



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskien

June 18, 2025

The Honorable Breanne Davis, Co-Chairperson
 The Honorable Les Warren, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Senator Davis and Representative Warren:

The Office of Personnel Management (OPM) submits a request for new titles and pool positions from the pools established by Ark. Code Ann. § 21-5-225.

During the pay plan study, OPM reviewed over 2,200 classifications and consolidated them to approximately 850 classifications through labor market analysis. Although most classification issues were resolved through Act 499 of 2025, OPM is requesting approval to establish twelve (12) new titles, amend the job family and job series placement for certain previously approved titles, and establish surrender pool positions to meet the needs of the departments.

OPM proposes the following actions be taken effective at the beginning of Fiscal Year 2026:

New Titles

<u>NEW TITLE</u>	<u>NEW GRADE</u>	<u>SALARY RANGE</u>	<u>JOB FAMILY/JOB SERIES</u>
Election Supervisor/Expert	SGS10	\$76,355 - \$112,976	Program Operations / Elections
Accreditation Analyst	SGS04	\$43,088 - \$63,770	Safety & Security / Accreditation
Accreditation Supervisor/Expert	SGS05	\$47,397 - \$70,148	Safety & Security / Accreditation
School Safety Coordinator	LES07	\$81,887 - \$121,193	Safety & Security / Public Safety Support
Military Deputy Fire Chief	SGS09	\$69,395 - \$102,705	Safety & Security / Firefighters
CDL Examiner Supervisor/Expert	SGS07	\$57,351 - \$84,879	Safety & Security / Internal Affairs
Program Eligibility Manager	SGS09	\$69,395 - \$102,705	Program Operations / Program Eligibility
HR Assistant Manager	SGS10	\$76,355 - \$112,976	Human Resources / Department HR
Housekeeper Manager	SGS04	\$43,088 - \$63,770	Trades / Housekeeping
Director of Aeronautics	SPC08	\$114,390 - \$169,298	Program Operations / Commerce Program Management
Human Services Division Deputy Director	EXE01	\$141,125 - \$191,930	Executive / Executives
State Accounting Administrator	SPC09	\$125,829 - \$186,228	Financial / State Accountants

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OPM is requesting changes to the Job Family and Job Series for the titles listed below. After further review and discussion with the departments, OPM has determined these titles more appropriately fit in the requested job series to allow for better career development.

Job Family and Job Series Establishment and Changes

<u>TITLE</u>	<u>GRADE</u>	<u>CLASS CODE</u>	<u>JOB SERIES DESIGNATION</u>	<u>REQUESTED JOB FAMILY / JOB SERIES</u>
Child Abuse Hotline Representative	SGS04	SIA04P	Career-Path	Social Services / Social Services Programs
Child Abuse Program Supervisor/Expert	SGS05	SIA08P	Career-Path	Social Services / Social Services Programs
Child Abuse Investigator	SGS06	SIA06P	Career-Path	Social Services / Social Services Programs
Child Abuse Investigative Supervisor/Expert	SGS07	SIA05P	Career-Path	Social Services / Social Services Programs
Child Abuse Program Administrator	SGS09	SIA07C	Competitive	Social Services / Social Services Programs
Election Coordinator	SGS08	PBC04A	Career-Path	Program Operations / Elections
Accreditation Specialist	SGS03	SCP01I	Career-Path	Safety & Security / Accreditation

OPM is requesting surrender pool positions for various departments. OPM has provided for each request:

- Position number
- Whether the position is currently filled or vacant
- Authorized title for FY26
- Grade for the FY26 authorized title
- Proposed title for FY26
- Proposed Grade for the requested title
- Estimated cost of the requested action
 - Cost estimated as the highest authorized cost; department secretaries may set salaries below the estimated amount due to promotional paths, budget, etc.
 - If the position is filled, the estimated cost reflects the change in the incumbent's salary including 40% matching.
 - If the position is vacant, the estimated cost is minimum of the proposed grade plus 40% matching.
- Funding source and percentage

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Pool Positions

0375 – Arkansas Teacher Retirement System

Surrender Pool Position

<u>Position</u>	<u>Status</u>	<u>FY26 Title</u>	<u>FY26 Grade</u>	<u>Proposed Title</u>	<u>Prop. Grade</u>	<u>Current Salary</u>	<u>Est. Salary</u>	<u>Est. Cost</u>	<u>Funding Source & Percentage</u>
22094571	Vacant	Maintenance Technician	SGS03	User Support Analyst	IST04	\$0	\$54,924	\$76,893	100% Trust
22094570	Vacant	Benefits Analyst	SGS04	IT Security Analyst	IST07	\$0	\$73,104	\$102,345	100% Trust
22136432	Vacant	Administrative Coordinator	SGS04	Infrastructure Coordinator	IST08	\$0	\$80,414	\$112,579	100% Trust
TOTAL ESTIMATED COST								\$291,817	

0241 – Judicial Discipline and Disability Commission

Surrender Pool Position

<u>Position</u>	<u>Status</u>	<u>FY26 Title</u>	<u>FY26 Grade</u>	<u>Proposed Title</u>	<u>Prop. Grade</u>	<u>Current Salary</u>	<u>Est. Salary</u>	<u>Est. Cost</u>	<u>Funding Source & Percentage</u>
22095655	Vacant	Fiscal Support Coordinator	SGS06	Attorney II	SPC05	\$0	\$85,943	\$120,320	100% GR
TOTAL ESTIMATED COST								\$120,320	

0450 – Public Service Commission

Surrender Pool Position

<u>Position</u>	<u>Status</u>	<u>FY26 Title</u>	<u>FY26 Grade</u>	<u>Proposed Title</u>	<u>Prop. Grade</u>	<u>Current Salary</u>	<u>Est. Salary</u>	<u>Est. Cost</u>	<u>Funding Source & Percentage</u>
22087788	Filled	Public Service Supervisor/Expert	SPC04	Audit Manager	SPC06	\$87,863	\$94,537	\$9,343	100% SR
TOTAL ESTIMATED COST								\$9,343	

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9904 – Department of Education

Surrender Pool Position

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9906 – Department of Finance and Administration

Surrender Pool Position

<u>Position</u>	<u>Status</u>	<u>FY26 Title</u>	<u>FY26 Grade</u>	<u>Proposed Title</u>	<u>Prop. Grade</u>	<u>Current Salary</u>	<u>Est. Salary</u>	<u>Est. Cost</u>	<u>Funding Source & Percentage</u>
22080192	Filled	DFA Assistant Division Administrator	SPC08	State Accounting Administrator	SPC09	\$148,771	\$125,829	\$0	100% SCS
22175868	Filled	DFA Assistant Division Administrator	SPC08	State Accounting Administrator	SPC09	\$121,721	\$125,829	\$5,751	100% SCS
22080196	Filled	DFA Assistant Division Administrator	SPC08	State Accounting Administrator	SPC09	\$121,082	\$125,829	\$6,645	100% SCS
22108000	Filled	Attorney IV	SPC09	DFA Division Administrator	EXE01	\$153,226	\$141,125	\$0	100% SCS
TOTAL ESTIMATED COST								\$12,396	

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9902 – Department of Commerce

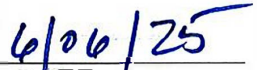
Surrender Pool Position

<u>Position</u>	<u>Status</u>	<u>FY26 Title</u>	<u>FY26 Grade</u>	<u>Proposed Title</u>	<u>Prop. Grade</u>	<u>Current Salary</u>	<u>Est. Salary</u>	<u>Est. Cost</u>	<u>Funding Source & Percentage</u>
22094200	Filled	Aeronautics Director	SPC07	Director of Aeronautics	SPC08	\$105,252	\$114,390	\$12,793	100% SR
22162564	Filled	Commerce Program Manager	SPC05	Insurance Deputy Commissioner	SPC10	\$116,887	\$138,412	\$30,135	100% SR
TOTAL ESTIMATED COST								\$42,928	

Your consideration of this request is greatly appreciated.



STATE PERSONNEL DIRECTOR



DATE

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