



Department of Transformation and Shared Services

Governor Asa Hutchinson  
Secretary Amy Fecher  
Director Kay Barnhill

April 20, 2022

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 Department of Energy & Environment (E&E) – Divisions of Oil & Gas Commission and Environmental Quality for your review.

The Department is requesting two (2) total positions from the OPM Surrender Pool established by Ark. Code Ann. §21-5-225(a)(1). The classifications requested, along with the positions being surrendered, are listed below:

**POSITIONS SURRENDERED**

<b><u>POSITION NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
22150709	E&E Inspector Supervisor II	B050C	GS08	\$45,010 - \$65,264
22088016	Administrative Specialist I	C087C	GS02	\$23,335 - \$33,835
22091038	Administrative Specialist II	C073C	GS03	\$26,034 - \$37,749
22103748	Administrative Specialist II	C073C	GS03	\$26,034 - \$37,749
22091121	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,226

**CLASSIFICATIONS REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
G063C	E&E Branch Manager	GS10	\$56,039 - \$81,256
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**JUSTIFICATION**

The Department of Energy and Environment is requesting one of the above positions intended for the Oil & Gas Commission (OGC). The E&E Branch Manager at OGC will supervise a number of inspectors, manage the natural gas well-plugging program, and oversee the additional research of the US EPA Underground Injection Control, Class VI, program. This position is necessary to adapt to the changing demands of the oil and gas industry.

E&E is also requesting a position for the Division of Environmental Quality (DEQ) to lead the Emergency Management team. The position will supervise two inspectors, interface with DEQ supervisors across the state, and be the liaison for state and federal partners. There are no current incumbents within the surrendered positions. If approved, this request will allow E&E to reorganize the workflow among its staff improving overall job function. The estimated cost for this surrender request is \$32,471.82.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



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SECRETARY OF TRANSFORMATION & SHARED  
SERVICES

3/18/2022

DATE

KB/vp:1-2

1244



**ARKANSAS**  
ENERGY & ENVIRONMENT



March 11, 2022

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

Dear Ms. Barnhill:

The Department of Energy & Environment (E&E) respectfully requests to utilize two positions from the Office of Personnel Management (OPM) Surrender Pool. One pool position would be utilized by the Oil & Gas Commission (OGC) and one by the Division of Environmental Quality (DEQ), as more fully explained below.

OGC requests a GS10 E&E Branch Manager from the pool to hire an individual to manage an expanding well-plugging program for natural gas wells and to supervise current inspectors. The GS10 position will be funded by special revenue. In order to accommodate this request, I propose placing two current OGC positions on a permanent hiring freeze and ultimately surrendering both positions during the next budget cycle. Those two positions are: (1) E&E Inspector Supervisor II (B050C, GS08), position # 22150709, and (2) Administrative Specialist I (C087C, GS02), position # 22088016.

The GS08 E&E Inspector Supervisor II was previously utilized in a full-time capacity due to the number of new wells being drilled. However, as the drilling and exploration of natural gas in Arkansas has matured—from drilling and completing new natural gas wells to re-working, recompleting, and plugging natural gas wells—this full-time inspector supervisor is no longer necessary. Instead, OGC desires to hire, as a GS10 E&E Branch Manager, a qualified employee to supervise a limited number of inspectors while also managing two additional programs: (1) the natural gas well-plugging program, funded by special revenue and additional federal funds OGC will receive through the Infrastructure Investment and Jobs Act (IIJA), and (2) the additional research and possible seeking of primacy of the US EPA Underground Injection Control (UIC) Class VI program for the Carbon Capture, Utilization, and Storage (CCUS).

DEQ also requests a GS-10 position—E&E Branch Manager—to lead the Emergency Management team. This position will supervise two inspectors and interface with DEQ supervisors and inspectors across the state from the Offices of Air Quality, Land Resources, and Water Quality. This position is unique in that it requires a rotating on-call schedule seven days per week, twenty-four hours per day approximately twice per month. The lead will be responsible for ensuring shift coverage at all times

and personally covering any shifts in the case they cannot be covered by other inspectors. The lead will also be the liaison for state and federal partners including, but not limited to, the Arkansas Division of Emergency Management, Arkansas Department of Public Health, Arkansas Game and Fish Commission, U.S. Environmental Protection Agency, U.S. Department of Homeland Security, and the National Weather Service.

To accommodate this request, I propose placing three current DEQ positions on a permanent hiring freeze and ultimately surrendering both positions during the next budget cycle. Those three positions are: (1) Administrative Specialist II (C073C, GS03), position # 22091038; (2) Administrative Specialist II (C073C, GS03), position # 22103748; and (3) Administrative Specialist III (C056C, GS04), position # 22091121.

Approval of these requests will greatly benefit E&E while also serving the economic and environmental needs of the State of Arkansas.

Sincerely,



Becky W. Keogh  
Cabinet Secretary  
5301 Northshore Drive  
North Little Rock, Arkansas 72118



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

Business Area	Department Name / Agency Name	Date
0440	Dept of Energy & Environment / Oil & Gas Commission	03.10.2022

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22150709	E&E INSPECTOR SUPERVISOR II	GS08	B050C
22088016	ADMINISTRATIVE SPECIALIST I	GS02	C087C

**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
E&E BRANCH MANAGER	GS10	G063C


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



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

Business Area                      Department Name / Agency Name                      Date  
0930                      Dept of Energy & Environment / Div of Environmental Quality                      03.10.2022

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22091121	ADMINISTRATIVE SPECIALIST III	GS04	C056C
22091038	ADMINISTRATIVE SPECIALIST II	GS03	C073C
22103748	ADMINISTRATIVE SPECIALIST II	GS03	C073C

**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
E&E BRANCH MANAGER	GS10	G063C

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- 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.)
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- 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 03.10.2022

  
Department Secretary's Signature

Date 03.10.2022