

Office of Personnel Management

Policy

Policy Title: Position Pools	Policy Number: 10.08
Citation: Arkansas Code Annotated § 21-5-225; § 6-63-305	Forms: New Classified Provisional Position http://www.dfa.arkansas.gov/offices/personnelManagement/Pages/forms.aspx

Purpose

Arkansas code assigns additional positions to the Office of Personnel of Management (OPM) to use to ensure that agencies and institutions have access to the right classifications for their positions and to ensure positions are available if the agencies or institutions mandated responsibilities change between the passage of their appropriation acts. No pool position shall exceed a salary rate in excess of the highest rate established by grade in the requesting agency's or institution's appropriation act.

Specific Provisions

Position Pool

This pool is to be used when agencies and institutions need to reclassify positions to the proper classification and grade when the state agency or institution does not have a vacant position available with the appropriate classification and grade.

OPM has a pool of two hundred fifty (250) career service positions which can go up to a grade C130 and one hundred fifty (150) professional and executive positions which can go up to a grade N922. Positions from the career service pay plan may not be reclassified to positions from the professional and executive pay plan and vice versa.

The agency or institution must provide a written justification to OPM justifying the request to reclassify the position. The agency or institution must surrender to the pool the position being reclassified.

OPM may grant approval of the reclassification after review by the Personnel Subcommittee of the Legislative Council.

Policy Title: Position Pools	Policy Number: 10.08
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Central Growth Pool

This pool is available to state agencies to establish additional positions. Agencies must demonstrate they do not have a sufficient number of positions available to meet mandated responsibilities and the need for the positions was not anticipated at the time of the passage to the agency's operating appropriation act.

OPM has a pool of two hundred (200) career service positions which can go up to a grade C130 and one hundred (100) professional and executive positions which can go up to a grade N922. Positions from the career service pay plan may not be reclassified to positions from the professional and executive pay plan and vice versa.

The agency must provide a written justification to OPM providing a detailed explanation on the need for the additional position. OPM may grant approval of the new position after review by the Personnel Subcommittee of the Legislative Council.

Temporary Transition Pool

These pool positions are may be used in cases where the personal services needs of the agency exceed the number of authorized positions and were not anticipated at the time of passage of the agency's appropriation act.

OPM has a pool of twenty five (25) career service positions which can go up to a grade C130 and twenty five (25) professional and executive positions which can go up to a grade N922. Positions from the career service pay plan may not be reclassified to positions from the professional and executive pay plan and vice versa.

Positions from this pool shall be authorized for not more than one hundred eighty (180) calendar days in a fiscal year and may not be renewed or extended.

The agency must provide a written justification to OPM justifying the need for the additional position. OPM may grant approval of the new position after review of the Personnel Subcommittee of the Legislative Council.

Policy Title: Position Pools	Policy Number: 10.08
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Provisional Positions for Higher Education

The law allows institutions the flexibility to receive additional federal funds, grants, gifts, or collections that were not contemplated or authorized at the passage of their current fiscal year appropriation act. Receipt of such new funds make it possible for the institution to engage in educational projects only after employing additional personnel.

The number of additional positions shall not exceed the maximum number of positions authorized for the institution in their appropriation act for operations.

For a non-classified position, the institution must obtain the approval of the institution's board of trustees and a recommendation from the Department of Higher Education and report the new position to the Legislative Council. The salary rates for these positions shall not exceed the highest maximum annual salary rate or the highest grade level for any position authorized in the regular salary section of the requesting institution's appropriation act for operations, under the Uniform Classification and Compensation Act or its successor.

For a classified position, the institution must obtain the approval of the institution's board of trustees and a recommendation from OPM and report the new position to the Legislative Council. The salary rates for these positions may not exceed the highest maximum annual salary rate or the highest grade level for any position authorized in the regular salary section of the requesting institution's appropriation act for operations, under the Uniform Classification and Compensation Act or its successor. The request should be submitted on the New Classified Provisional Position form.

The source of the funding for positions established in this pool shall be reported to OPM and the Legislative Council by the institution at the time of the request.

The provisional positions shall expire at the end of the fiscal year in which they were established. Each institution shall include in its annual budget request presented to the Legislative Council a request to continue any provisional position.

Policy Title: Position Pools	Policy Number: 10.08
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Institution Growth Pools

These pool positions are used by institutions in the event personnel service needs during the current fiscal year exceed the number of positions allocated to the institution by the General Assembly due to enrollment growth.

OPM has a pool of one hundred and fifty (150) classified positions for two-year institutions not to exceed grade C130. In addition, there are two hundred (200) classified positions for four-year institutions not to exceed C130.

The agency must provide a written justification to OPM justifying the need for the additional position. OPM may grant approval of the new position after review of the Personnel Subcommittee of the Legislative Council.

June 6, 2012