



STATE OF ARKANSAS
**Department of Finance
and Administration**

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
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December 16, 2015

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Department of Finance and Administration (DFA), Alcoholic Beverage Control Enforcement has requested a special entry rate of \$57,514, maximum of grade C118, due to labor market conditions, for the classification of DFA ABC Enforcement Officer, X085C. DFA is also requesting a salary adjustment to this rate for the following employee:

<u>POSITION NUMBER</u>	<u>EMPLOYEE</u>	<u>CURRENT SALARY</u>	<u>REQUESTED SALARY</u>	<u>DIFFERENCE/%</u>
22112216	Kenneth Heroman	\$53,000.90	\$57,514	\$4,513.10/8.5%

JUSTIFICATION:

Due to reorganization of the Alcoholic Beverage Control Enforcement Division, the Director has divided the state into four sections, which regulates approximately 6,000 alcoholic beverage outlets. Each section has been appointed a skilled ABC Enforcement Agent who will be responsible for overseeing each section which involves assuming additional responsibilities. These duties will include supervising other enforcement agents, ensuring compliance with Certified Law Enforcement Standards and Training, and keeping the director abreast of any special assignments or investigations.

Based on the additional duties being performed and the agency request, the Office of Personnel Management **recommends** the establishment of a labor market rate of \$57,514, maximum of grade C118, for DFA ABC Enforcement Officer, and the adjustment of a current employee, Kenneth Heroman, to the approved rate.

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This represents a \$4,513.10 or 8.5% increase in his current annual salary. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

DEC 03 2015

Date

KB/cls:1-2



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES
1515 West Seventh Street, Suite 102
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Little Rock, AR 72203-2485
Phone: (501) 371-6009
Fax: (501) 683-2174
<http://www.arkansas.gov/dfa>

RECEIVED

DEC 03 2015

OFFICE OF PERSONNEL MGMT
CLASS & COMP

MEMORANDUM

TO: Kay Terry
State Personnel Administrator

FROM: Amy Valentine *AW* CC: Carla Haugen
DFA Human Resources Manager

DATE: November 24, 2015

SUBJECT: Labor Market Special Entry Rate/Movement – ABC Enforcement Officer

The Department of Finance and Administration, Alcoholic Beverage Control Enforcement, requests Labor Market Special Entry Rate and salary adjustment for one (1) of their DFA ABC Enforcement Officer positions. The agency also requests movement of the current incumbent to the approved special entry rate. The DFA ABC Enforcement Officers are a grade C118 and have a current entry rate of \$33,861. The Alcoholic Beverage Control Enforcement is requesting an 8.52% pay increase for the following position and incumbent in this position.

Position Number	Personnel Number	Last Name	First Name	Annual Salary	Currently	Requested	Requested
22112216	00011084	HEROMAN	KENNETH	\$53,000.90	Midpoint +	\$57,514	Max

This request for the Labor Market rate is based on the expanding job responsibilities assumed by the position's incumbent due to restructuring and reorganization within ABC Enforcement. At full capacity, the department has 18 DFA ABC Enforcement Agents that regulate almost 6,000 outlets in the state. Since it is not feasible for the Director have direct oversight over each agent around the state, he has divided the state into four (4) quadrants and has appointed an experienced agent to oversee and supervise each area. This is in addition to their current duties and responsibilities as a DFA ABC Enforcement Agents. The other 3 agents did not require Personnel Committee approval.

Examples of the additional duties and responsibilities assumed by each of these agents will include:

- Oversight of special investigations and work assignments including investigating bootleggers, fraud, and attending large attendance events. Will keep the director informed of progress on any special assignments and major investigations.
- Oversight with assistance from director of budgeted funding for territory compliance checks and undercover operations.

- Responsible for review of citizen, business owner, or public official complaints against an Agent to determine the validity of the complaint and appropriately resolve the issue.
- Oversight of the general duties and responsibilities of enforcement agents.
- Authorization to document infractions made by agents up to a letter of written reprimand upon approval by the ABC Enforcement Director.
- Authorization to issue letters of commendation.
- Ensure all required documentation is forwarded correctly and in a timely manner to Enforcement/Administration by subordinate agents.
- Coordinate with other supervisors in agency related matters.
- Oversight of agency manpower in multi-jurisdictional cases.
- Institute new hire training program. All supervisor agents will attend Field Training Officer training.
- Oversight of assigned district agents to monitor hours worked to monitor accrued time and rescheduling of shift hours/days off to meet assignment needs and remain compliant with the Fair Labor Standards Act (FLSA).
- Authority to approve or deny leave requests to ensure the district is properly staffed to ensure all district have sufficient coverage.
- Oversight of agency assigned equipment (vehicles, firearms, etc.) to ensure proper maintenance, cleanliness, and operational readiness is being maintained.
- Authorization to schedule training for an Agent if a problem is identified.
- Ensure compliance with Certified Law Enforcement Standards and Training (CLEST) requirements for training hours and certification.

Approval of this request and subsequent movement of incumbent will result in a total cost to the agency of \$4513.10/year but will help ensure compliance with the ABC laws and also provide additional oversight and assistance to the Agents housed around the state.

Thank you for your consideration.

Attachment: SER-LMR Request



DEC 03 2015



DEPARTMENT OF FINANCE AND ADMINISTRATION

Office of Personnel Management

Special Entry Rate Request - Labor Market Conditions

Agency Name DFA - ABC Enforcement						
Class Title ABC Enforcement Officer		Grade C118		Class Code X085C		
Current Entry Salary/Pay Level \$33,861.00	Requested Entry Salary/Pay Level \$57,514.00	Institutions Only Number of Positions			Agencies Only Number of Positions	
		Authorized	Budgeted	Filled	Authorized	Filled
					18	17

☒ If current employee is to be moved to the requested rate attach OPM form 095.

Filled Positions by Pay Level				
Entry	Base	Mid-Point	Maximum	Career
4	10	2	1	

Agency/Institution Personnel Representative <i>Anthony K. Valentine</i>	Date 12/03/15
Agency/Institution Head <i>[Signature]</i>	Date DEC 03 2015

OFFICE OF PERSONNEL MANAGEMENT - ACTION

Attach Salary Survey:	
Reviewed by:	Reviewed by:
OPM Personnel Representative	Date
Classification and Compensation Manager	Date



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Request for Movement of Current Employees to Approved Special Entry Rates

0612		Business Area		DFA - ABC Enforcement		Agency/Institution Name			
Pay Grade		Class Code		Class Title		Current Approved Special Entry Rate Annual Salary			
C118		X085C		DFA ABC Enforcement Officer		\$33,861			
Position/Item Number		Employee Name		Current Annual Salary		Requested Annual Salary		Justification	
22112216		Kenneth Heroman		\$53,000.90		\$57,514		See attached	