



## Department of Transformation and Shared Services Office of Personnel Management

**Policy Title:** Pool Positions

**Policy Number:** 44

**Authority:** Ark. Code Ann. § 21-5-225

**Revised:** July 1, 2017

The Office of Personnel of Management (OPM) is authorized to maintain different pools for state agencies to use to ensure the agency has access to the proper classifications for their positions and to ensure positions are available if the agency's mandated responsibilities change between the passage of their appropriation acts.

No pool position can exceed a salary rate in excess of the highest rate established by grade in the requesting agency's appropriation act.

A state agency may receive a pool position only if it is able to certify it has the appropriate funding available.

### Surrender/Swap Pool

OPM has a pool of one thousand (1,000) positions to be used when a state agency needs to reclassify positions to the proper classification and grade when the agency does not have a vacant position available with the appropriate classification and grade.

The agency must provide sufficient documentation to OPM justifying the request to reclassify the position. The agency must surrender to the pool the position being reclassified. OPM may approve the reclassification after review by the Legislative Council or, if the General Assembly is in session, the Joint Budget Committee (JBC). Unless, otherwise approved by the State Personnel Administrator of OPM, an unbudgeted position will not be accepted as part of a surrender pool request.

### Central Growth Pool

OPM has a pool of two hundred (200) positions available for a state agency to establish additional positions. The agency must provide sufficient documentation to OPM that they do not have a sufficient number of positions available to meet mandated responsibilities and the need for the additional positions was not anticipated by the agency when passing the appropriation act. OPM may approve the reclassification after review by the Legislative Council or, if the General Assembly is in session, JBC.

An agency may request the pool position to be continued the subsequent fiscal year and the position will be requested as a new position in the agency's subsequent fiscal year budget.

### Temporary Transition Pool

OPM has a pool of fifty (50) positions to be used when a state agency does not have sufficient positions available with the appropriate classification and grade to address organizational transitions including succession planning or other administrative changes.



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Positions from this pool will be authorized for no more than one hundred eighty (180) calendar days in a fiscal year and will not be renewed or extended.

The agency must provide sufficient documentation to OPM justifying the need for the additional position. OPM may grant approval of the new position after review by the Legislative Council or, if the General Assembly is in session, JBC.

Constitutional and Other Growth Pool

OPM maintains a growth pool of ten (10) positions for the following agencies to use:

1. Elected constitutional officers
2. General Assembly, including employees of the BLR and Legislative Audit
3. Members of the Supreme Court, Court of Appeals, circuit courts, prosecuting attorneys and Administrative Office of the Courts
4. Arkansas State Transportation Department
5. Federal military technicians, military training support personnel, federally funded personnel of the Arkansas National Guard, and other military personnel who are paid directly by the federal government
6. Arkansas State Game and Fish Commission