

Department of Transformation and Shared Services

Governor Asa Hutchinson
 Secretary Amy Fecher
 Director Kay Barnhill

December 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 from the Department of Finance and Administration (DFA) for your review.

The Department of Finance and Administration 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 positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22156072	ATC Enforcement Agent	X131C	GS05	\$32,405 - \$46,987
22153769	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,116
22168821	Legal Support Specialist	C046C	GS04	\$29,046 - \$42,116

CLASSIFICATIONS REQUESTED

ATC Deputy Director	G270C	GS11	\$62,531 - \$90,669
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JUSTIFICATION

The Department of Finance and Administration is requesting the position above as a result of the absorption of the Arkansas Tobacco Control Board that merged with the divisions of Alcohol Beverage Control Administration and Alcohol Beverage Control Enforcement. This merger required the restructuring of these combined divisions. The requested position will be responsible for overseeing a new Criminal Investigation Division that will investigate all tobacco, alcohol, and medical marijuana laws. This position will also recruit and train of all enforcement agents while supervising two Senior Auditors, nine Enforcement Agents/Criminal Investigators, and one Senior

Senator David Wallace, Co-Chairperson
Representative Jim Wooten, Co-Chairperson
December 17, 2019
Page 2

Intelligence Analyst. This position will report directly to the Department of Finance and Administration Regulatory Administrator.

The potential cost of the additional position is \$81,953 (\$62,531 plus 23%). In order to help offset the budgetary impact of this change, DFA is surrendering three vacant, budgeted positions with a budgetary value of \$90,497.

Requested Classification	Entry + Match	15% Above Entry + Match	30% Above Entry + Match
ATC Deputy Director	\$81,953	\$93,489	\$105,027

The Office of Personnel Management has reviewed this request and recommends the approval of the position from the OPM surrender pool.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Secretary, Transformation & Shared Services

12/05/19
Date

KB/se: 1-2



STATE OF ARKANSAS
**Department of Finance
and Administration**

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November 25, 2019

Department of Transformation and Shared Services
Kay Barnhill, State Personnel Administrator
1509 W 7th, Room 201
Little Rock, Arkansas 72201



Ms. Barnhill,

The Department of Finance and Administration (DFA) respectfully requests approval to create one new position using title ATC Deputy Director, GS11, G270C and submits 3 current positions to surrender (see attached).

Due to transformation, the Arkansas Tobacco Control Board, the Alcoholic Beverage Control (ABC) Administration, and the Alcoholic Beverage Control Enforcement divisions merged and resulted in the restructuring and combining of units. This position will oversee the Criminal Investigations Division which includes all ABC investigations and enforcement of tobacco, alcohol and medical marijuana laws. This position will also be responsible for the recruitment and training of all agents. This is a major under-taking and will require a substantial amount of time and effort to be successful.

This position will report directly to the Department of Finance and Administration Regulatory Administrator.

In addition, three (3) enforcement agents will be reassigned to the Criminal Investigations Division. Therefore, this position will oversee two (2) Senior Auditors, six (6) Enforcement Agents / Criminal Investigators, and one Senior Intelligence Analyst.

Thank you for your consideration.

Sincerely,

Larry W. Walther
Cabinet Secretary



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

Business Area	Agency/Institution	Date
0610	Department of Finance and Administration	11/25/19

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22156072	ATC Enforcement Agent	GS05	X131C
22153769	Administrative Specialist III	GS04	C056C
22168821	Legal Support Specialist	GS04	C046C

8E, 12.2.19

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	ATC Deputy Director	GS11	G270C

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
Amy Valentine <i>Amy Valentine</i>	11/25/19

Agency Director	Date
Larry W. Walther <i>Larry W Walther</i>	11/25/19