



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

OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office
1509 West Seventh Street, Suite 201
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Little Rock, Arkansas 72203-3278
Phone: (501) 682-1823
<http://www.state.ar.us/dfa>

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 School for the Blind (ASB) for your review.

The Arkansas School for the Blind has requested a position from the temporary transition pool established by Arkansas Code 21-5-225 (c) which states:

- (1) The office shall establish and maintain a temporary transition pool of twenty-five (25) career service positions at grade C130 and twenty-five (25) professional and executive positions at grade N922 to be used to establish additional temporary positions in state agencies of the proper classification and grade if the state agency does not have sufficient positions available with the appropriate classification and grade to address organizational transition issues such as succession planning or other changes in agency administration.*
- (2) Temporary transition pool positions are to be used by state agencies only if the personnel service 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) A position established under this section shall not exceed a salary rate in excess of the highest rate established by grade or by line item in the requesting agency's appropriation act.*
- (4) No position shall be authorized to the agency from the temporary transition pool until the specific positions are requested by the agency, recommended by the office, and reviewed by the Personnel Subcommittee of the Legislative Council.*
- (5) Temporary transition pool positions shall be authorized for not more than one hundred eighty (180) calendar days in a fiscal year and may not be renewed or extended.*

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The agency is requesting the classification listed below:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
School Principal	E004C	C126

JUSTIFICATION

The temporary pool position will be utilized to help train the selected applicant in learning the duties and responsibilities of the current School Principal, who is retiring effective June 30, 2016. The temporary position would be effective from January 1, 2016 until June 30, 2016. This position is critical to the operation of the ASB which provides services to children and youth from birth to twenty one years of age. The approval of this temporary pool position would allow for a more fluid transition without any disruption in services.

Based on the justification submitted, the Office of Personnel Management **recommends** establishment of the requested temporary transition pool position classified as E004C, School Principal, grade C126. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

NOV 10 2015

Date

KB/dc:1-2



ARKANSAS SCHOOL FOR THE BLIND

[ESTABLISHED 1859]

2600 WEST MARKHAM – P.O. BOX 668
LITTLE ROCK, ARKANSAS 72203
(501) 296-1810 – FAX: (501) 663-3536
TTY/TDD: (501) 296-1833

RECEIVED

OCT 15 2015

OFFICE OF PERSONNEL MGMT
CLASS & COMP

October 6, 2015

Kay Barnhill-Terry
Administrator
Office of Personnel Management
Department of Finance and Administration
1509 West 7th Street, Ste. 201
Little Rock, AR 72201

Mrs. Terry:

The Arkansas School for the Blind (ASB) respectfully requests a Temporary Transition Pool Position. The Position being requested is a (E004C) School Principal (C126) position. The intent of the aforementioned position is to allow for a training period for the potential selected applicant with the current School Principal at ASB that will be retiring effective June 30, 2016. This position would be effective from January 1, 2016 to June 30, 2016.

This position is critical to the educational operation of the Arkansas School for the Blind. ASB provides services to children and youth from birth to twenty one years of age statewide with visual impairment or blindness. This is a specialized field of work and recruitment of qualified personnel can be difficult if not impossible. A qualified applicant would have to have a working knowledge of the laws and regulations pertaining to the education of visually impaired or blind children in addition to specific certifications in the field. This is in addition to meeting all of the Arkansas Department of Education requirements of a School Principal.

By approving this position, the Arkansas School for the Blind would have the capacity to retain a certain level of institutional and operational knowledge within its agency. This will allow for a more fluid transition without any disruption in services.

Thank you for taking the time to review our request. If you have any questions or concerns, please feel free to contact me at (501)683-5103 or Jim.Hill@asb.k12.ar.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Hill".

Jim Hill

JH:mat

Cc: Melinda Terry, Arkansas School for the Blind
Duane Clanton, Office of Personnel Management

RECORDED

OCT 15 2015

OFFICE OF PERSONNEL MGT.
DEPT. OF FIN. & ADMIN.