



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

August 19, 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 of Labor and Licensing (ADLL) for your review.

ADLL is requesting authorization to advertise and fill Position #22093944 authorized as PAS02P, Administrative Coordinator. This position is currently on hold due to Act 796 of 2021. This position is located within their Division of Occupational Safety and Health Administration (OSHA) Consultation. This particular division is enduring an escalation in inspection activity which is resulting in a corresponding increase in administrative workload. The Department needs this administrative support position to ensure that it adequately handles all responsibilities within its OSHA Consultation Program.

OPM has reviewed this request from ADLL and recommends that the Department receive authorization to utilize position #22093944 authorized as PAS02P, Administrative Coordinator. The cost for this position is approximately \$60,323.20. The funding for this position is split into two parts: 90% from a federal OSHA Consultation Grant and 10% from General Revenue. ADLL guarantees our office that it possesses sufficient funding to support this position.

Your consideration of this request is greatly appreciated.

A handwritten signature in black ink, appearing to read 'Kory Fiskien', is written over a horizontal line.

STATE PERSONNEL DIRECTOR

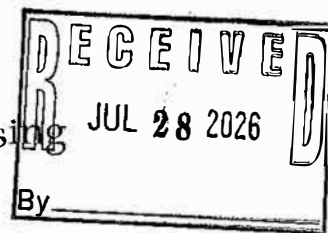
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Arkansas Department of Labor & Licensing
Governor Sarah Huckabee Sanders
Secretary Daryl E. Bassett



July 27, 2026

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 advertise and fill Position No. 22093944, Administrative Coordinator (PAS02P – SGS04). Because this position is currently included on the Act 796 list, we are requesting approval to remove it from the list in order to proceed with recruitment and hiring.

The ADLL OSHA Consultation Division has experienced a substantial increase in inspection activity, resulting in a corresponding rise in administrative workload. Current administrative staff have reached full capacity and are unable to absorb these additional responsibilities while maintaining the level of service and compliance required by the program.

In addition to the increased volume of inspections, the OSHA Regional Office in Dallas has implemented new requirements for the OSHA Consultation Program, including:

1. Contacting sheriff's offices in all 75 Arkansas counties each month to obtain information regarding workplace injuries and fatalities.
2. Maintaining inspection files and ensuring all federally required documentation is completed accurately and timely.
3. Tracking safety and educational materials distributed to businesses statewide through U.S. mail.

This position is needed to perform critical administrative functions in support of the OSHA Consultation Program within the Division of Labor, Business Area 0800.

Current vacancies within BA0800 are summarized below. Of these vacancies:

- Four Inspector III positions are assigned to the Code Enforcement Division and are currently in various stages of recruitment.
- One Inspector II position is assigned to OSHA Consultation and is actively being recruited.
- Five positions are currently on the Act 796 list.
- One Fiscal Support Coordinator position is being utilized as part of an internal restructuring effort within the Code Enforcement Division.

BA	Position #	Grade	Classification Title	Comments
0800	22094014	SGS07	Data/Research Analyst	Act 796 list
0800	22094005	SGS06	Fiscal Support Coordinator	Using for internal restructuring
0800	22093929	SGS06	Inspector III	Recently vacated; currently advertising
0800	22093992	SGS06	Inspector III	Recently vacated; currently advertising
0800	22093996	SGS06	Inspector III	Recently vacated; currently advertising
0800	22134000	SGS06	Inspector III	Recently vacated; currently advertising
0800	22093924	SGS05	Inspector II	Act 796 list
0800	22093928	SGS05	Inspector II	Recently vacated; currently advertising
0800	22093937	SGS05	Inspector II	Act 796 list
0800	22093985	SGS05	Inspector II	Act 796 list
0800	22093944	SGS04	Administrative Coordinator	Requesting to remove from Act 796

After careful review of available staffing resources, ADLL has determined that the most practical solution is to request the release of one position from the Act 796 list. Given the administrative nature of the workload and program requirements, we request authorization to utilize the Administrative Coordinator position for this purpose.

Funding for this position will be provided through a combination of 90% Federal OSHA Consultation Grant funds and 10% General Revenue funds.

Filling this position is essential to ensuring the OSHA Consultation Program can effectively meet increasing operational demands, maintain compliance with federal requirements, and continue providing efficient service to the citizens and businesses of Arkansas.

We appreciate your consideration of this request and respectfully ask for your approval.

Sincerely,



Daryl E. Bassett
Secretary