



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

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
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 Little Rock, Arkansas 72203-3278
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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 War Memorial Stadium Commission (WMS) for your review.

The War Memorial Stadium Commission has requested one position from the OPM pool established by Arkansas Code 21-5-225 (a) (1). The classification requested with the positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
22132426	Fiscal Support Analyst	A091C	C115
22132427	Stadium Commission Custodian	S072C	C107
<u>CLASSIFICATION REQUESTED</u>		<u>CLASS CODE</u>	<u>PAY GRADE</u>
Procurement Manager		V004C	C121

JUSTIFICATION

The agency is requesting a position to assist the Stadium Manager and Stadium Assistant Manager in the daily operations of the stadium. Responsibilities will also include working with prospective stadium event clients in planning special events, overseeing catering activities, ensuring financial obligations are fulfilled, supervising stadium staff during special events, and maintaining the stadium purchase order system in accordance with the Office of State Procurement rules and regulations.

With the addition of another management level position, the agency will be able to manage their operations more effectively and efficiently. The positions being surrendered are no longer needed in the operations of the stadium.

Senator Uvalde Lindsey, Co-Chairperson
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Based on the justification submitted, the Office of Personnel Management **recommends** the approval of request for one OPM pool position, V004C, Procurement Manager, grade C121. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

NOV - 5 2015

Date

KB/dc:1-2



WAR MEMORIAL STADIUM

Little Rock

AT&T FIELD

Kay Barnhill Terry
Administrator
Office of Personnel Management
DFA Building
1509 W 7th St, Ste 201
Little Rock, AR 72201

10/23/2015

Dear Mrs. Kay:

Please find attached a pool position request. This request is to trade 2 of our vacant positions in for a new position classified as C121 and title called: Procurement Manager. The Governor's office supports this swap. This position will assist the stadium managers with the day to day operations of the stadium. The duties will include but not limited to the following: responsible for presenting the stadium to special events clients, work with clients in planning events, schedule with managers all aspects pertaining to special events, manage catering for special events, client to contract follow through, assure deposits, charges and final payments are made for special events, manage special events staff including but not limited to events coordinators, bartenders, food servers/runners, & security, coordinate with managers all aspects of the tailgating operations, manage stadium catering operations, manage stadium special events accounts receivable and report all to Agency Fiscal Manager, maintain stadium PO system in accordance with OSP rules and regulations, directly responsible for catering on large and special events, works with management staff on all events, other duties as assigned. Thank you for your consideration. Please feel free to contact me anytime.

Sincerely

Jerry Cohen

#1 Stadium Drive
PO BOX 250222
Little Rock, AR 72225
(501) 663-6385 Office
(501) 663-6387 Fax
www.wmstadium.com



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

Business Area	Agency/Institution	Date
0338	War Memorial Stadium Commission	10/22/15

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22132426	Fiscal Support Analyst	C115	A091C
22132427	Stadium Commission Custodian	C107	S072C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Procurement Manager	C121	V004C

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
Dinah Soderling <i>Dinah Soderling</i>	10/22/15

Agency Director	Date
Jerry Cohen <i>Jerry Cohen</i>	10/22/15