



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  
<http://www.state.ar.us/dfa>

August 21, 2013

Representative Andrea Lea, Co-Chairman  
 Senator Uvalde Lindsey, Co-Chairman  
 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 Game and Fish Commission (AGFC) for your review.

The Arkansas Game and Fish Commission is requesting two positions from the position pool established by Arkansas Code 21-5-225 (a) (1). The classification requested along with the positions being surrendered is listed below:

<b><u>POSITIONS SURRENDERED</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>
22095867	Software Support Analyst	D052C	C121
22124696	Software Support Analyst	D052C	C121

**CLASSIFICATION REQUESTED**

GIS Analyst (2)	D040C	C123
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**JUSTIFICATION**

The Arkansas Game and Fish Commission (AFGC) is requesting to surrender two Software Support Analyst positions, grade C121, and requests two GIS Analyst positions, grade C123, from the position pool.

These positions will have the responsibilities of conducting survey analysis and interpreting geological data of geographical locations within the state of Arkansas for the purpose of developing maps and identifying changes in geographic formations.

Representative Andrea Lea, Co-Chairman  
Senator Uvalde Lindsey, Co-Chairman  
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The agency's request of these two positions is based on the need to maintain organizational structure and parity, due to the recent decoupling of Geographic Information System (GIS) from the Information Technology (IT) section of the agency.

The Office of Personnel Management has reviewed this request and **recommends** the approval of two pool positions for the classification of GIS Analyst, D040C, grade C123.

Your approval of this request is greatly appreciated.

Sincerely,



Herbert M. Scott  
State Personnel Administrator



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**Chief Fiscal Officer of the State**

**AUG 13 2013**

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**Date**

HMS/JD:1-2



Mike Knoedl  
Director  
Mike Armstrong  
Deputy Director

Keeping the Natural State natural.

## Arkansas Game and Fish Commission

Ricky Chastain  
Deputy Director  
Jeff Crow  
Deputy Director

August 5, 2013

Herbert M. Scott  
Interim State Personnel Administrator  
Office of Personnel Management  
DFA Building  
1509 W 7th St, Suite 201  
Little Rock, AR 72201

Dear Mr. Scott:

Enclosed are forms to request two GIS Analyst positions through the submission of two Software Analyst positions to the OPM Pool.

Given the recent restructuring which separated the Geographic Information System (GIS) from the Information Technology (IT) section, Arkansas Game and Fish Commission (AGFC) has found that there are two Software Analyst positions that were not requested to be reclassified to GIS Analyst positions. These positions will be performing the same job duties as the other position that was reclassified during the recent legislative session. In order to maintain the organizational structure and the parity between the positions, it is imperative that we obtain these two pool positions.

Thank you for your consideration of this request. Please let me know if you need additional information.

Sincerely,

Andrew Bass  
Chief, AGFC Human Resources



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

Business Area	Agency/Institution	Date
0080	Arkansas Game and Fish Commission	08/05/13

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22095867	SOFTWARE SUPPORT ANALYST	C121	D052C
22124696	SOFTWARE SUPPORT ANALYST	C121	D052C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	GIS Analyst	C123	D040C
	GIS Analyst	C123	D040C

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>Arden Bar</i>	8-6-13

Agency Director	Date
<i>M.W. Kroll</i>	8-6-13