

Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

November 12, 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 Department of Energy and Environment for your review.

The Department of Energy and Environment is requesting the establishment of a new title, E & E Chief Counsel, grade GS15. The department is also 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 positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22088035	Oil & Gas Deputy Director	U056U	GS13	\$77,862 - \$112,899
22088012	Administrative Specialist I	C087C	GS02	\$23,335 - \$33,835

CLASSIFICATIONS REQUESTED

E & E Chief Counsel	GS15	\$96,960- \$140,592
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JUSTIFICATION

The Department of Energy and Environment is requesting the above position in order to consolidate shared services within the department and provide a single position in charge of legal affairs cabinet-wide. This position will also perform the duties of the Oil and Gas Deputy Director. Because the Oil and Gas Deputy Director position is filled and the incumbent will be transferred into the requested position, the anticipated cost of this additional position is \$13,830, including

Office of Personnel Management

1509 West 7th Street, Suite 201 * Little Rock, AR 72201 * 501.682.1823

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match. In order to help offset the budgetary impact of this change, the Department of Energy and Environment is surrendering two positions with a budgetary value of \$153,100. The Department of Energy & Environment stated to OPM that its match percentage was approximately 23%.

Entry + Match	15% Above Entry + Match	30% Above Entry + Match
\$124,300	\$142,190	\$160,079

The Office of Personnel Management has reviewed this request and recommends the approval of one (1) position from the OPM surrender pool. Additionally, the Office of Personnel Management recommends establishment of the new classification of E & E Chief Counsel, grade GS15.

Your approval of this request is greatly appreciated.


Kay Bamhill
State Personnel Administrator


Secretary, Transformation & Shared Services

11/01/19
Date



DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
9905	Arkansas Dept of Energy and Environment	10/22/19

Position(s) to be Surrendered



Position/Item Number	Classification Title	Pay Grade	Class Code
22088012	Oil & Gas Deputy Director	GS13	U056U
22088035	Administrative Specialist I	GS02	C087C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	E&E Chief Counsel	GS15	

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
	10.29.2019
Agency Director	Date
	29 OCT 19

ARKANSAS

ENERGY & ENVIRONMENT

October 22, 2019

Ms. Kay Barnhill
State Personnel Administrator, Office of Personnel Management
Department of Finance and Administration
1509 West 7th Street
Little Rock, Arkansas 72203

Re: Growth Pool Request

Dear Ms. Barnhill:

The Department of Energy and Environment requests to establish a new position—E&E Chief Counsel (GS15)—from the Office of Personnel Management (OPM) central growth pool in order to realize the goal of the Transformation and Efficiencies Act of 2019.

Shortly after the Transformation Act took effect on July 1, 2019, I established the Secretary's Office in an effort to consolidate shared services for the Department. To that end, E&E Chief Counsel will direct all legal matters for the various divisions and offices within the Department and continue to serve as Deputy Director of the Department's Oil and Gas Commission.

In order to accommodate this request, I propose placing two current Department positions on a permanent hiring freeze and ultimately surrendering both positions during the next budget cycle. Those two positions are: (1) Oil & Gas Deputy Director (U056U, GS13), position # 22088012, and (2) Administrative Specialist I (C087C, GS02), position # 22088035.

The approval of this request will facilitate an organizational restructure that will greatly benefit the Department and its employees, while also serving the economic and environmental needs of the state.

Sincerely,



Becky W. Keogh
Secretary

Arkansas Department of Energy and Environment

5301 Northshore Drive, North Little Rock, AR 72118-5137