



June 15, 2022

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Joint Budget Committee
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Public Safety (DPS)- Arkansas Division of State Crime Laboratory (ASCL) for your review.

The Arkansas Department Public Safety is requesting one (1) position from the OPM Surrender Pool established by Ark. Code Ann. §21-5-225(a)(1). The classifications requested, along with the positions being surrendered, are listed below:

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22090688	Forensic Scientist Coordinator	B030	GS09	\$50,22-\$72,822

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
B019C	Forensic Administrator	GS11	\$62,531-\$90, 670

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JUSTIFICATION

The employee currently occupying the Forensic Scientist Coordinator position, GS09, has been functioning as a Technical Leader for the Forensic Chemistry section. Other sections that have technical leaders are classified as Forensic Administrators, which is a GS11 pay grade.

These positions serve similar functions under their respective sections and will provide consistency amongst the pay grades.

This will result in a net salary increase of approximately \$5,878, which the division has certified that they have the funding and appropriation for the request.

After review of the request, the Office of Personnel Management **recommends** the approval of one (1) surrender pool positions listed above.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED SERVICES

06/03/2022
DATE



State of Arkansas
Governor Asa Hutchinson

1373

DEPARTMENT OF PUBLIC SAFETY

JAMI COOK
SECRETARY

1 State Police Plaza Drive
Little Rock, Arkansas 72209
Office: (501) 682-2260 Fax: (501) 682-1582



23 May 2022

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

RE: Pool Position Request

Ms. Barnhill:

The Arkansas Department of Public Safety (DPS) – Arkansas Division of State Crime Laboratory (ASCL) - would like to request one position from the OPM Pool. Below is a listing of the requested trade and the costing.

Surrendered Position				
Position Number	Authorized Job	Authorized Title	Authorized Grade	Current Salary
22090688	B030C	FORENSIC SCIENTIST COORDINATOR	GS09	\$ 58,784

Requested Position				
Position Number	Authorized Job	Authorized Title	Authorized Grade	New Salary
NEW	B019C	FORENSIC ADMINISTRATOR	GS11	\$ 64,662

Cost	\$ 5,878
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The employee currently occupying the GS09 has been functioning as the Technical Leader for the Forensic Chemistry section. Both the DNA section and the Toxicology section have technical leaders, but they are currently classified as GS11, Forensic Administrators. These positions all serve a similar function under their respective sections to include functioning as the section chief when they are unavailable, validating technical procedures, improving quality system, monitoring practices for compliance with standard operation procedures, coordinating training for new analysts, and maintaining the section's quality manuals, forms, and documents. By approving this pool request, all the individuals performing these tasks for their sections would be at the same grade level.

Based on the current employee's salary, this will result in a net increase of approximately \$5,878, which the division has certified that they have the funding and appropriation for the request.

I appreciate your consideration on this request. If you have any questions, please feel free to contact Phillip Warriner and he can supply you with any additional information or clarification which you may need.

Sincerely,



Jami Cook
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 Lab 05/25/2022

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22090688	Forensic Scientist Coordinator	GS09	B030C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Forensic Administrator	GS11	B019C

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