



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

**Ex. E**  
 OFFICE OF PERSONNEL MANAGEMENT  
 Director Kay Barnhill  
 1509 West Seventh Street, Suite 201  
 Post Office Box 3278  
 Little Rock, Arkansas 72203-3278  
 Phone: (501) 682-1823

September 17, 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 to establish a new title from the Arkansas Department of Agriculture for your review.

<u>TITLE REQUESTED</u>	<u>GRADE</u>	<u>RANGE</u>
National Poultry Improvement Plan Coordinator	GS10	\$56,039 - \$81,256

The National Poultry Improvement Program is a federal inspection requirement of the USDA for states importing poultry products. The poultry sector is the state's largest agricultural industry, generating revenue of \$4 billion annually. The National Poultry Improvement Program Coordinator will be responsible for administering the testing and certification program for poultry products. Arkansas has over 179 participating commercial breeders, processors, backyard producers, and other facilities which must be tested prevent and control poultry diseases.

The Office of Personnel Management has reviewed this request and **recommends** the approval of the new classification of National Poultry Improvement Program Coordinator, grade GS10.

Your consideration of this request is appreciated.

Sincerely,

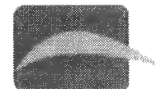
Kay Barnhill  
 State Personnel Administrator

Secretary, Transformation & Shared Services

09/09/19  
 Date



# ARKANSAS DEPARTMENT OF AGRICULTURE



Asa Hutchinson  
Governor

1 Natural Resources Drive, Little Rock, AR 72205  
agriculture.arkansas.gov  
(501) 225-1598

Wes Ward  
Secretary of Agriculture

August 26, 2019

Ms. Kay Barnhill  
Administrator, Office of Personnel Management  
1509 West 7<sup>th</sup> Street, Room 201  
Little Rock, AR 72201



Dear Ms. Barnhill:

We are requesting approval to surrender the GS10 Metrology Lab Manager position #22158495 (currently downgraded to the GS09 Microbiologist Supervisor) in exchange for a new GS10 position titled "National Poultry Improvement Program Coordinator". This new title and corresponding job description will enable the Arkansas Department of Agriculture's Livestock and Poultry Division to attract qualified and experienced applicants for this position that is critical to the success of Arkansas's poultry industry. A draft job description is attached.

Poultry is the largest sector of Arkansas's \$21 billion agricultural industry, adding more than \$4 billion to the state's economy annually and providing more than 36,500 jobs. Arkansas ranks second in the nation in the production of broilers, which represented 39% of all agricultural cash receipts in the state in 2016. Arkansas ranks fourth in the nation in the export of broilers, valued at more than \$346 million in 2015.

The new National Poultry Improvement Program Coordinator position will administer the National Poultry Improvement Program (NPIP), a State-Federal cooperative testing and certification program for poultry products. Most of the United States' trading partners importing poultry products require NPIP participation. Arkansas currently has 179 participating commercial breeders, processors, backyard producers, and further processing facilities. For the Arkansas poultry industry to continue to be a leader in poultry exports, it is imperative that we have a well-qualified and experienced coordinator administering the program in Arkansas.

Advertising the Microbiologist position for the NPIP program coordinator duties has been confusing for potential applicants because the job duties described in the microbiologist position do not directly correlate to the NPIP program requirements and duties. The microbiologist position has been advertised twice for more than four weeks and no applications from qualified applicants have been received. Having a position title and description that is directly aligned with the actual job duties should help attract more qualified candidates.

Your assistance with the position request is appreciated. Please let me know if additional information is needed.

Respectfully,

Wesley W. Ward  
Secretary of Agriculture  
State of Arkansas



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

Business Area	Agency/Institution	Date
0400	Arkansas Department of Agriculture	08/26/19

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22158495	Metrology Laboratory Manager	GS10	B128C

**Classification(s) Requested**

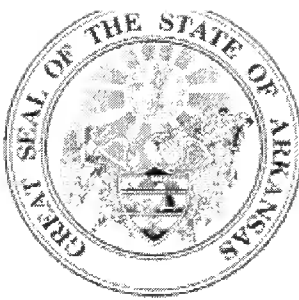
N/A	Classification Title	Pay Grade	Class Code
	National Poultry Improvement Plan (NPIP) Coordinator	GS10	

I 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
Paula Jones	<i>Paula H. Jones</i>	08/26/19

	Agency Director	Date
Wes Ward	<i>Wes W. Ward</i>	08/26/19



## NATIONAL POULTRY IMPROVEMENT PLAN – NPIP PROGRAM COORDINATOR

Class Code: \_\_\_\_\_ Grade: GS-10  
FLSA Status: Exempt  
Date: 08/22/2019

### STATE OF ARKANSAS JOB DESCRIPTION

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#### SUMMARY:

The NPIP is a voluntary State–Federal-Industry cooperative testing and certification program for poultry breeding flocks, baby chicks, poultry, hatching eggs, hatcheries, and dealers (since 1935). The NPIP Program Coordinator is responsible for overseeing the work of the program and allied functions to ensure compliance with program standards and expectations. This position is governed by state regulations, federal laws and USDA-APHIS-NPIP agency policy.

#### TYPICAL FUNCTIONS:

Supervises administrative support personnel by interviewing and recommending for hire, assigning and reviewing work, training new employees, and evaluating employee performance.

Monitors the work of staff that manage program disease testing, participant classification and maintenance of program records.

Reviews and monitors work of other associated personnel who gather and analyze statistical data, laboratory findings, and other information to identify trends and program compliance.

Compose technical reports as needed for program areas and test findings.

Review, revise, and assist in the preparation of detailed reports that may include explanatory narratives and incorporate interpretations of complex state and federal regulations into compliance determination.

Monitors and evaluates disease control programs in poultry production facilities and when appropriate, suggests solutions for disease control and program compliance needs.

Develops and conducts training or educational programs to facilitate company or facility compliance with various disease control regulations. Responds to inquiries from members of the public regarding poultry disease hazards.

Prepares press releases and makes public presentations on matters related to NPIP programs.

Performs other duties as assigned.

### **SPECIAL JOB DIMENSIONS:**

Frequent in-state travel is required and will be self-scheduled in most cases.

Occasional overnight stays may be required. Performance of physical inspections of poultry production/processing facilities to determine compliance with program standards.

Deal with non-compliances and manage processes to address and correct deviations from program requirements.

Public speaking to a wide variety of audiences (professional, educational, interest groups, associations).

Enforcement of state and federal laws, rules, and regulations governing related and NPIP division programs and activities.

Conduct public meetings for Stakeholders and coordinate responses offered/solicited for communication to interested parties.

Attend national meetings as warranted; may serve on committees of allied organizations.

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of human resource principles and practices of organization management.  
Knowledge of methods and techniques of research and data collection and analytical procedure.

Ability to perform analysis of gathered information for application.

Knowledge of statistics and useful applications in decision making.

Ability to set parameters and implement program requirements for compliance.

Ability to compose content and design NPIP oversight programs to meet requirements of both industry stakeholders and regulatory officials.

Ability to present oral and written information in effective manner.

Able to interpret and apply pertinent state and federal laws, rules, and regulations governing NPIP programs and activities.

### **MINIMUM EDUCATION AND/OR EXPERIENCE:**

The formal education equivalent of a master's degree in biology, poultry science, microbiology or a related area of study; plus five years of hands-on experience in poultry production management, including one year in a supervisory or leadership capacity.

**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.**