

**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 request from the Arkansas Department of Public Safety (DPS), Division of Crime Victims Reparations Board (CVRB) for your review.

DPS is requesting one (1) position from the OPM growth pool established by Arkansas Code Annotated § 21-5-225(b). The classification requested is listed below:

**CLASSIFICATION REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
A091C	Fiscal Support Analyst	GS05	\$32,405- \$46,987

**JUSTIFICATION**

DPS is currently using a position within the fiscal section of shared services to provide fiscal support to CVRB.

This position will continue to be utilized for the purpose of paying the victims of crime the amount provided by the Crime Victims Reparations Board. The responsibility for this position will be 100% dedicated to CVRB and should be housed with the division of CVRB silo.

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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**RECOMMENDATION**

The Office of Personnel Management has reviewed the request and **recommends** the approval of one (1) growth pool position listed above. The approximate cost of the position is \$45,858. DPS guarantees that CVRB has both the funding and the appropriation to cover this request

Your consideration of this request is greatly appreciated.

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*Kay Bannell* STATE PERSONNEL DIRECTOR *7/07/23* DATE

KB/nas:1-2



COL. MIKE A. HAGAR  
Secretary

State of Arkansas  
Governor Sarah Huckabee Sanders



**DEPARTMENT OF PUBLIC SAFETY**

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

20 June 2023

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

RE: Growth Pool position

Ms. Barnhill:

The Arkansas Department of Public Safety (DPS), division of Crime Victims Reparations Board (CVRB) would like to request a pool position from the growth pool maintained by OPM. Below is the requested classification:

Requested Position

Job	Grade	Title	Cost	Matching	Health Plan
A091C	GS05	Fiscal Support Analyst	\$35,848	\$8,234	\$6,600

Total \$50,682

DPS is currently using a position within the fiscal section of shared services to provide fiscal support to CVRB. This position has continued to be utilized for the purpose of paying the victims of crimes the amount provided by the board. The amount of time that this position is being utilized has increased to the point where it is 100% dedicated to CVRB. Previously the duties of this position were done by one of the eligibility specialists, but it pulled a person away from doing the background work on requests. With a backlog that grew during COVID, it was decided to transfer these duties to someone in fiscal and use the eligibility specialists to help reduce the backlog. Since this position is being utilized 100% of the time by CVRB, functionally the position should be housed within the CVRB silo. The CVRB has both the funding and the appropriation to cover this position.

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

Sincerely,

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
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**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
Fiscal Support Analyst	GS05	A091C

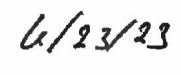
I hereby certify that:

- 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