

Position(s) to be Surrendered

Position/Item Number Classification Title

22094007 Labor Mediator

Pay Grade

SGS07

Class Code

ILP03P

Classification(s) Requested

Classification Title

Attorney I

Pay Grade

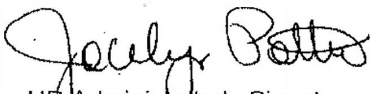
SPC03

Class Code

LAT03P

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

11/25/25


Department Secretary's Signature

Date

11/25/25