



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>

August 15, 2017

Senator John Cooper, Co-Chairperson  
Representative Les Eaves, 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 Department of Environmental Quality (ADEQ) for your review. ADEQ has requested nine positions from the surrender pool established by Ark. Code Ann. §21-5-225. The positions being surrendered are:

<u>Position Number</u>	<u>Class Code</u>	<u>Job Title</u>	<u>Grade</u>
22091206	B042C	Engineer	GS09
22090999	G147C	Grants Coordinator	GS07
22091021	B065C	Ecologist	GS07
22091246	X054C	Environmental Program Coordinator	GS07
22099370	G180C	Grants Analyst	GS06
22091165	C056C	Administrative Specialist III	GS04
22091046	C073C	Administrative Specialist II	GS03
22091153	C073C	Administrative Specialist II	GS03
22091109	P027C	Public Information Specialist	GS06

The positions and titles requested by the agency are as follows:

<u>Number of Positions</u>	<u>Class Code/Title</u>	<u>Grade</u>
1	NEW, ADEQ Director of Information Technology	IT10
1	NEW, ADEQ Used Tire Program Manager	GS13
3	NEW, ADEQ Used Tire Program Coordinator	GS12
1	NEW, ADEQ Financial Manager	GS12
1	NEW, ADEQ Tire Fund Coordinator	GS10
2	C037C, Administrative Analyst	GS06

**JUSTIFICATION**

ADEQ states that these positions are essential to carry out the mandate from Act 317 of 2017, the Arkansas Used Tire Recycling & Accountability Program Act. The act made significant changes as to how waste tire recycling programs are administered throughout the state. It is the agency's position that these positions are required to direct time-critical, sensitive regulatory processes and oversight requirements that have been announced and are expected in the short term.

The agency attests that all of the positions requested above will be paid for by special revenues. All of the surrendered positions are vacant; OPM estimates the increased entry-to-entry cost of these nine positions to be \$286,345.

The Office of Personnel Management has reviewed the agency's request and **recommends** the surrender of the positions listed above and the establishment of the titles and positions requested by the agency. Your consideration of this request is appreciated.

Sincerely,

Kay Barnhill  
State Personnel Administrator

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**Chief Fiscal Officer of the State**

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**Date**

# ADEQ

ARKANSAS  
Department of Environmental Quality

August 11, 2017

Representative Les Eaves  
Co-Chair, ALC-Personnel Committee  
State Capitol  
500 Woodlane, Ste. 350  
Little Rock, Arkansas 72201

Dear Representative Eaves:

We realize that this is belated and respectfully request that the committee add our surrender-pool request as a supplemental agenda item. This request is to ensure that we have authorized job titles and grade levels necessary to implement Act 317 effectively and sufficiently. We seek this expedited review in order to meet time sensitive needs upon completion of the reassessment of current staff for this program. The program that this act initiates is a priority for the Governor.

Sincerely,



Becky W. Keogh  
Director

# ADEQ

ARKANSAS  
Department of Environmental Quality

August 1, 2017

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

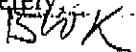
Re: Surrender Pool Request

Dear Ms. Barnhill,

The Arkansas Department of Environmental Quality (ADEQ) is requesting positions from the Office of Personnel Management (OPM) Surrender Pool. ADEQ is requesting several new classifications to implement overall agency organizational efficiencies and to accommodate administration of the Used Tire Program established by Arkansas Used Tire Recycling and Accountability Program Act 317. These positions are required to direct time-critical, sensitive regulatory processes and oversight requirements that have been announced and are expected in the short term.

These positions are critical to the operation of ADEQ and will require full time employees, which cannot be dispersed or absorbed by existing staff members. Sufficient funds are available to support the requested classifications. Please review the attached classifications requested and present before the Personnel Committee.

Sincerely,



Becky W. Keogh  
Director



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

**OFFICE OF THE DIRECTOR**  
1509 West Seventh Street, Suite 401  
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Little Rock, Arkansas 72203-3278  
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August 15, 2017

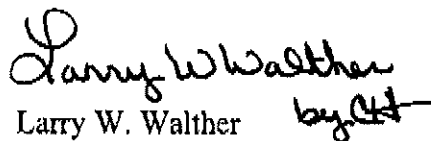
Senator John Cooper, Co-Chairperson  
Representative Les Eaves, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Legislative Council  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Department of Finance & Administration submits a request from the Arkansas Department of Environmental Quality. This request was submitted to DFA subsequent to the Personnel Committee deadline for August's meeting; however, ADEQ and the Office of the Governor deem this request regarding positions for ADEQ's waste tire program to have significant programmatic importance. Therefore, DFA and ADEQ respectfully request that the committee consider this item during August's meeting.

Your consideration of this request is appreciated.

Respectfully submitted,

  
Larry W. Walther  
Director



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

Business Area	Agency/Institution	Date
0930	Arkansas Department of Environmental Quality	08/01/17

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22091021	Ecologist	GS07	
22091246	Environmental Program Coordinator	GS07	
22091206	Engineer	GS09	
22090999	Grants Coordinator	GS07	

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	ADEQ Used Tire & Recycling Senior Manager	GS13	
Three	ADEQ Used Tire Program Division Manager	GS12	
	ADEQ Land Financial Senior Manager	GS12	
	ADEQ Tire Fund Manager	GS10	

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
Melissa Riffle	08/01/17

Agency Director	Date
<i>BWK</i>	



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

Business Area	Agency/Institution	Date
0930	Arkansas Department of Environmental Quality	08/01/17

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22091109	Public Information Specialist	GS06	
22099370	Information System Analyst	IT04	
22091165	Administrative Specialist III	GS04	
22091046	Administrative Specialist II	GS03	
22091153	Administrative Specialist II	GS03	

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	ADEQ Director of Information Technology	IT10	
Two	ADEQ Administrative Analyst	GS06	

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Agency Personnel Rep	Date
Melissa Riffle	08/01/17

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