

EX. C3



STATE OF ARKANSAS
**Department of Transformation
and Shared Services**
Governor Asa Hutchinson
Secretary Amy Fecher

OFFICE OF PERSONNEL MANAGEMENT
Director Kay Barnhill
1509 West Seventh Street, Suite 201
Post Office Box 4278
Little Rock, Arkansas 72203-4278
Phone: (501) 682-1823

August 20, 2019

Senator David Wallace, Co-Chairperson
Representative Jim Wooten, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Parks, Heritage, and Tourism for your review.

The Arkansas Department of Parks, Heritage, and Tourism (ADPHT) is requesting one (1) position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classification requested along with the position being surrendered is listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22132424	Park Superintendent IV	B031C	GS09	\$50,222 - \$72,821

CLASSIFICATIONS REQUESTED

Emergency Services Manager	NEW	GS10	\$56,039 - \$81,256
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JUSTIFICATION

ADPHT is requesting the above position in order to meet the needs of the department. A new section was created in 2017 for Emergency Services, and this position became the lead management position. Since its inception, ADPHT has utilized a Park Superintendent IV, GS09 for this role. However, this classification does not match the job duties of this position as the head of all emergency services for the agency throughout the state. The estimated cost of moving the incumbent to the new position and title will be \$4,825.

Senator David Wallace, Co-Chairperson
Representative Jim Wooten, Co-Chairperson
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More than 2,500 emergency services and law enforcement incidents happen each year across the 52 state parks, including major efforts such as search and rescue, natural disasters, and fires. In addition to coordinating with state and local agencies, this position is over all ADPIIT law enforcement officers, including training and special events. This position will handle the budget for emergency services and maintain all certifications necessary for staff.

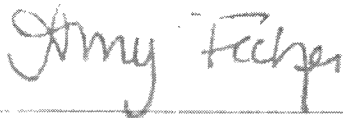
The Office of Personnel Management has reviewed this request and **recommends** the approval of one (1) position from the OPM surrender pool, as well as the creation of a new title for Emergency Services Manager, GS10.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



8/9/19

Secretary of Transformation & Shared Services

Date

KB/sd:1-2



**DEPARTMENT OF
PARKS & TOURISM**

1 Capitol Mall
Little Rock, AR 72201
501-682-7777

Central Administration
Division
501-682-2039

Great River Road Division
870-295-2005
Arkansas.com

Human Resources Section
501-682-7742 (TDD)

Keep Arkansas
Beautiful Division
501-682-3507 (TDD)
KeepArkansasBeautiful.com

State Parks Division
501-682-1191 (TDD)
ArkansasStateParks.com

Tourism Division
501-682-7777 (TDD)
Arkansas.com

**Asa Hutchinson
GOVERNOR**

**Cynthia Dunlap
INTERIM
EXECUTIVE DIRECTOR**

DIVISION DIRECTORS

Cynthia Dunlap
ADMINISTRATION

Grady Spann
STATE PARKS

Jim Dailey
TOURISM

Kim Williams
GREAT RIVER ROAD

Mark Camp
KEEP ARKANSAS
BEAUTIFUL

**AN EQUAL
OPPORTUNITY/
AFFIRMATIVE ACTION/
AMERICANS WITH
DISABILITIES ACT
EMPLOYER**

Arkansas

THE NATURAL STATE

July 19, 2019

Kay Barnhill
Personnel Administrator, OPM
1509 West 7th Street
2nd Floor DFA Building
Little Rock, AR 72201

RE: Swap Pool Request – Emergency Services Manager

Dear Mrs. Barnhill:

On average, the Arkansas State Parks Division experiences more than 2,500 emergency services and law enforcement incidents each year that occur across 52 state parks. In order to more efficiently handle management of these incidents as well as administrate the training and continuing certification of 90 law enforcement officers in the Parks Division, a new section named Emergency Services was created under the Parks Division Director's office in 2017.

At that time, the Emergency Services section was staffed by existing positions within the Parks Division reallocated to that section. However, as there was no appropriate State title for that section's management position, we utilized a Park Superintendent IV position as the section's manager. We are now requesting a swap pool position with a new state title of Emergency Services Manager to correctly classify that section management position. I have enclosed a swap pool request form, justification statement and proposed class specifications for this new title for your review and presentation to the ALC – Personnel Committee.

This request has been approved by Stacy Hurst, Secretary of the Arkansas Department of Parks, Heritage and Tourism.

Thank you for your timely review of our request.

Sincerely,

David Flake
Human Resources Director





DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
0900	Arkansas Department of Parks, Heritage and Tourism	08/01/2019

Position(s) to be Surrendered


Position/Item Number	Classification Title	Pay Grade	Class Code
22132424	Park Superintendent IV	GS09	B031C

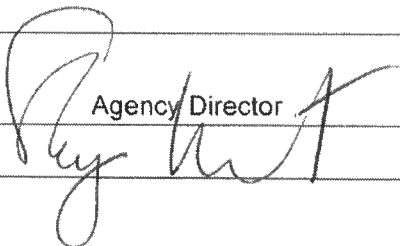
Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Emergency Services Manager	GS10	NEW

Hereby Certify / Understand That:

- A. The position requested is critical to the operation of this Agency/Institution 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/Institution.
- E. No current employee will be displaced by this action.

	Agency Personnel Rep	Date
		8/01/2019

	Agency Director	Date
		8/01/2019

CLASS SPECIFICATION

CLASS TITLE: Emergency Services Director

Class Code:

CLASS SUMMARY

The Emergency Services Manager serves as a section manager and is responsible for overseeing all law enforcement and emergency incident responses for the agency. This position is governed by state and federal laws and agency policy.

TYPICAL FUNCTIONS

Supervises a small professional and administrative support staff by interviewing, recommending for hire, training, assigning and reviewing work, evaluating performance and interpreting policies and procedures for the section. Develops and manages section priorities, work plans, and budget to ensure that the goals and objectives of the section are met. Coordinates with other state and local agencies in times of natural disasters and emergencies. Serves as the Incident Commander for emergency responses involving agency. Oversees the agency's search and rescue program, first aid/ CPR medical program, law enforcement program and fire management operations. Responsible for security direction and security staffing at special events sponsored by the agency. Researches, prepares, maintains, and presents detailed reports and records. Researches and documents equipment, personnel, and other operational needs. Ensures the availability of equipment, materials, and labor for visitor protection and overall safety operations. Manages budgeted resources to effectively carry out goals and objectives in a cost effective manner. Researches and recommends job standards and ensures staff progress toward and achievement of training goals and required certifications. Inspects law enforcement equipment, uniforms, and vehicles. Takes action to ensure conformance to division and department standards. Evaluates law enforcement training activities and performance of law enforcement officers who assist in training. Evaluates law enforcement personnel by observing the performance of their duties, abilities, skills, and usage of equipment while on the job. Advises Managers/Superintendents on law enforcement officers, including Commissioned Superintendents, pertaining to their law enforcement duties and training needs.

SPECIAL JOB DIMENSIONS

May be exposed to personal injury in the performance of duties. Required to carry and use a firearm. Occasional to frequent in-state travel is required.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the principles and practices of emergency response, law enforcement, crowd control, criminal investigations, search and rescue operations, and employee training. Knowledge of supervisory practices and procedures. Ability to communicate information and ideas to a diverse group of people. Ability to research, organize and present oral and written reports of findings and recommendations. Ability to plan, organize, and oversee the work of subordinates. Ability to handle weapons, exercise self-defense, and administer first aide. Ability to traverse rough terrain and work in inclement weather. Ability to travel extensively statewide.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be certified as a Law Enforcement Officer by the Commission on Law Enforcement Standards and Training in accordance with ACA 12-9-106.

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in Criminal Justice, Park Administration, Public Administration, Emergency Management or a related field; plus five years' experience in emergency management, law enforcement, or a related field, including four years in a supervisory capacity. Must possess a valid Arkansas driver's license. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. **OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.**



CERTIFICATION OF FUNDING FOR PERSONNEL ACTIONS

Agencies must complete this form for personnel actions involving director's discretion under the Uniform Classification & Compensation Act for either incumbents or new hires. By completing this form, your agency certifies that sufficient agency funds exist and are available during the current fiscal year, and are expected to be available on an ongoing basis, to cover the requested salary adjustment. Agencies requesting discretionary increases will not be eligible for additional Merit Adjustment Fund disbursements to cover the costs of such increases. For adjustments affecting more than one position, please attach a spreadsheet with the information below listed for each position. A signed copy of this form must be attached.

1. Business Area/Agency:		0900 ADPT	
2. Type of Action Requested:		Surrender Pool	
3. Employee Name:		N/A	
4. Employee Personnel Number (if any):		N/A	
5. Position Number:		NEW	
6. Job Title:		Emergency Services Manager	
7. Class Code:	NEW	8. Grade:	GS10
9. Current Salary:			
10. Requested Salary:		\$ 56,039	
11. Change in Salary:		\$ 56,039	
12. Change in Personal Services Match:		\$ 14,570	
13. Total Budgetary Impact:		\$ 70,609	
14. Fund Center:		499P	
15. Cost Center:		447521	
16. Funding Source:		HGA0100	
17. Current Budget for Appropriation:		\$13,813,594	
18. Certified Funding for Appropriation:		\$13,813,594	

Justification:

See attached. This is a request for a new position. Parks Division is surrendering position #22132424 B031C Park Superintendent, which will offset the expenditures of this request by \$63,279 in salary and matching funds.

By signing this document, I certify that sufficient agency funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Merit Adjustment Fund.



Agency Director

08/01/2019

Date