

**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 Arkansas State Police (ASP) for your review.

ASP requests four (4) positions 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

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>POSITION COUNT</u>
D081C	Telecommunications Specialist	GS05	\$32,405- \$46,987	3
D074C	Telecommunications Supervisor	GS06	\$36,155- \$52,425	1

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22076420	ASP Exec. Security Guard	T082C	GS03	\$26,034- \$37,749
22089998	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,117
22134081	ASP Exec. Security Guard	T082C	GS03	\$26,034- \$37,749
22134082	ASP Exec. Security Guard	T082C	GS03	\$26,034- \$37,749
22134079	ASP Exec. Security Guard	T082C	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

Three (3) of the positions being surrendered are currently filled by employees who are functioning as telecommunications specialists, and one (1) who is functioning as a telecommunications supervisor. To keep these employees performing their critical functions, DPS believes that it is appropriate to request these pool positions requested during the biennial but skipped during the session. Surrendering one (1) position that is currently vacant and unfilled creates additional net savings for this request.

RECOMMENDATION

The Office of Personnel Management has reviewed this request from the Department of Public Safety and **recommends** the requests to obtain four (4) positions and the surrender of five (5) positions to the OPM surrender pool. This approximate cost of these positions is \$19,905. The department guarantees it possesses the funds to execute this request.

Your consideration of this request is appreciated.



STATE PERSONNEL DIRECTOR



DATE

KB/nas:1-2



Col. Mike A. Hagar
Secretary

1872

State of Arkansas
Governor Sarah Huckabee Sanders

DEPARTMENT OF PUBLIC SAFETY

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



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 Arkansas State Police (ASP) would like to request the establishment of four positions from the OPM pool. Below are the positions being surrendered and the positions being requested:

Surrendered Positions

Position	Job	Authorized Grade	Authorized Title	Annual Salary	Matching	Health Plan
22076420	T082C	GS03	ASP EXECUTIVE SECURITY GUARD	\$37,549	\$9,350	\$6,600
22089998	C056C	GS04	ADMINISTRATIVE SPECIALIST III	\$46,814	\$11,657	\$6,600
22134079	T082C	GS03	ASP EXECUTIVE SECURITY GUARD	\$37,749	\$9,399	\$6,600
22134081	T082C	GS03	ASP EXECUTIVE SECURITY GUARD	\$28,534	\$7,105	\$6,600
22134082	T082C	GS03	ASP EXECUTIVE SECURITY GUARD	\$37,749	\$9,399	\$6,600
Subtotal				\$188,395	\$46,910	\$33,000
Total				\$268,305.22		

Requested Positions

Position	Job	Grade	Title	Cost	Matching	Health Plan
New	D081C	GS05	Telecommunications Specialist	\$41,304	\$10,285	\$6,600
New	D081C	GS05	Telecommunications Specialist	\$41,524	\$10,339	\$6,600
New	D081C	GS05	Telecommunications Specialist	\$41,524	\$10,339	\$6,600
New	D074C	GS06	Telecommunications Supervisor	\$51,496	\$12,822	\$6,600
Subtotal				\$175,847	\$43,786	\$26,400
Total				\$246,032.88		
Total Savings				\$22,272		

The positions being surrendered are currently filled by employees who are functioning as telecommunications specialists and one who is functioning as a telecommunication supervisor throughout the state. These four positions were part of the biennial request but were skipped over during session. To keep these employees performing these critical functions, DPS believes that it is appropriate to request these pool positions. By surrendering one additional position, the net savings on this request will be \$22,272.

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

Sincerely,

Col. M. A. Hagar

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**
9913/0960 **DPS/ASP** **20 June 2023**

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22076420	ASP EXECUTIVE SECURITY GUARD	GS03	T082C
22134079	ASP EXECUTIVE SECURITY GUARD	GS03	T082C
22134081	ASP EXECUTIVE SECURITY GUARD	GS03	T082C
22134082	ASP EXECUTIVE SECURITY GUARD	GS03	T082C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Telecommunications Specialist	GS05	D081C
Telecommunications Specialist	GS05	D081C
Telecommunications Specialist	GS05	D081C

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



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

Business Area	Department Name / Agency Name	Date
9913/0960	DPS/ASP	20 June 2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22089998	ADMINISTRATIVE SPECIALIST III	GS04	C056C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Telecommunications Supervisor	GS06	D074C

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