

# EXHIBIT C.1



## Department of Finance and Administration

OFFICE OF PERSONNEL MANAGEMENT

Administrator's Office

1509 West Seventh Street, Suite 201

Post Office Box 3278

Little Rock, Arkansas 72203-3278

Phone: (501) 682-1823

[www.dfa.arkansas.gov/personnel-management](http://www.dfa.arkansas.gov/personnel-management)

October 16, 2018

Senator John Cooper, Co-Chairperson  
Representative Les Eaves, 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 Arkansas Department of Workforce Services (DWS) for your review.

DWS is requesting one (1) position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). DWS also requests the establishment of a new title. The positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22093517	DWS Workforce Specialist	GS06	\$36,155 - \$52,424
22093585	DWS Workforce Specialist	GS06	\$36,155 - \$52,424
22137713	DWS Workforce Specialist	GS06	\$36,155 - \$52,424

### CLASSIFICATION REQUESTED

<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
DWS Assistant Director for Governmental Affairs	NEW	GS13	\$77,862 - \$112,899

The Arkansas Department of Workforce Services requests the position from the OPM surrender pool and the establishment of a new title to address a critical need to respond to legislators, the federal government, and other stakeholders. Currently, DWS provides services to Arkansans through several federally funded programs such as unemployment insurance, employment assistance, and Temporary Assistance for Needy Families (TANF). These programs frequently require policy changes and reports to the legislature. This position will be the agency's legislative liaison and will report to the DWS Deputy Director.

Senator John Cooper, Co-Chairperson  
Representative Les Eaves, Co-Chairperson  
October 16, 2018  
Page 2

The agency estimates the total budget savings of this position request at \$30,603, if the position is filled at the entry level. DWS has submitted a job description to ensure job duties and functions of this classification will operate within the guidelines of both federal and state regulations and meet the goals and objectives of the agency.

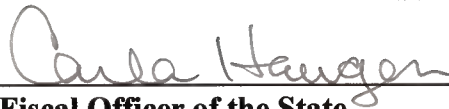
The Office of Personnel Management has reviewed this request and **recommends** establishment of the new classification of DWS Assistant Director for Governmental Affairs, grade GS13. Additionally, OPM also **recommends** the approval of one (1) pool position from the OPM surrender pool.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



---

Chief Fiscal Officer of the State

OCT 04 2018

Date

KB/jd:1-2

**0810 - 1 Pool Position  
(DWS Assistant Director of Governmental Affairs ,GS13)  
POSITION COSTING**

NUMBER OF POSITIONS	SURRENDERED CLASSIFICATIONS			NUMBER OF POSITIONS	REQUESTED CLASSIFICATION			Grade	Cost	COST DIFFERENCE
	Classification Title	Class Code	Grade		New Classification Title	Class Code	Grade			
3	DWS Workforce Specialist	G217C	GS06	1	DWS Asistant Director for Governmental Affairs	NEW	GS13	\$77,862	\$30,603	
	DWS Workforce Specialist	G217C	GS06							
	DWS Workforce Specialist	G217C	GS06							
	<b>TOTAL AMOUNT</b>							<b>\$77,862</b>		



2 Capitol Mall  
P.O. Box 2981  
Little Rock, AR 72203  
dws.arkansas.gov

Asa Hutchinson  
Governor  
Daryl E. Bassett  
Director

---

September 26, 2018

Kay Barnhill, DFA State Personnel Administrator  
Office of Personnel Management  
1509 W. 7<sup>th</sup>, Room 201  
Little Rock, AR 72201

Ms. Barnhill,

The Department of Workforce Services (DWS) is requesting to establish a new classification of DWS Assistant Director for Governmental Affairs (GS13). DWS does not have an appropriated position in the classification that would allow for cross grades into this new position so is requesting a position from the Surrender Pool.

The individual who will fill this position will be charged with coordinating government relations, legislative advocacy activities and serving as liaison to the Arkansas General Assembly and the Governor's office from DWS and will be under direction of the Deputy Director. This position will report to the DWS Director. DWS is primarily federally funded, and this position would fall within our current budget guidelines.

The DWS Deputy Director of Internal Operations has taken on much of a legislative liaison role. This activity takes away from his many and varied responsibilities with his primary focus being working with the Assistant Directors to ensure each program area is meeting their required goals, doing so within required time frames and budgetary constraints, and answering not only to the State of Arkansas but to the Federal Government.

The responsibility for such large programs (Unemployment Insurance, Employment Assistance, and TANF - Temporary Assistance for Needy Families) requires frequent contact with the Governor's office as well as with Legislators in order to keep them updated on these and other programs for which DWS is responsible. Since most all of DWS funding is federal, there needs to be a representative of this agency to both explain the processes and to answer or find answers to questions asked.



DWS needs an individual dedicated to this position with experience and expertise who will have time and the ability to give full attention to overall needs of the Governor's office, the Legislature, our constituency, as well as the agency.

It is critical that we offer a position and salary that will attract individuals with the needed expertise. Thank you for consideration of this request.

Sincerely,

Beverly McCollum  
DWS Human Resources Administrator



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

Business Area	Agency/Institution	Date
0810	Arkansas Department of Workforce Services	09/26/18

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22093517	DWS Workforce Specialist	GS06	G217C
22093585	DWS Workforce Specialist	GS06	G217C
22137713	DWS Workforce Specialist	GS06	G217C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
N/A	DWS Assistant Director for Governmental Affairs	GS13	

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
Beverly McCollum	09/27/18

Agency Director	Date
Daryl Bassett	09/27/18



DWS needs an individual dedicated to this position with experience and expertise who will have time and the ability to give full attention to overall needs of the Governor's office, the Legislature, our constituency, as well as the agency.

It is critical that we offer a position and salary that will attract individuals with the needed expertise. Thank you for consideration of this request.

Sincerely,

A handwritten signature in blue ink that reads 'Beverly McCollum'.

Beverly McCollum  
DWS Human Resources Administrator

# DRAFT

## DWS Assistant Director for Governmental Affairs

### GS13

#### CLASS SUMMARY

The Department of Workforce Services (DWS) Assistant Director for Governmental Affairs, reports to agency Deputy Director(s) and serves as a connection between the agency and the Legislature, other executive branch agencies and, externally, at the local, state and federal levels. This position is governed by State and federal laws and agency policy.

#### TYPICAL FUNCTIONS

- Provides counsel and support to the Department Director and executive staff regarding legislative and other public policy matters.
- Provides technical expertise and resources on matters relating to governmental and legislative directives or proposals as well as emerging governmental or legislative issues that have the potential to impact the department
- May represent the department as a member of standing and ad hoc committees on legislation and related public affairs.
- Provides effective advocacy of department positions on legislation through written and verbal communication with management and externally.
- Other duties as assigned.

#### KNOWLEDGE, ABILITIES, AND SKILLS

- Strong communications skills both oral and written.
- Tactful, concise, and goal and results oriented.
- Knowledge of the State Legislative process
- Ability to establish and maintain cooperative working relationships with various state agencies, commissions, and boards.
- Ability to work independently and as a team and to build and maintain internal and external partnerships.
- Knowledge of agency operations in order to effectively guide and facilitate the changes necessitated by legislative initiatives.

#### SPECIAL JOB DIMENSIONS

Occasional in-state travel may be required

#### MINIMUM QUALIFICATIONS

- The formal education equivalent of a bachelor's degree in general business, public administration, psychology, sociology, or a related field: plus five years of professional Local, State, and Federal governmental affairs experience. 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.