



Department of Shared Administrative Services
 Governor Sarah Huckabee Sanders
 Secretary Leslie Fisker

March 18, 2026

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 Parks, Heritage, and Tourism (ADPHT), Division of Parks, for your review.

ADPHT is requesting three (3) positions from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a). The classifications requested and the positions surrendered are listed below:

POSITIONS REQUESTED

<u>BA</u>	<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
0900	RPA19C	Park Superintendent III	SGS09	1	\$69,395 - \$102,705
0900	TMA04P	Maintenance Supervisor/Expert	SGS06	1	\$52,137 - \$77,163
0900	RPA13C	Park Manager	SGS11	1	\$83,969 - \$124,274

POSITIONS SURRENDERED

<u>BA</u>	<u>POSITION</u>	<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
0900	22092352	PAS02P	Administrative Coordinator	SGS04	\$43,088 - \$63,770
0900	22092467	PAS02P	Administrative Coordinator	SGS04	\$43,088 - \$63,770
0900	22092251	PAS02P	Administrative Coordinator	SGS04	\$43,088 - \$63,770

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JUSTIFICATION

ADPHT is requesting the above positions for Blanchard Springs Recreation Area and Caverns, which is a recent acquisition, to support daily operations. The Park Superintendent III and Maintenance Supervisor/Expert positions will provide grounds, facilities, utilities, and human resource management on site, while the Park Manager will develop special events, brand partnerships, guest experiences, and facility improvements at this and other parks within the region. Approval of this request will result in an anticipated additional cost of approximately \$263,94 from Special Revenue.

OPM has reviewed the request and **recommends** the approval of three (3) surrender pool positions.

Your consideration of this request is greatly appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Kay Barnhill". The signature is written in a cursive, flowing style.

Kay Barnhill, Director
Office of Personnel Management

KB/sd:1-2



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Sarah Huckabee Sanders
Governor
Shea Lewis
Secretary

February 24, 2026

Director Kay Barnhill
Office of Personnel Management
501 Woodlane, Suite 201
Little Rock, AR 72201

Director Barnhill,

The Department of Parks, Heritage and Tourism (ADPHT) respectfully request to establish three (3) pool positions from the growth pool.

Class Code	Position Grade	Position Title	Salary Range
RPA19C	SGS09	Park Superintendent III	\$69,395 - \$102,705
TMA04P	SGS06	Maintenance Supervisor/Expert	\$52,137 - \$77,163
RPA13C	SGS11	Park Manager	\$83,969 - \$124,274

The Park Superintendent III and Maintenance Supervisor/Expert positions are being submitted in support of the acquisition of Blanchard Springs Recreation Area and Caverns from the U.S. Department of Agriculture (USDA), Forest Service, Ozark-St. Francis National Forest as a new state park. These positions are vital to the daily administrative and operational processes within the park. These positions will provide grounds, facilities, utilities, and human resource management at Blanchard Springs. These positions will also provide direct coordination with USDA personnel for park operations.

Blanchard Springs Caverns is a unique resource with state-wide, regional, and national significance. This request supports the Natural State Initiative, which promotes outdoor recreation, expands the outdoor economy, and positions Arkansas as a premier outdoor destination. It also ensures long-term protection of the site's natural and cultural resources.

In addition, ADPHT is requesting a specialized Park Manager position. This manager will strategically develop special events, brand partnerships, guest experiences, and facility improvements across the state park system, including at Blanchard Springs. The position will work to build our business acumen through concessionaire opportunities and existing park operating procedures. This position will evaluate and recommend capital improvements that support long-term operational excellence and visitor satisfaction, while ensuring all initiatives align with organizational goals, brand standards, and fiscal responsibility. The role collaborates across the department and with external partners to

deliver high-quality, innovative experiences that strengthen community relationships, drive economic impact, and position our properties as a premier outdoor recreation and tourist destinations.

Again, this request supports the Natural State Initiative, which promotes outdoor recreation, expands the outdoor economy, and will allow for additional growth in the state's tourism revenues.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Shea Lewis". The signature is fluid and cursive, with the first name "Shea" being more prominent than the last name "Lewis".

Shea Lewis
Secretary
Director, Division of Arkansas State Parks

Attachment

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
900	1	RPA19C	Park Superintendent III	SGS09	\$69,395 - \$102,705	97,153	Special Revenue Conservation Sales Tax 100%
900	1	TMA04P	Maintenance Supervisor/Expert	SGS06	\$52,137 - \$77,163	72,992	Special Revenue Conservation Sales Tax 100%
900	1	RPA13C	Park Manager	SGS11	\$83,969 - \$124,274	117,557	Special Revenue Conservation Sales Tax 100%
Total Estimated Cost of the New Positions including 40% match						\$	287,701.40
Total Cost to General Revenue						\$	-

Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
0900	22092352	PAS02P	Administrative Coordinator	SGS04	2/28/2025	Y	\$ 7,920.00	Special Revenue- Conservation Sales Tax 100%
0900	22092467	PAS02P	Administrative Coordinator	SGS04	3/1/2025	Y	\$ 7,920.00	Special Revenue- Conservation Sales Tax 100%
0900	22092251	PAS02P	Administrative Coordinator	SGS04	3/1/2025	Y	\$ 7,920.00	Special Revenue- Conservation Sales Tax 100%
Total Estimated Savings							\$	23,760.00
Estimated Savings to General Revenue							\$	-

Total Estimated Cost to the Agency						\$	263,941.40
Total Estimated Cost to General Revenue						\$	-
Total Authorized Position Adjustment							3

* The Estimated Cost calculation is based upon the Entry of the salary range, plus 40% matching, which includes EBD.

** 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, savings is solely based on \$7,920 provided to EBD for all budgeted positions.

*** 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.