

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

July 19, 2023

The Honorable Breanne Davis, Co-Chairperson  
 The Honorable Mark Berry, 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 Berry:

The Office of Personnel Management (OPM) submits a surrender pool request from the Arkansas Department of Public Safety (DPS), Division of Commission on Law Enforcement Standards and Training (CLEST) for your review.

CLEST requests one (1) position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1). The classifications requested and the positions surrendered are listed below:

**CLASSIFICATIONS REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>	<b><u>POSITION COUNT</u></b>
E048C	Education & Instruction Specialist	GS07	\$40,340- \$58,493	1

**POSITIONS SURRENDERED**

<b><u>POSITION NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
22090816	Administrative Specialist II	C073C	GS03	\$26,034- \$37,749
22090817	Administrative Specialist II	C073C	GS03	\$26,034 - \$37,749

Office of Personnel Management

501 Woodlane Street, Suite 205 \* Little Rock, AR 72201 \* 501.682.1753

The Honorable Breanne Davis, Co-Chairperson  
The Honorable Mark Berry, Co-Chairperson  
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**JUSTIFICATION**

The positions being surrendered are currently budgeted but do not fulfill the needs of the division. CLEST is tasked with providing education and training materials to all law enforcement officers in the state. This position will be utilized to provide online training classes through ACADIS portal for all officers by creating curricula, recording classes, provide online instruction in addition to in-person instruction. This transition is an effort to modernize and provide training with as little impact on other departments' budgets.

**RECOMMENDATION**

The Office of Personnel Management has reviewed this request from the Department of Public Safety and **recommends** the requests to obtain one (1) position and the surrender of two (2) positions to the OPM surrender pool. The approximate cost will be \$43,618. The department guarantees it possesses the funds to execute this request.

Your consideration of this request is appreciated.

*Kay K. Benwell*

STATE PERSONNEL DIRECTOR

*7/4/23*  
DATE

KB/nas:1-2



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**State of Arkansas**  
**Governor Sarah Huckabee Sanders**

**DEPARTMENT OF PUBLIC SAFETY**

1 State Police Plaza Drive  
Little Rock, Arkansas 72209  
Office: (501) 618-8235

**COL. MIKE A. HAGAR**  
*Secretary*

19 June 2023

Kay Barnhill  
State Personnel Administrator  
501 Woodlane, Suite 205C  
Little Rock, AR 72201

RE: Pool Positions

Ms. Barnhill:

The Arkansas Department of Public Safety (DPS), division of Commission on Law Enforcement Standards and Training (CLEST) would like to request the establishment of one position from the OPM pool. Below is the position being surrendered and the position being requested:

**Surrendered Positions**

Position	Job	Grade	Authorized Title	Annual Salary	Matching	Health Plan
22090816	C073C	GS03	ADMINISTRATIVE SPECIALIST II	\$28,534	\$6,554	\$6,600
22090817	C073C	GS03	ADMINISTRATIVE SPECIALIST II	\$28,534	\$6,554	\$6,600
Subtotal				\$57,068	\$13,109	\$13,200
Total				\$83,376.52		

**Requested Positions**

Position	Job	Grade	Title	Cost	Matching	Health Plan
New	E048C	GS07	Education & Instruction Specialist	\$40,340	\$9,266	\$6,600
Subtotal				\$40,340	\$9,266	\$6,600
Total				\$56,206.10		
Total Savings				\$27,170		

The positions being surrendered are currently budgeted but do not fulfill the needs of the division. CLEST is tasked with providing education and training materials to all law enforcement officers in the state. This position will be utilized to provide online training classes through the ACADIS portal for all officers. This position will create curricula, tape classes, provide online instruction, as well as in person instruction. This is part of CLEST's movement to modernize and provide training with as little impact to other departments budgets as possible. By surrendering one additional position, the net savings on this request will be \$27,170.

I appreciate your consideration on this request. If you have any questions, please contact Phillip Warriner for any additional information or clarification.

Sincerely,

Colonel Mike Hagar  
Secretary  
Arkansas Department of Public Safety



Department of Transformation and Shared Services  
 Office of Personnel Management  
 Request for Pool Position

Business Area	Department Name / Agency Name	Date
9913	DPS - Crime Victims	20 June 2023

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22090816	ADMINISTRATIVE SPECIALIST II	GS03	C073C
22090817	ADMINISTRATIVE SPECIALIST II	GS03	C073C

**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
Education and Instruction Specialist	GS07	E048C


I hereby certify that:

- A. The position requested is critical to the operation of this Agency 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.
- E. No current employee will be displaced by this action.

  
 HR Administrator's Signature

  
 Date

  
 Department Secretary's Signature

  
 Date