



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>

June 18, 2014

Senator Uvalde Lindsey, Co-Chairperson  
Representative Andrea Lea, 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 Parks and Tourism (ADPT) for your review.

ADPT has requested the establishment of three new titles for use with Extra Help positions:

<u>REQUESTED TITLE</u>	<u>REQUESTED GRADE</u>
Park Specialist I	C101
Park Specialist II	C106
Park Specialist III	C112

As stated earlier, these classifications would be used **for Extra Help positions only** at ADPT. The majority of these positions are cash funded and all are non-exempt. Each new classification would be confined by certain types of labor.

A Park Specialist I would perform various tasks such as housekeeping, kitchen assistance, dishwashing, general labor, cashiering, assisting with maintenance, marina attendance, bus driving, banquet/event setup, and office assistance. A Park Specialist II would perform tasks such as lifeguarding, desk clerking, building and grounds maintenance, tour guiding, cooking, administrative assistance, and patron assistance. A Park Specialist III would perform more skilled tasks such as carpentry, plumbing, electrical repairs, exhibit design and fabrication, commercial/graphic art, and accounting.

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After review and analysis, OPM **recommends** the establishment of the Park Specialist I, Park Specialist II, and Park Specialist III classifications for FY15 **for Extra Help positions only**.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay B. Terry  
State Personnel Administrator



\_\_\_\_\_  
Chief Fiscal Officer of the State

MAY 20 2014

\_\_\_\_\_  
Date

KBT/sd:1-2



**DEPARTMENT OF  
PARKS & TOURISM**

1 Capitol Mall  
Little Rock, AR 72201  
501-682-7777

Great River Road Division  
501-682-1120  
Arkansas.com

History Commission  
501-682-6900 (TDD)  
Ark-ives.com

Human Resources Section  
501-682-7742 (TDD)

Keep Arkansas  
Beautiful Division  
501-682-3507 (TDD)  
KeepArkansasBeautiful.com

State Parks Division  
501-682-1191 (TDD)  
ArkansasStateParks.com

Tourism Division  
501-682-7777 (TDD)  
Arkansas.com

**Mike Beebe  
GOVERNOR**

**Richard W. Davies  
EXECUTIVE DIRECTOR**

**DIVISION DIRECTORS**

Cynthia Dunlap  
ADMINISTRATION

Greg Butts  
STATE PARKS

Joe David Rice  
TOURISM

Marla Crider  
GREAT RIVER ROAD

Dr. Wendy Richter  
HISTORY COMMISSION

Robert Phelps  
KEEP ARKANSAS  
BEAUTIFUL

**AN EQUAL  
OPPORTUNITY/  
AFFIRMATIVE ACTION/  
AMERICANS WITH  
DISABILITIES ACT  
EMPLOYER**



April 17, 2014

Mrs. Kay Terry  
Personnel Administrator, OPM  
1509 West 7th Street  
2nd Floor DFA Building  
Little Rock, AR 72201

Dear Mrs. Terry:

We are requesting permission to implement a new job title series in an effort to help alleviate the cumbersome process of requesting cross grades for our several hundred seasonal extra help positions, ultimately saving both ADPT staff and OPM staff a lot of time.

The attached request also includes a pre-approved labor market range of pay and pay differential plan. Please note that, for the most part, these positions are cash funded. All are non-exempt positions.

I would appreciate your timely review and approval of our request. Please let me know if you need additional information on this matter.

Sincerely,

David Flake  
Human Resources Director

Encl.

# Arkansas Department of Parks and Tourism

## Park Specialist Job Series and Pay Differential

The Arkansas Department of Parks and Tourism hereby establishes the following job titles:

### **Park Specialist I            C101**

The Park Specialist I works under supervision and performs various tasks such as housekeeping, kitchen assistance, dishwashing, general labor, cashiering, maintenance assistance, marina attendance, bus driving, banquet/event set up, office assistance, etc.

### **Park Specialist II            C106**

The Park Specialist II works under general supervision and performs various tasks such as lifeguarding, desk clerking, building and grounds maintenance, tour guiding, cooking, administrative assistance, patron assistance, etc.

### **Park Specialist III            C112**

The Park Specialist III works under general supervision and performs various tasks such as carpentry, plumbing, or electrical repairs, exhibit design and fabrication, commercial/graphic art, accounting, etc.

Extra help positions may be cross graded to any of the titles in the Park Specialist series. Positions with a job title from the Park Specialist series shall have a pre-approved Labor Market range of pay at hire between entry and midpoint based upon the discretion of the Park Superintendent/hiring manager. Movement within this range after hire will be dictated by these factors:

- 1) The work location has budgeted the increase and has received approval from the proper approval authority for that Division (Manager of Park Administration, Assistant Director of Tourism, History Commission Director, Central Administration Director).
- 2) The EH employee must be in good standing, is recommended by their immediate supervisor based on performance and/or meets one or more of these criteria:

Justification	Hourly increase
Returning each season to the same job – training and orientation not required.	2% -7%
Hard to recruit area	2% - 7%
Supervisory duties added	7% - 15%
Additional duties or increased responsibility	2% - 7%
Transfer or hired for night shift	2% -7%
Job requires specialized certification	7% - 15%
Incentive raise (outstanding performance, increase in skill level, milestone achievements, retention of services, etc)	1% - 7%

The maximum cumulated increase which may be awarded to any one employee occupying the same Park Aide position in any fiscal year is limited to 20%. Pay raises for extra help positions will be capped at midpoint for the pay level of the position.



## PARK SPECIALIST I

Class Code: XXXX Grade: C101

FLSA Status: Non-Exempt

Date: 07/01/2014

### STATE OF ARKANSAS JOB DESCRIPTION

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#### SUMMARY:

The Park Specialist I is an Extra Help position responsible for providing unskilled and semi-skilled labor in a state park. This position is governed by state and federal laws and agency/institution policy.

#### TYPICAL FUNCTIONS:

Performs duties such as grounds and facility maintenance, housekeeping, kitchen assistance, dishwashing, cashiering, marina attendance, bus driving, banquet/event set up and other types of general labor.

May perform grounds maintenance duties such as mowing, raking, collecting and disposing of trash, and minor maintenance on vehicles and equipment including changing oil, changing filters, cleaning equipment, sharpening blades, and replacing missing or broken parts.

May perform custodial duties including mopping, sweeping, cleaning, vacuuming carpets, washing windows, busing restaurant tables, washing dishes and maintaining supplies and equipment.

May assist skilled tradesmen in carpentry work, painting exteriors, or other unskilled or semi-skilled labor.

May assist in facility management duties such as providing customer service, checking in campers, ringing sales on a cash register, renting boats or bicycles, taking food orders from restaurant guests, giving tours, running errands, taking inventory, or assisting skilled or professional staff as required.

Performs other duties as assigned.

### **SPECIAL JOB DIMENSIONS:**

Frequent manual labor including heavy manual labor may be required. Work in inclement weather, on weekends, and on holidays may be required. May require a valid driver's license in good standing. May require the ability to traverse rough terrain on foot.

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of basic math calculations.

Knowledge of proper and safe use of hand tools, utensils, power tools, and equipment or machinery common to duty area.

Knowledge of ServeSafe food handling methods required for some positions.

Ability to perform customer service tasks such as waiting tables and guest registration.

Ability to follow written or oral instructions, operating manuals, warning labels, etc..

Ability to perform manual labor and to operate and maintain the necessary tools and equipment.

Ability to perform routine maintenance duties on buildings, grounds, and/or vehicles.

Ability to operate a cash register and/or computer software programs for some positions.

Ability to communicate and interface appropriately with patrons.

Ability to use basic math calculations.

### **MINIMUM EDUCATION AND/OR EXPERIENCE:**

The ability to read and write; ability to follow routine orders. Depending on the position, a valid Arkansas driver's license is required. Some positions are required to undergo a criminal background check and/or safe driving check.

**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.**





## **PARK SPECIALIST II**

**Class Code: XXXX Grade: C106**

**FLSA Status: Non-Exempt**

**Date: 07/01/2014**

### **STATE OF ARKANSAS JOB DESCRIPTION**

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#### **SUMMARY:**

The Park Specialist II is an Extra Help position responsible for providing unskilled and semi-skilled labor and/or guest services in a state park. This position is governed by state and federal laws and agency/institution policy.

#### **TYPICAL FUNCTIONS:**

Performs duties such as patron assistance, lifeguarding, desk clerking, grounds and facility maintenance, guiding tours, cooking, food preparation, administrative assistance, office assistance, housekeeping, facility attendance and other types of general labor or public service.

May perform grounds and building maintenance duties such as mowing, raking, planting, applying chemicals/pesticides, collecting and disposing of trash, maintenance of vehicles and equipment, and custodial duties.

May assist skilled tradesmen in carpentry work, painting, welding, installing fixtures, or other unskilled or semi-skilled labor.

May assist in facility management duties such as providing customer service, checking in campers, ringing sales on a cash register, renting boats or bicycles, taking food orders, giving tours, running errands or assisting skilled or professional staff as required.

May provide administrative assistance by completing reports, preparing cash deposits, entering time and leave data, entering tip information, or taking inventory.

Performs other duties as assigned.

#### **SPECIAL JOB DIMENSIONS:**

Frequent manual labor including heavy manual labor may be required. Work in inclement weather, on weekends, and on holidays may be required. May require a valid driver's license in good standing. May require the ability to traverse rough terrain on foot. May require completion of specialized training.

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of proper and safe use of hand tools, utensils, power tools, and equipment or machinery common to duty area.

Knowledge of ServeSafe food handling methods required for some positions.

Knowledge of basic math calculations.

Ability to perform customer service tasks such as waiting tables and guest registration.

Ability to perform manual labor and to operate and maintain the necessary tools and equipment.

Ability to perform routine maintenance duties on buildings, grounds, and/or vehicles.

Ability to operate a cash register and/or computer software programs for some positions.

Ability to follow written or oral instructions, operating manuals, warning labels, etc..

Ability to communicate and interface appropriately with patrons.

Ability to use basic math calculations.

### **MINIMUM EDUCATION AND/OR EXPERIENCE:**

The education a equivalent to a high school diploma. Depending on the position, a valid Arkansas driver's license is required. Some positions are required to undergo a criminal background check and/or safe driving check. Some positions require completion of specialized training such as ServeSafe.

**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.**





## **PARK SPECIALIST III**

**Class Code: XXXX Grade: C112**

**FLSA Status: Non-Exempt**

**Date: 07/01/2014**

### **STATE OF ARKANSAS JOB DESCRIPTION**

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#### **SUMMARY:**

The Park Specialist III is an Extra Help position responsible for providing semi-skilled and skilled labor and/or guest services in a state park. This position is governed by state and federal laws and agency/institution policy.

#### **TYPICAL FUNCTIONS:**

Performs duties such as frontline patron assistance, carpentry, plumbing, or electrical fabrication/repairs, exhibit design and fabrication, commercial/graphic art production, accounting/bookkeeping, office management assistance, facility management assistance, and other such duty areas.

May engage in skilled trades such as carpentry, painting, plumbing, electrical, HVAC repairs as well as pool or spa maintenance and repairs..

May assist in office management duties, accounting/bookkeeping work.

May assist in facility management duties such as providing direct customer service, attending to guests, or assisting skilled or professional staff as required.

May produce original commercial/graphic art, informational panels, and advertisement pieces such as flyers, brochures, etc.

Performs other duties as assigned.

#### **SPECIAL JOB DIMENSIONS:**

Frequent manual labor including heavy manual labor may be required. Work in inclement weather, on weekends, and on holidays may be required. May require a valid driver's license in good standing. May require the ability to traverse rough terrain on foot. May require completion of specialized training or certification.

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of ServeSafe food handling methods required for some positions.

Knowledge of basic math calculations.

Knowledge of proper and safe use of hand tools, utensils, power tools, and equipment or machinery common to duty area.

Ability to perform customer service tasks such as waiting tables and guest registration.

Ability to follow written or oral instructions, operating manuals, warning labels, etc..

Ability to perform manual labor and to operate and maintain the necessary tools and equipment.

Ability to perform routine maintenance duties on buildings, grounds, and/or vehicles.

Ability to operate a cash register and/or computer software programs for some positions.

Ability to communicate and interface appropriately with patrons.

Ability to use basic math calculations.

### **MINIMUM EDUCATION AND/OR EXPERIENCE:**

The education equivalent of a high school diploma plus one year of related work experience. Depending on the position, a valid Arkansas driver's license is required. Some positions are required to undergo a criminal background check and/or safe driving check. Some positions require completion of specialized training. Some positions may require proper certification in duty area.

**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.**