


**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskens

March 13, 2024

The Honorable Breanne Davis, Co-Chairperson  
 The Honorable Mary 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 Department of Public Safety (DPS), Arkansas State Crime Lab (ASCL), for your review.

ASCL is requesting the establishment of four (4) positions from the OPM growth pool established by Arkansas Code Annotated § 21-5-225(b)(1). The classifications requested are listed below.

**CLASSIFICATIONS REQUESTED**

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
B094C	Forensic Technician	GS05	4	\$32,405 - \$46,987

**JUSTIFICATION**

ASCL has seen an increase in autopsies for overdose cases as required by Act 553 of 2023. The medical examiners' section performed more than eighteen hundred (1,800) autopsies last year and currently, there are nineteen (19) bodies awaiting autopsy in the lab. By adding two (2) forensic technicians to assist with the examinations, and two (2) forensic technicians to help with investigations, the medical examiner's section will be able to provide a more timely turnaround of examinations and reduce the workload of each examiner.

ASCL assures our office that it has sufficient funding to support this request for the remainder of the year, in the amount of \$55,574, from general revenue. Beginning with FY25, the full cost for this request will be offset by using special revenue from the toxicology and drug sections to release general revenue for these positions.

The Honorable Breanne Davis, Co-Chairperson  
The Honorable Mark Berry, Co-Chairperson  
March 13, 2024  
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**RECOMMENDATION**

OPM has reviewed this request and **recommends** the approval of four (4) growth pool positions for the classification of Forensic Technician, B094C. The total cost for these positions is \$222,297.60. The agency guarantees our office that it possesses sufficient funding to support this request.

Your consideration of this request is greatly appreciated.

*Kay Pembell*

STATE PERSONNEL DIRECTOR

*21/26/24*  
DATE

KB/nas:1-2

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
0955	4	B094C	Forensic Technician	GS05	\$32,405 to \$46,987	\$ 222,297.60	100% GR
Total Estimated Cost of the New Positions including 40% match						\$	222,297.60
Total Cost to General Revenue						\$	222,297.60

Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
Total Estimated Savings							\$	-
Estimated Savings to General Revenue							\$	-

<b>Total Estimated Cost to the Agency</b>						\$	<b>222,297.60</b>
<b>Total Estimated Cost to General Revenue</b>						\$	<b>222,297.60</b>
<b>Total Authorized Position Adjustment</b>							<b>4</b>

\* The Estimated Cost calculation is based upon the Midpoint of the salary range, plus 40% matching.

\*\* The Estimated Savings calculation is based upon the exit salary plus 40% match, only if a position has been vacant less than 1 year from the date of the request. Otherwise, savings is solely based on \$6,600 provided to EBD for all budgeted positions.



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

RECEIVED  
**FEB 21 2024**

**DEPARTMENT OF PUBLIC SAFETY**

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

**COL. MIKE A. HAGAR**  
 Secretary

16 February 2024

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 Crime Lab (ASCL) would like to request the establishment of four (4) positions from the OPM growth pool. Below are the positions being requested:

Positions Requested								
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %	
0955	4	B094C	Forensic Technician	GS05	32405 to 46987	\$158,784.00	GR100%	
Total Estimated Cost of the New Positions including 40% match						\$	222,297.60	
Total Cost to General Revenue						\$	55,574.00	
Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
Total Estimated Savings						\$	-	
Estimated Savings to General Revenue						\$	-	
<b>Total Estimated Cost to the Agency</b>								
<b>Total Estimated Cost to General Revenue</b>							<b>\$</b>	<b>55,574.00</b>
<b>Total Authorized Position Adjustment</b>								<b>4</b>

The Crime Lab has seen an increase in the overdose cases requiring an autopsy each year, and as required by Act 553 of 2023. The Medical Examiners section performed more than 1800 autopsies last year and is on pace to surpass that number with approximately 184 performed so far in January. Currently there are 19 bodies awaiting autopsy in the lab. By adding two forensic technicians to assist the medical examiners with the examination and two forensic technicians to provide investigations, the medical examiners section would be able to turn around these examinations and cut down on the workload of each examiner, as well as decreasing wait times for families. A companion to this request will be for the Crime Lab to request two additional medical examiners in the next possible session.

Currently, Crime Lab has the salary savings to support this request for this Fiscal year, in the amount of \$55,574. Beginning with FY25, the full cost will be offset by using special revenue in the toxicology and drug sections to unencumber general revenue for these positions.

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

Sincerely,

*Col. Mike A. Hagar # 275*

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  
9913

Department Name / Agency Name  
DPS - Crime Lab

Date  
31 January 2024

**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
Forensic Technician	GS05	B094C
Forensic Technician	GS05	B094C
Forensic Technician	GS05	B094C
Forensic Technician	GS05	B094C

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

*Col. MA G. By # 275*

February 16, 2023

Department Secretary's Signature

Date