



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

OFFICE OF PERSONNEL MANAGEMENT  
**Administrator's Office**  
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November 18, 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 (OPM) submits a request from the Arkansas Department of Environmental Quality (ADEQ) for your review.

The Arkansas Department of Environmental Quality is requesting two (2) positions from the OPM central growth pool, established by Arkansas 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.*

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The agency is requesting the classification listed below:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>NUMBER OF POSITIONS</u>
ADEQ Deputy Director	N195N	N908	2

Guidelines under the Uniform Classification and Compensation Act, do not require surrender of positions for growth pool requests; however, due to the classification and grade of the positions requested ADEQ will surrender the following seven (7) positions. Additionally, these positions will be placed on a permanent hiring freeze and delimited from the agency's appropriation act during the next budget cycle. The surrendered positions are:

<u>POSITION NUMBER</u>	<u>CLASSIFICATIONS SURRENDERED</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>NUMBER OF POSITIONS</u>
22090973	Ecologist	B065C	C119	1
22091030	Administrative Specialist III	C056C	C112	1
22091012	Administrative Specialist III	C056C	C112	1
22090937	Administrative Specialist II	C073C	C109	1
22091100	Administrative Specialist II	C073C	C109	1
22091174	Administrative Specialist II	C073C	C109	1
22091158	Administrative Specialist II	C073C	C109	1

#### JUSTIFICATION

During the past fiscal year, ADEQ has experienced a change in its executive administration. As a result, an internal review was conducted and determined that the agency can operate more effectively and efficiently by flattening and streamlining the agency's organizational structure. The agency will realign its processes and procedures by consolidating twelve (12) separate divisions into three (3) program divisions. This realignment will allow for more defined leadership, program accountability, and cost savings.

The Office of Personnel Management (OPM) has reviewed this request and recommends approval of these two (2) positions from the OPM Central Growth Pool and surrender of seven (7) vacant positions to be permanently frozen and delimited during the next budget cycle. Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



Chief Fiscal Officer of the State

NOV -5 2015

Date

# ADEQ

ARKANSAS  
Department of Environmental Quality

October 29, 2015

Ms. Kay Barnhill  
State Personnel Administrator, Office of Personnel Management  
Department of Finance and Administration  
1509 West 7th Street  
Little Rock, Arkansas 72203

Re: Growth Pool Request

Dear Ms. Barnhill,

The Department of Environmental Quality is requesting to utilize two positions from the Office of Personnel Management (OPM) Growth Pool. Following a change in our executive administration and six months of review, I have identified several areas of efficiency that can be achieved by flattening and streamlining ADEQ's organizational structure. In order to realize these structural goals, I am requesting two ADEQ Deputy Director positions (N195N, N908).

The addition of these two positions will effectuate a proposed organizational realignment that consolidates twelve separate divisions into three program divisions and will align the divisional leadership's compensation with qualification and responsibility.

Due to these two positions being on the Professional and Executive pay plan and the limitation of utilizing the OPM Surrender Pool, I have identified seven positions for placement on a permanent hiring freeze and ultimately surrendered during the next budget cycle. This action would allow for the two additional positions to be a cost saving to the agency.

The seven positions we would like to place on permanent hiring freeze and surrender are as follows:

1 C119 Ecologist B065C  
22090973

2 C112 Administrative Specialist III C056C  
22091030

~~22091155~~ 22091012

4 C109 Administrative Specialist II C073C  
22090937  
22091100  
22091174  
22091158

The approval of this request will facilitate an organizational restructure that will greatly benefit ADEQ and its employees, while also serving the economic and environmental needs of the state.

Sincerely,

A handwritten signature in cursive script that reads "Becky W. Keogh". The signature is fluid and elegant, with a prominent initial 'B' and a long, sweeping tail on the 'h'.

Becky W. Keogh  
Director, ADEQ



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

Business Area	Agency/Institution	Date
0930	Arkansas Department of Environmental Quality	11-2-15

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	ADEQ Deputy Director	N908	N195N
	ADEQ Deputy Director	N908	N195N

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
	11-2-15

Agency Director	Date
	11-2-15