



STATE OF ARKANSAS  
**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

November 14, 2017

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 Northwest Technical Institute (NTI) for your review.

Northwest Technical Institute has requested the establishment of one new title, Ammonia & Industrial Trainer, grade GS10. The agency is also requesting two (2) positions from the OPM Surrender Pool, as established by Ark. Code Ann. §21-5-225(a)(1).

The agency is requesting the establishment of the classification from the OPM surrender pool:

<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>	<u>NUMBER OF POSITIONS</u>
Ammonia & Industrial Trainer	GS10	2

<u>POSITIONS SURRENDED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22133931	Career & Technical Faculty	E027C	GS07
22080662	Career & Technical Faculty	E027C	GS07

**JUSTIFICATION**

The creation of the above listed classification is being requested by Northwest Technical Institute (NTI) as a means to address the critical need for industrial training in Northwest Arkansas, which is having an impact on industrial maintenance and refrigeration needs in this region of the state. Currently, NTI does not have the staff, space, or equipment to provide adequate training in this industry, which is frequently required by major manufactures in Northwest Arkansas.

NTI has entered a partnership with Tyson to ensure the development of a training program in ammonia refrigeration, boiler operation, and industrial maintenance through the donation of

Senator John Cooper, Co-Chairperson  
Representative Les Eaves, Co-Chairperson  
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equipment and facility expansion. Tyson has also purposed to donate 1/3 of the funding needed to help expedite the construction of a new training facility that will assist in ensuring the workforce in this industry attracts highly skilled technicians in this field. **(See attached)** In order to remain competitive in this field, NTI is purposing a salary range of \$70,000 to \$85,000 for selected training instructors.

This classification will serve as a classroom and lab instructor for the Ammonia and Industrial Maintenance at NTI. The agency estimates the cost of implementing these positions at \$56,616 but fees for this training should offset the cost.

The Office of Personnel Management (OPM) has reviewed this request and **recommends** establishment of the new classification title of Ammonia & Industrial Trainer, grade GS10. Additionally, the OPM also **recommends** the approval of two (2) pool positions from the OPM surrender pool.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator

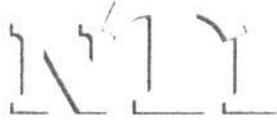


Chief Fiscal Officer of the State

NOV 03 2017

Date

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NORTHWEST TECHNICAL INSTITUTE

P.O. Box 2000 • 709 So. Old Missouri Rd  
Cammack, AR 72705-2000  
(479) 751-8024  
Fax (479) 751-7760

Ms. Kay Barnhill,  
State Personnel Administrator  
Department of Finance and Administration  
Office of Personnel Management  
5907 West 7<sup>th</sup> St., Suite 201  
Post Office Box 3278  
Little Rock, AR 72203-3278



November 1, 2017

Re: Pool Position Request – Ammonia & Industrial Maintenance Trainer

Dear Ms. Barnhill,

Attached you will find a request for 2 pool positions, 2 Position Classification Questionnaires, and a letter from Tyson Foods regarding their commitment to actively support Northwest Technical Institute. It is believed the approval of this request, will allow NTI to continue its growth and better serve the Career and Technical Education needs of Northwest Arkansas.

Please feel free to contact me if you should have any questions or require additional information.

Respectfully,

A handwritten signature in black ink, appearing to read 'Mike Hamley'.

Mike Hamley  
Vice President of Finance and Operations  
Northwest Technical Institute

MH/dr

CC: Dr. Blake Robertson  
Kathleen Wood  
Don Raines  
File



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

Business Area	Agency/Institution	Date
0552	Northwest Technical Institute	11/01/17

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22133931	Career & Technical Faculty	GS07	E027C
22080662	Career & Technical Faculty	GS07	E027C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	Ammonia & Industrial Maintenance Trainer	GS10	
	Ammonia & Industrial Maintenance Trainer	GS10	

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
<i>[Signature]</i>	11/01/17

Agency Director	Date
<i>[Signature]</i>	11/01/17



October 19, 2017

Dr. Charisse Childers  
Arkansas Department of Career Education  
Three Capitol Mall-Luther S. Hardin Building  
Little Rock, AR 72201-1083

Dr. Charisse Childers,

I am writing to you regarding the industry commitment offered by Tyson, which will enhance NTI and its stakeholders as they strive to position themselves to fulfill the training needs of industry for Northwest Arkansas. Industry in the Northwest Region and other parts of the state as you know, lack a skilled workforce to fulfill industrial maintenance and refrigeration needs. Tyson will support NTI's future growth in ammonia refrigeration, boiler operation, and industrial maintenance curriculum and program development through the donation of equipment and facility expansion. These donations will include an electrical, hydraulic, mechanical, and pneumatic trainer package, valued at approximately \$46,000. Tyson has received two boilers through a donation from one of our vendors, Mid-South Boiler and Engineering Company which will be made available to NTI for boiler powerplant training. This donation includes a 750 HP Cleaver-Brooks Industrial fire tube boiler and a 400 HP Johnston boiler valued at \$100,000. Tyson will also make single phase and three phase motors available for lab activities through a partnership with Baldor/ABB in the amount of \$4,000.

NTI does not currently have the space to house two boilers which will be used in boiler training. The cost is significant to transport and set up the two boilers, and Mid-South Boiler and Engineering Co cannot indefinitely house and maintain these items. To expedite constructing a facility to house the boilers and enhance the maintenance and refrigeration program, Tyson will propose to donate 1/3 of the funding for the construction of a new facility. This funding will be contingent upon the subsequent 2/3 coming from other sources to complete the project. In the future, Tyson will seek to incorporate technical training opportunities utilizing the NTI campus for regional employees. Industry within the Northwest Arkansas region could be greatly served by NTI as the demand for trained employees drives the need for a quality facility housing innovative training aids, working equipment, and quality instructors.

Tyson recognizes the need for NTI to attract quality instructors to make these programs successful. Quality instructors within these fields require salaries ranging from \$70,000 to \$85,000 to be competitive with industry. Without these salaries NTI will not be able to sustain growth and manage the partnerships necessary to produce qualified graduates for industry. Tyson hopes to ease this burden through the donation of equipment and facility construction. Tyson would like for the state to make appropriations to accommodate salary increases for qualified instructors.



Tyson would welcome partnerships with the Arkansas Department of Career Education, industry, and the Northwest Arkansas community to assist in the continued growth of NTI to meet training needs. The growth and quality of NTI students will continue to spur growth in the Northwest Arkansas community, region, and state.

Sincerely,

Rodney Ellis