



Department of Shared Administrative Services Office of Personnel Management

Policy Title: Pool Positions

Policy Number: 44

Authority: Ark. Code Ann. § 21-5-225

Effective Date: July 1, 2025

The Office of Personnel Management (OPM) is authorized to maintain position pools that departments may request to use to ensure the department has access to the proper classifications for their positions and to ensure positions are available if the department's mandated responsibilities change between the passage of their appropriation acts.

A pool position cannot exceed a salary rate more than the highest grade established in the requesting department's appropriation act. A department must certify it has the appropriate funding available to support the pool position.

Surrender/Swap Pool

OPM maintains a pool of five hundred (500) positions to be used when a department needs to reclassify a position to the proper classification and grade, and the department does not have a vacant position available with the appropriate classification and grade.

The department must provide sufficient documentation to OPM justifying the request to reclassify the position. The department 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 OPM, an unbudgeted position will not be accepted as part of a surrender pool request.

Central Growth Pool

OPM maintains a pool of two hundred and fifty (250) positions available for a department to establish additional positions. The department must provide documentation to OPM that they do not have enough positions available to meet mandated responsibilities and the need for the additional positions was not anticipated by the department when passing the appropriation act. OPM may approve the request after review by the Legislative Council or, if the General Assembly is in session, JBC.

A department may request the pool position to be continued in 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 maintains a pool of fifty (50) positions to be used when a department does not have sufficient positions available with the appropriate classification and grade to address organizational transitions including succession planning or other administrative changes.

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 department 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.



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Public Service Internship Program

OPM maintains a pool of two hundred (200) extra help positions to be used solely for the Public Service Internship Program. Departments that use one of these pool positions are required to pay the employee pursuant to their extra help appropriation and available funding.

Constitutional and Other Growth Pool

OPM maintains a growth pool of twenty (20) 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