

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:

Please find attached additional information requested by the committee regarding last month's pool position request submitted by TSS-Division of Building Authority for an engineer position. Ms. Anne Laidlaw of TSS-DBA will also be present at the next meeting to answer any questions regarding the agency's request. TSS's match percentage is approximately 23%.

The position match information the committee requested last month for this position is:

Entry + Match	15% Above Entry + Match	30% Above Entry + Match
\$66,813	\$76,079	\$85,345

Your approval of this request is greatly appreciated.

Kay Barnhill
State Personnel Administrator

Secretary, Transformation & Shared Services

11/01/19
Date

Office of Personnel Management

1502 West 7th Street, Suite 201 • Little Rock, AR 72201 • 501.680.1823



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

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

October 15, 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 Transformation and Shared Services (DTSS) for your review.

DTSS – Division of Building Authority is requesting one (1) position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classification being requested along with the vacant position being surrendered are listed below:

<u>POSITION SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22150668	Energy Conservation Manager	G232C	GS06	\$36,155 - \$52,424
<u>CLASSIFICATIONS REQUESTED</u>				
	Engineer	B042C	GS09	\$50,222 - \$72,821

JUSTIFICATION

DTSS – Division of Building Authority is requesting to surrender the position above in order to fulfill the objectives of the Design Review Section. The passage of the Transformation and Efficiencies Act (Act 910 of 2019) transferred and increased many of the duties, responsibilities, and oversight for the public-private partnerships established by Ark. Code Ann. §22-10-501 administered by the Design Review Section.

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DTSS -- Division of Building Authority currently has one full-time engineer position and two full-time engineer technicians assisting with capital project reviews for state agencies. An additional engineer will provide additional support within the Design Review Section, improving both expediency and efficiency. The anticipated budgetary cost of this additional position is \$14,067.

The Office of Personnel Management has reviewed this request and **recommends** the approval of one (1) position from the OPM surrender pool.

Your consideration of this request is appreciated.

Sincerely,



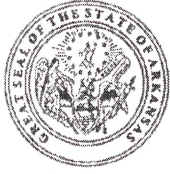
Kay Barnhill
State Personnel Administrator



Secretary, Transformation & Shared Services

09/26/19
Date

KB/se: 1-2



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

DIVISION OF
BUILDING AUTHORITY

Director Anne W. Laidlaw
501 Woodlane Street, Suite 101N
Little Rock, Arkansas 72201
Phone: (501) 682-1833
Fax: (501) 682-5589
www.dba.arkansas.gov

To: Ann Purvis, Chief of Staff

From: Anne W. Laidlaw, Director, DBA *AWL*

Re: Request for Pool Position for Position #22150668; Energy Conservation Manager/GS6/G232C to be surrendered for "Engineer GS9/B042C":

Date: September 16, 2019

DBA has an "Energy Conservation Manager" position (#22150668/G232C/GS6) which is funded from the collected rents fund (MWJ0100). This position came to us when the Sustainable Revolving Loan Fund Program was given to DBA in 2009. The position was used for the initial start-up of the program. After several years of applying the program consistently, the duties were not as extensive as the start-up and the duties were transferred to another staff member.

It is this position that DBA would like to "trade" into the state "pool" position for an Engineer ("Engineer" position/B042C/GS9). This engineer position does not require a professional license but requires education/experience in an engineering or related field. It is an exempt position. The demand level in our Design Review Section for in depth reviews for space allocations, code reviews and project oversight has expanded. We initially requested this pool position process in 2018 without response. DBA is at the point that this "engineer" position would improve expediency/efficiencies of capital project reviews for other state agencies (as well as our own) and relief to our Design Review Section. While DBA has two Engineering Tech positions (non-exempt), the Engineer position would provide a higher skill set with additional support to the Section for the myriad of duties and responsibilities it has.

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

Business Area	Agency/Institution	Date
9914	DFA, Division of Building Authority	09/16/19

Position(s) to be Surrendered

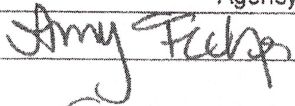

Position/Item Number	Classification Title	Pay Grade	Class Code
22150668	Energy Conservation Manager	GS 6	G232C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Engineer	GS 9	B042C

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
	09/19/19
Agency Director	Date
	9/16/19

POOL POSITION SUMMARY FOR TSS – DIVISION OF BUILDING

AUTHORITY:

EXPLAIN NEED:

In an effort to meet the demand level in our Design Review Services (DRS) section for space allocation design, life safety/code and flood plain review and capital project management, DBA is seeking a State pool position for an Engineer (not licensed but having a 4- year design degree). Obtaining this position will also provide DBA a pathway for promotion within the DRS Section among employees as we are increasingly competing with talent in the private sector where salaries far exceed the State Pay Plan .

What does an Engineer (unlicensed) do at DBA:

The Engineer position is an exempt position which requires a design degree (bachelor degree in chemical, electrical, civil or mechanical engineering or related field which can include architectural) but does not require a license like an Engineer PE.

- DRS engineers are generally responsible on a daily/weekly basis for the following:
 - overseeing and conducting design studies (programming);
 - developing design drawings and/or specifications but Engineers cannot stamp plans; only licensed engineers (Engineer, PE*);
 - reviewing construction documents for other Department capital projects for design related issues, i.e. completeness/compliance with building/life safety codes;
 - providing project management and technical assistance on DBA owned properties and for building improvements on the DBA critical maintenance projects;
 - reviewing capital improvements to determine flood plain compliance/risks;
 - providing technical assistance to other Departments regarding space planning or state requirements for design in both public & private sector facilities; and
 - interacting with other Department personnel and private design professionals for capital improvement projects.

On occasion, this position will assist with Facility Assessments undertaken by the Division.

The DRS Section completes approximately 200 design reviews within a fiscal year for all Departments.

INFORMATION OF INTEREST:

- This position is not a general revenue position, but one that is paid by the DBA Maintenance (operating) Fund (MWJ010).
- The Engineer's work is supervised under a licensed Engineer (PE).
- Formal education equivalent of a Bachelor's degree in engineering or related field.
- Starting salary \$50,222
- In 2018, DRS reviewed 194 projects with an estimated construction cost of \$428,674,955.83.
- Already in 2019, DRS has reviewed 183 projects with an estimated construction cost of \$335,487,664.06.

* *Licensed Engineer (Engineer PE) (starting salary \$62,531)*

1. *Graduation from an engineering program that is, or is equivalent to, one accredited by the Engineering Accreditation Commission of ABET, Inc. (EAC of ABET),*
2. *Has passed the Fundamentals of Engineering (FE) Exam*
3. *Completed 4 years of satisfactory experience after completing the requirements for graduation from #1 above.*
4. *Pass the Principles of Engineering (PE) exam.*

TSS OTHER NOTES: The proposed position to give up is Pos #22150668 – Energy Conservation Manager (Revolving Loan Fund Manager). Current vacant position – GS6 - \$36,155.00.

- Vacant Position was previously held by DBA Sustainable Building Revolving Loan Fund (RLF) Manager;
- Individual was promoted to Maintenance Manager/Sustainable Project Coordinator and took on additional duties/responsibilities associated with DBA capital project management and reporting, along with the RLF Manager duties.
- As the Sustainable Project Coordinator this individual also completes review of private sector lease facilities for Energy Star rating and proposed energy programs pursuant to the State of Arkansas Lease Agreement.
- We currently have two individuals who monitor and track DBA energy consumption, prepared DBA Strategic Energy Plan (StEP) annual update and reports results annually.