

EXHIBIT C.4



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

December 18, 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

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Career Education (ACE) for your review.

ACE is requesting one (1) position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classification being requested is an existing title. The positions being surrendered are listed below:

<u>POSITION SURRENDERED</u>	<u>TITLE</u>	<u>GRADE</u>	<u>RANGE</u>
22080296	Administrative Specialist II	GS03	\$26,034-\$37,749
22080287	Administrative Specialist II	GS03	\$26,034-\$37,749

CLASSIFICATIONS REQUESTED

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>	<u>RANGE</u>
ACE Program Coordinator	E061C	GS10	\$56,039-\$81,256

JUSTIFICATION

ACE is requesting to surrender the positions listed above and requests one (1) ACE Program Coordinator, GS10 from the position pool.

ACE as mandated by law, is required to address changes to career and job readiness in calibration with Arkansas business and industry. On July 31, 2018 the Strengthening Career and Technical Education for the 21st Century Act was signed into law. This law reauthorizes the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins), which provides individuals with the academic and technical skills needed to succeed in a knowledge and skilled based economy.

Senator John Cooper, Co-Chairperson
Representative Les Eaves, Co-Chairperson
December 18, 2018
Page 2

This act, now referred to as Perkins V has established new measures and standards to ensure the quality of technical education within the state of Arkansas. This position will be responsible for collecting Perkins V data, responding to career and technical education (CTE) external data requests, internal data analysis, policy interpretation, and program reporting. The agency states that it has funding to cover this request.

OPM has reviewed this request and **recommends** the approval of one (1) pool position, ACE Program Coordinator, GS10. Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

DEC 05 2018

Date

KB/jd: 1-2

STATE OF ARKANSAS



Department of Career Education

Asa Hutchinson
Governor

Charisse Childers, Ph.D.
Director

TO: DeCarlia Smith, Human Resources Administrator

FROM: Angela Kremers, Ed.D., Deputy Director, Career and Technical Education

CC: Charisse Childers, Ph.D., Director, ARCareerEd
Lisa Thompson, Personnel Manager, ARCareerEd

DATE: October 11, 2018

SUBJECT: Justification for ACE Program Coordinator position

I am requesting to surrender Administrative Specialist II, position number 22080296, class code C073C, grade GS03 and Administrative Specialist II, position number 22080287, class code C073C, grade GS03 and request a new ACE Program Coordinator position, class code E061C, grade GS10.

On July 31, 2018, the President signed the *Strengthening Career and Technical Education for the 21st Century Act* into law. This bill reauthorizes the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins) and will be referred to as Perkins V. The passage of this law requires secondary indicators of student performance to align with measures in the Every Student Succeeds Act (ESSA) and Workforce Innovation and Opportunity Act (WIOA). The new mandates from Federal Perkins V will require new skillsets, educational background, and professional experience that existing staff do not possess.

The ACE Program Coordinator position will fill a critical need for the implementation of the Perkins V transition and state plan. With an increased focus on data to drive decision-making, a shift is required for additional expertise and capacity to meet federal and state requirements. The ACE Program Coordinator will manage accurate data collection, analysis, and reporting of Student Performance data measures. The new ACE Program Coordinator will be responsible for Perkins V data, state CTE external data requests, internal data analysis, interpretation, and reporting.

Additionally, the position will bring additional expertise in programming not currently met through existing staff capacity. No existing staff are able to program for integrated and aligned data sets, dashboard development, and programming specific language to meet stringent standards that will be required by federal and state regulations. This specific skillset will facilitate accomplishment of data reporting requests, data indicator selection for student performance, and communication with other state agencies on CTE data. In addition, the ACE Program Coordinator will be responsible for data analysis, make recommendations for improved data collection, utilize TRIAND, eSchool, and other data systems to inform and report.

This position will be a critical addition to staff for Career and Technical Education to manage the large amounts of data, programming, and analytics that is required to complete and implement the Perkins V transition and state plan along with the growing requests for data from other state agencies and for educational research.

For the aforementioned reasons, existing staff are unable to absorb these duties and responsibilities and the ACE Program Coordinator will perform new duties and responsibilities.

STATE OF ARKANSAS



Asa Hutchinson
Governor

**Department of
Career Education**

Charisse Childers, Ph.D.
Director

October 11, 2018

Kay Barnhill, State Personnel Administrator
Office of Personnel Management, Suite 201
PO Box 3278
Little Rock, Arkansas 72203-3278

RE: Request for Pool Position: ACE Program Coordinator Class Code E061C, Grade GS10

Dear Ms. Barnhill:

This correspondence is a request to obtain an ACE Program Coordinator pool position. The Department of Career Education (ARCareerED) is an agency in transition facilitated by a collaborative partnership with Arkansas business and industry. The transition is to strategically address incessant challenges to career and job readiness. Consequently, staffing needs have evolved to manage program changes and enhance service delivery to serve and support client and student needs. This position request is essential to strategically fulfill business and industry vacancies as directed by legislative workforce objectives.

On July 31, 2018, the President signed the Strengthening Career and Technical Education for the 21st Century Act into law. This bill reauthorizes the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins) and will be referred to as Perkins V. The passage of this law requires secondary indicators of student performance to align with measures in the "Every Student Succeeds Act" (ESSA) and Workforce Innovation and Opportunity Act (WIOA). The new mandates from Federal Perkins V will require new skillsets, educational background, and professional experience that existing staff do not possess.

The ACE Program Coordinator position will fill a critical need for the implementation of the Perkins V transition and state plan. With an increased focus on data to drive decision-making, a shift is required for additional expertise and capacity to meet federal and state requirements. The ACE Program Coordinator will manage accurate data collection, analysis, and reporting of Student Performance data measures. The new ACE Program Coordinator will be responsible for Perkins V data, state CTE external data requests, internal data analysis, interpretation, and reporting.

Thank you so much for your support of this request.

Sincerely,

A handwritten signature in cursive script that reads "DeCarlia Smith".

DeCarlia Smith, Human Resources Administrator

Three Capitol Mall | Luther S. Hardin Building | Little Rock, AR 72201 | Phone: 501.682.1500 | Fax: 501.682.1509

www.ace.arkansas.gov | *An Equal Opportunity Employer*



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

Business Area	Agency/Institution	Date
0590	Department of Career Education	10/11/18

Position(s) to be Surrendered

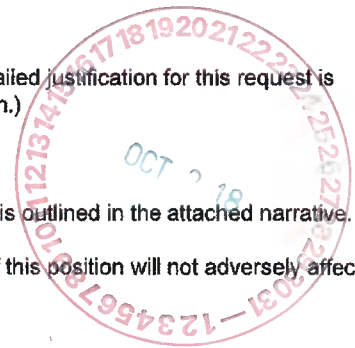
Position/Item Number	Classification Title	Pay Grade	Class Code
22080296	ADMINISTRATIVE SPECIALIST II	GS03	C073C
22080287	ADMINISTRATIVE SPECIALIST II	GS03	C073C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	ACE Program Coordinator	GS10	E061C

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>Deborah Smith</i>	10/11/18
Agency Director	Date



**Department of Finance & Administration
Office of Budget**

FORM PACERT

CERTIFICATION OF FUNDING FOR PERSONNEL ACTIONS

Agencies must complete this form for personnel actions involving director's discretion under the Uniform Classification & Compensation Act for either incumbents or new hires. By completing this form, your agency certifies that sufficient agency funds exist and are available during the current fiscal year, and are expected to be available on an ongoing basis, to cover the requested salary adjustment. Agencies requesting discretionary increases will not be eligible for additional Merit Adjustment Fund disbursements to cover the costs of such increases. For adjustments affecting more than one position, please attach a spreadsheet with the information below listed for each position. A signed copy of this form must be attached.

1. Business Area/Agency:	0590-Arkansas Career Education		
2. Type of Action Requested:	Surrender Pool		
3. Employee Name:			
4. Employee Personnel Number (if any):			
5. Position Number:	22080296/22080287(Surrendered) - New (Requested)		
6. Job Title:	ACE Program Coordinator Reqeusted)		
7. Class Code:	GS03/C073C (Surrendered)	8. Grade:	GS03/C073C(Surrendered)
9. Current Salary:			\$ 52,068
10. Requested Salary:			\$ 56,039
11. Change in Salary:			\$ 3,971
12. Change in Personal Services Match:			(\$ 4,920)
13. Total Budgetary Impact:			(\$ 949)
14. Fund Center:			
15. Cost Center:	362480		
16. Funding Source:	640(Fund) State 100%		
17. Current Budget for Appropriation:	\$104,394,000		
18. Certified Funding for Appropriation:	\$107,340.212		

Justification:

The duties, tasks, and responsibilities associated with the agency's planning and management services administrator position have changed significantly. In order to retain, and in the future recruit, an individual of sufficient qualification, experience, and ability for this position, the agency proposes to surrender two budgeted positions totaling \$52,068 for one budgeted position totaling \$56,039 at a total cost savings to the State of \$3,971.

By signing this document, I certify that sufficient agency funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Merit Adjustment Fund.

11/28/2018

Agency Director

Date