



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF PERSONNEL MANAGEMENT  
Classification & Compensation**  
1509 West Seventh Street, Suite 205  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278  
Phone: (501) 682-1753  
<http://www.arkansas.gov/dfa>

December 16, 2015

Senator Uvalde Lindsey, Co-Chairperson  
Representative Lanny Fite, 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 submits a request from the Arkansas Agriculture Department for your review.

The Arkansas Agriculture Department is requesting two positions from the central growth pool established by Ark. Code Ann. §21-5-225(b) which states:

- (1) The office shall establish and maintain a central growth pool of two hundred (200) career service positions at grade C130 and one hundred (100) professional and executive positions at grade N922 to be used to establish additional positions in state agencies of the proper classification and grade when the state agency does not have sufficient positions available with the appropriate classification and grade to meet an agency's mandated responsibilities.*
- (2) Central growth pool positions are to be used by the state agencies if the personnel services needs exceed the number of positions in a classification authorized by the General Assembly and were not anticipated at the time of the passage of the agency's operating appropriation act.*
- (3) No position established under this section may exceed a salary rate in excess of the highest rate established by grade in the requesting agency's appropriation act.*
- (4) The agency shall provide justification to the office for the need to allocate positions from the central growth pool.*
- (5) Titles shall not be assigned to the agency from the central growth pool until specific positions are requested by the agency, recommended by the office, and reviewed by the Personnel Committee.*
- (6) If the new classifications are necessary for any of these additional positions, the office may assign the appropriate title and grade after review by the Personnel Committee.*

*(7) If an agency requests any central growth pool position to be continued during the subsequent fiscal year, the position must be requested as a new position in the agency's subsequent fiscal year budget request.*

Although it is not required for growth pool position requests, the agency has agreed not to fill the following position and will eliminate this position from their appropriation act during the next budget cycle:

<u>Position Number</u>	<u>Classification Title</u>	<u>Class Code</u>	<u>Grade</u>	<u>LIM:</u>
22142798	Deputy Director of Aquaculture	U023U	U023U	\$110,110

The agency is requesting the classification listed below:

<u>Classification Requested</u>	<u>Class Code</u>	<u>Grade</u>	<u>Number of Positions</u>
Agriculture Program Manager	B049C	C120	2

The purpose of this request is to better serve and meet the needs of the aquaculture industry. One of the requested positions will oversee the emergency management training department. This position will have significant responsibilities including coordinating partnerships with other state and federal counterparts to ensure emergency management compliance; assisting in forest fires and other forestry related incidents; and, handling other matters such as chemical spills and animal health diseases.

The second position will assist with environmental conservation efforts throughout the state as it relates to agricultural producers. This position will provide state farmers and ranchers with educational information related to conservation and grant programs. Due to the future of Arkansas' soil and water resources, this is a highly beneficial and critical program which allows farmers and ranchers the ability to produce food.

Agencies are not required to surrender positions for a position from the growth pool, but the Arkansas Agriculture Department has identified and agreed to relinquish the position above. By relinquishing one unclassified position, the agency will save approximately \$25,000 in salary savings each year.

Senator Uvalde Lindsey, Co-Chairperson  
Representative Lanny Fite, Co-Chairperson  
December 16, 2015  
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The Office of Personnel Management has reviewed the agency's request and **recommends** the approval of two (2) pool positions for the classification of Agriculture Program Manager, B049C of grade C120. Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



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**Chief Fiscal Officer of the State**

DEC 03 2015

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**Date**

KB/as: 1-3

# ARKANSAS AGRICULTURE DEPARTMENT

ASA HUTCHISON  
GOVERNOR

WES WARD  
SECRETARY OF AGRICULTURE



#1 NATURAL RESOURCES DRIVE  
LITTLE ROCK, AR 72205

PHONE: (501) 683-4851  
FAX: (501) 683-4852

November 16, 2015

Ms. Kay Barnhill Terry  
Administrator  
Office of Personnel management  
1509 West 7<sup>th</sup> Street, Room 201  
Little Rock, AR 72201



Re: Pool Position Requests

Dear Ms. Terry:

I am writing to request two Class C120 Agri Program Manager positions from the pool in exchange for the surrender of the currently authorized Deputy Director of Aquaculture position, position #22142798, U023U.

According to A.C.A. 25-38-203 (2)-(3), the Arkansas Agriculture Department is charged with: coordinating all existing programs and creating any new programs that will enhance the marketing of the state's agricultural products to intrastate, national, and international markets; and establishing a clearinghouse for collecting, correlating, analyzing, and interpreting marketing and educational information and data concerning needs of and resources for agriculture, aquaculture, horticulture, forestry and kindred industries. Through A.C.A. 25-38-203 (6)-(7) and (9), the Arkansas Agriculture Department is also charged with coordinating with the federal government and other states on matters pertaining to agriculture and kindred industries; coordinating with the University of Arkansas Division of Agriculture on agricultural programs; and assisting other departments, agencies, and institutions of the state and federal government.

Agriculture remains Arkansas's largest industry and contributes a substantial economic benefit to our state every year. Arkansas agriculture is very diverse and we are proud to be ranked among the top 25 states in the nation each year in the production of 23 agricultural commodities. Further, agriculture accounts for one in every six jobs in the state.



Replacing the Deputy Director of Aquaculture position with two lower graded positions would allow the Arkansas Agriculture Department to continue to meet the needs of the aquaculture industry while enhancing the agency's ability to fulfill other mandated duties and responsibilities to the state's agriculture industry.

#### **1. C120 Agri Program Manager**

The first requested position would continue to serve the aquaculture industry but would also oversee the department's emergency management training and preparedness responsibilities. The Arkansas Agriculture Department and its subordinate agencies (Arkansas State Plant Board, Arkansas Livestock and Poultry Commission, and the Arkansas Forestry Commission) have significant responsibilities and resources to deploy in the case of an emergency under the Arkansas Comprehensive Emergency Management Plan, particularly under the Food and Agricultural Incident Annex.

The type of emergencies that could require assistance from the Arkansas Agriculture Department include forest fires and other forestry related incidents, commodity production related matters such as chemical spills, and animal related matters such as animal health and disease. Further, in a world where we see increasing threats to our national security one area of particular concern is the availability and protection of our food supply system against bioterrorism threats. Despite the list of potential emergencies that our department could be called on to assist with we have never had a specified individual who serves as a coordinator for emergency management training and preparedness. An emergency management coordinator for the Arkansas Agriculture Department would create efficiency within the Department and be a tremendous asset in helping to coordinate with our state and federal partners, ensure compliance with state and federal requirements, and maintain the Department's readiness to respond whenever needed.

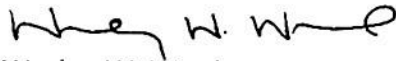
#### **2. C120 Agri Program Manager**

The second requested position will assist with environmental conservation efforts throughout the state that are related to agriculture and will also assist agricultural producers and the Arkansas Agriculture Department with researching and applying for environmental conservation grants. This position would greatly improve the Arkansas Agriculture Department's ability to assist Arkansas farmers and ranchers throughout the state with educational information, coordination, and higher frequency utilization of the many conservation and grant programs that are available.

Conservation of Arkansas's soil and water resources is critical to the future of Arkansas agriculture and our ability to help meet the growing food, fiber, fuel and shelter needs of a global population that is expected to be above 9 billion by 2050. Many highly beneficial programs are offered through the Arkansas Agriculture Department's state, federal and private sector partners but producers often are unaware of these programs and have difficulty accessing them. Increasing Arkansas producers' participation in these programs would improve the economic and environmental benefits to producers and our state's rural communities.

Prior to the position being vacated, the previous Deputy Director of Aquaculture was the highest paid employee within the Arkansas Agriculture Department with a salary of over \$100,000. If approved, the two class C120 Agri Program Manager positions would have a starting salary of \$37,332, with a combined salary expense of \$74,664 for both positions. Surrendering the Deputy Director of Aquaculture position in exchange for the two class C120 Agri Program Manager positions would allow the Arkansas Agriculture Department to better serve Arkansas's agriculture and forestry industries and would also result in reduced salary expenses of over \$25,000 each year.

Respectfully,

A handwritten signature in black ink, appearing to read 'Wesley W. Ward', with a stylized, cursive script.

Wesley W. Ward  
Secretary of Agriculture  
State of Arkansas



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

Business Area	Agency/Institution	Date
0400	Arkansas Agriculture Department	11/20/15

**Position(s) to be Surrendered**

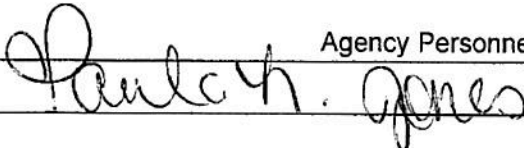
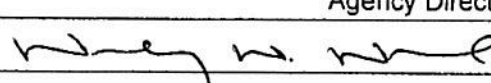
Position/Item Number	Classification Title	Pay Grade	Class Code
22142798	Deputy Director of Aquaculture	U023U	U023U

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	Agri Program Manager	C120	B049C
	Agri Program Manager	C120	B049C

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
	11/20/15
Agency Director	Date
	11/20/15