



## Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

June 15, 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 Department of Parks, Heritage & Tourism (ADPHT), Division of Heritage (DAH) to obtain one position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a). The classification, which is also a new title, requested is listed below:

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>POSITION COUNT</u>
NEW	ADPHT Museum & Heritage Museum Services Director	GS13	\$77,862 - \$112,899	1

**POSITIONS SURRENDERED**

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22092760	ADPHT Program Coordinator	G186C	GS06	\$36,155 - \$52,425
22092735	Maintenance Technician	S046C	GS04	\$29,046 - \$42,117
22092736	Watchman	T091C	GS01	\$22,880 - \$31,900

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
June 15, 2022  
Page 2

**JUSTIFICATION**

The ADPHT Museum & Heritage Services Manager position will serve as the lead historian and curator for all DAH museums. This position will be responsible for identifying research priorities, conducting scholarly research, publishing historical articles, and coordinating museum staff and resources. As it is a new title, the department currently utilizes multiple positions to cover these duties. Each of the first three positions to be surrendered have been vacant for more than one year. Therefore, the expected cost is approximately \$83,548, including matching, and no additional general revenue funds are requested.

The Office of Personnel Management has reviewed these requests and **recommends** the approval of one position from the OPM surrender pool. Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



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SECRETARY OF TRANSFORMATION & SHARED  
SERVICES

DATE

KB/sd:1-2



Asa Hutchinson  
Governor  
Stacy Hurst  
Secretary

May 25, 2022

Ms. Kay Barnhill  
State Personnel Director  
TSS-Office of Personnel Management  
501 Woodlane  
Little Rock, AR 72201

Dear Kay:

Please consider this request one Surrender Pool position for ADPHT as outlined below.

**Division of Arkansas Heritage (DAH), BA0865**

The Division of Arkansas Heritage has identified a need for a central lead within the division to coordinate research and scholarly writing work across the various programs and museums within DAH. While each museum and the State Archives has expertise in their individual collection and programs, advancing broader research efforts, working on scholarly publications, and coordinating the priorities for the growth and future development of museum collections requires a division-wide perspective. DAH would better serve the public and better tell the story of Arkansas's heritage through the work of a senior historian tasked with coordinating research, writing, collecting, and other priorities across the entire division. The daily scope of this work is beyond the ability of the DAH Director to manage alone. A new position is needed who can serve in this coordination and project lead role across the division.

To address this need, ADPHT requests to obtain one Surrender Pool position with a newly created title of ADPHT Museum and Heritage Services Director at the level of a GS13. This will result in an increased personnel cost of \$95,770 including personal services matching. There are no plans to promote from within the Department, position will be advertised as required. The following positions will be surrendered:

Position Number	Authorized Title, Class, Grade	Cost Savings for Surrendered Position
22092760	ADPHT Program Coordinator, G186C, GS06	\$6,000
22092735	Maintenance Technician, S046C, GS04	\$6,000
22092736	Watchman, T091C, GS01	\$6,000

Your favorable approval of this request is appreciated. Please contact me if further justification is needed.

Sincerely,

Stacy Hurst



**Asa Hutchinson**  
Governor  
**Stacy Hurst**  
Secretary

## **CLASS SPECIFICATION**

**CLASS TITLE:** ADPHT MUSEUM AND HERITAGE SERVICES DIRECTOR

**CLASS CODE:**

### **CLASS SUMMARY:**

The ADPHT Museum and Heritage Services Director serves as the lead historian and curator for all Division of Arkansas Heritage (DAH) museums and in this role is responsible for identifying research priorities and coordinating DAH museum staff and resources in support of these efforts. The Museum and Heritage Services Director is tasked with overseeing the curators, and curator activity, at each of the museums within DAH. Additionally, the position will be the historian of record for all DAH museums. The position will conduct scholarly research at the direction of the DAH Director in conjunction with and in support of all DAH museums and will write and publish historical articles in various publications. This position is governed by state and federal law and Department policy.

### **TYPICAL FUNCTIONS:**

Collaborate with the DAH Director and curators at each DAH museum and develop projects based on each museum's collection and overall mission. Become familiar with the collections at each museum, develop ideas for scholarly research opportunities and support the development of research papers as well as museum exhibits/exhibit panels. Develop a keen understanding of the purpose and strength of each DAH museum. Oversee the shipment of museum collections and teach lesser experienced curators how to safely transport museum artifacts. Able to approach donors to secure their collections for the DAH museums. Make presentations at the DAH museums as well as social clubs, schools, and universities. Provide interviews to the media about new collections, new museum exhibits, and other topics related to Arkansas history.

### **KNOWLEDGES, ABILITIES, AND SKILLS:**

Knowledge of state and federal laws as they pertain to artifact acquisition and copyright. Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures. Knowledge of media production, communication, and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral, and visual media. Ability to develop specific goals and plans to preserve and organize museum collections. Ability to conduct research, write and publish scholarly articles. Ability to conduct written and oral presentations to audiences of various ages.

**MINIMUM QUALIFICATIONS:**

The formal education equivalent of a bachelor's degree in history or related area; plus, 5 years' experience as a researcher published author of articles on Arkansas history and 5 years' experience working in a museum or related field, including 3 years in a managerial capacity.

Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB-RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.