



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

December 16, 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 for the establishment of one OPM pool position for the Arkansas Department of Parks and Tourism (ADPT).

The position to be surrendered from the agency is as follows:

Position Number	Class Code	Title	Grade
22092094	D079C	Computer Support Technician	C115

The position requested from the OPM Surrender Pool is as follows:

Class Code	Title	Grade	Entry
P012C	Television Producer	C120	\$37,332

JUSTIFICATION

ADPT requests the establishment of one surrender pool position and will relinquish one Computer Support Technician position. ADPT is developing a radio program that will be produced at the Ozark Folk Center State Park. This hour-long program will feature program music, live music performances, personalities, and stories of the Ozark region. Forty episodes will be produced each year. The long term goal is nationwide and global syndication. The agency is working to attract an audience who will then travel and visit Arkansas.

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The Office of Personnel Management has reviewed this request and **recommends** the approval of the establishment of the requested position through the OPM Surrender Pool for FY15. Your consideration of this request is greatly appreciated.

Sincerely,



Kay B. Terry
State Personnel Administrator



Chief Fiscal Officer of the State

NOV 25 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
501-682-3607 (TDD)
KeepArkansasBeautiful.com

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

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

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TOURISM

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Dr. Lisa Speer
History Commission

Robert Phelps
KEEP ARKANSAS
BEAUTIFUL

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

Arkansas

THE NATURAL STATE

November 13, 2014

Ms. Kay Terry, Administrator
Office of Personnel Management
Arkansas Department of Finance and Administration
1509 W. 7th St, Ste 201
Little Rock, AR 72201

Ms. Terry:

The Department of Parks and Tourism is requesting a pool position for a new radio program being developed at the Ozark Folk Center State Park. The agency does not have an appropriate titled or graded position to serve as the executive producer for this new radio program. Currently there is not a perfect title in the current list of OPM classifications, so we are requesting a P012C Television Producer C120 and surrendering a D079C Computer Support Technician C115. We have included an executive summary of the program and a job description for the new position.

Please contact me if you need any additional information.

Thank you,

Kevin Carr
Manager State Parks Administration
Department of Parks & Tourism
One Capitol Mall
Little Rock, AR 72201
Office: (501) 682-1191
Fax: (501) 682-1364
kevin.carr@arkansas.gov



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

Business Area	Agency/Institution	Date
0900	Arkansas Department of Parks and Tourism	11/13/14

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22092094	Computer Support Technician	C115	D079C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Television Producer	C120	P012C

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>Kevin M. Carr</i>	11/13/14

Agency Director	Date
<i>Mary B. Burt</i>	11/13/14