



Department of Transformation and Shared Services  
 Governor Asa Hutchinson  
 Secretary Amy Fecher  
 Director Kay Barnhill

June 15, 2021

The Honorable David Wallace, Co-Chairperson  
 The Honorable David Hillman, Co-Chairperson  
 Uniform Personnel Classification and  
 Compensation Plan Subcommittee  
 Joint Budget Committee  
 State Capitol Building, Room 315  
 Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Education (ADE) for your review. ADE 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 three (3) positions being surrendered are listed below:

#### **POSITIONS SURRENDERED**

<b>POSITION</b>	<b>CLASS CODE</b>	<b>CLASSIFICATION TITLE</b>	<b>PAY GRADE</b>	<b>SALARY RANGE</b>
22082809	C073C	Administrative Specialist II	GS03	\$26,034 – \$37,749
22082823	C073C	Administrative Specialist II	GS03	\$26,034 – \$37,749
22082882	C056C	Administrative Specialist III	GS04	\$29,046 – \$42,117

#### **CLASSIFICATION REQUESTED**

<b>CLASS CODE</b>	<b>CLASSIFICATION TITLE</b>	<b>PAY GRADE</b>	<b>SALARY RANGE</b>
E001N	ADE Coordinator of Special Programs	GS13	\$77,862 – \$112,900

#### **JUSTIFICATION**

The Arkansas Department of Education has one (1) positions authorized as ADE Coordinator of Special Programs. The agency needs another position situated within its Office of Public School Accountability. This office is responsible for assisting schools

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
June 15, 2021  
Page 2.

requesting waivers of statute or rule, providing interpretation on federal and state laws, as well as supplying statistical information to stakeholders. This particular pool position will be responsible for providing technical support to existing charter schools and entities planning to open a new charter school. The agency states that it does not currently have a position within this office that can handle these responsibilities. The total cost savings without fringe benefits and insurance premium savings is approximately \$3,252.

**RECOMMENDATION**

The Office of Personnel Management has reviewed this request from the Arkansas Department of Education and recommends approval of one (1) surrender pool position. Additionally, if this request is approved then our office recommends continuation of this surrender pool position into Fiscal Year 2022. The agency guarantees our office that it possesses sufficient funding to support this pool position request.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



---

SECRETARY OF TRANSFORMATION & SHARED SERVICES

05/20/2021

DATE

KB/jlh:1-2

#732



# Division of Elementary and Secondary Education

*Transforming Arkansas to lead the nation in student-focused education*

**Johnny Key**  
Secretary

April 30, 2021



**Dr. Ivy Pfeffer**  
Deputy  
Commissioner

Ms. Kay Barnhill, Director  
Office of Personnel Management  
501 Woodlane, Suite 205  
Little Rock, Arkansas 72201

**Stacy Smith**  
Deputy  
Commissioner

Dear Ms. Barnhill,

**State Board of  
Education**

The Arkansas Department of Education (ADE) Division of Elementary and Secondary Education (DESE) Office is requesting approval for one (1) Office of Personnel Management (OPM) Pool position, ADE Coordinator of Special Programs, E001N, GS13. DESE offers three (3) positions to surrender to offset the cost. The total savings with fringe benefits/insurance premium savings added, will be approximately \$3983.

**Charisse Dean**  
*Little Rock*  
Chair

The ADE Coordinator of Special Programs position will be used in the Office of Public School Accountability and will provide entities support and guidance for existing charter schools and to entities that plan to open a charter school. There are two basic types of public charter schools. A conversion school is a public school converted to a public charter school, and an open-enrollment school is a public charter school run by a governmental entity, an institution of higher learning or a tax-exempt non-sectarian organization.

**Ouida Newton**  
Poyen  
Vice Chair

**Susan Chambers**  
*Bella Vista*

The charter office assists schools requesting waivers of statute, rule, or Standards for Accreditation. Additionally, in school performance, to provide support on state and federal laws, and disseminate federal and state statistical information to stakeholders regarding school efforts to provide every student with a student-focused education. The office also provides support for planning and outreach to assist communities in understanding and engaging in school-level improvement. Work with districts requesting Act 1240 district waivers that allow a school district to petition the Arkansas State Board of Education for waivers granted to open-enrollment public charter schools.

**Dr. Fitz Hill**  
*Little Rock*

Should you have any questions regarding this request, please contact Greg Rogers at [greg.rogers@ade.arkansas.gov](mailto:greg.rogers@ade.arkansas.gov) or 501 682-4476.

**Kathy McFetridge**  
*Springdale*

**Dr. Sarah Moore**  
*Stuttgart*

Thank you for your consideration of this request.

**Steve Sutton**  
*Marion*

Sincerely,

**Adrienne Woods**  
*Rogers*

Johnny Key  
Secretary of Education

Attachment



Department of Transformation and Shared Services  
 Office of Personnel Management  
 Request for Pool Position

Business Area                      Department Name / Agency Name                      Date  
 0500                      Education/Division of Elementary and Secondary Education                      04/28/2021

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22082809	Administrative Specialist II	GS03	C073C
22082823	Administrative Specialist II	GS03	C073C
22082882	Administrative Specialist III	GS04	C056C

**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
ADE Coordinator of Special Programs	GS13	E001N

I hereby certify that:

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

HR Administrator's Signature

Date

Department Secretary's Signature

Date

4/29/2021