



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

**OFFICE OF PERSONNEL MANAGEMENT  
 Administrator's Office**  
 1509 West Seventh Street, Suite 201  
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 Little Rock, Arkansas 72203-3278  
 Phone: (501) 682-1823  
 www.dfa.arkansas.gov

June 15, 2016

**E.2**

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 Office of Personnel Management (OPM) submits a request from the Arkansas State Police (ASP) for your review.

The Arkansas State Police (ASP) has requested one position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classification requested with the positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
22090084	Administrative Specialist II	C073C	C109
22090011	Administrative Specialist II	C073C	C109

<u>CLASSIFICATION REQUESTED</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
Licensed Architect	B021C	C124

**JUSTIFICATION**

ASP is preparing to undertake a major project involving the construction of five new troop headquarters buildings in Springdale, Newport, Forrest City, Warren and Harrison. The current Licensed Architect at ASP will be responsible for managing these projects. This position will be responsible for providing assistance to the State Fire Marshal's Office by performing on-site inspections, reviewing building plans, and accompanying Fire Marshal Inspectors providing expertise regarding fire code questions. This position will also review construction contracts submitted by institutions of higher learning.

Senator Uvalde Lindsey, Co-Chairperson  
Representative Lanny Fite, Co-Chairperson  
June 15, 2016  
Page 2 of 2

After review of the request and the proposed job duties, the Office of Personnel Management recommends the approval of ASP's request for one OPM pool position, Licensed Architect, B021C, grade C124. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



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Chief Fiscal Officer of the State

JUN - 1 2016

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Date

KB/ca:1-2



**Aea Hutchinson**  
Governor

# State of Arkansas



## ARKANSAS STATE POLICE

1 State Police Plaza Drive Little Rock, Arkansas 72209-4822 www.asp.arkansas.gov

*"SERVING WITH PRIDE AND DISTINCTION SINCE 1935"*

**William J. Bryant**  
Director

May 9, 2016

**RECEIVED**

MAY 11 2016

**ARKANSAS  
STATE POLICE  
COMMISSION**

Ms. Kay Terry  
Arkansas Department of Finance & Administration  
Office of Personnel Management  
P.O. Box 3278  
Little Rock, AR 72203

**OFFICE OF PERSONNEL MGMT  
CLASS & COMP**

Frank Gunn, Jr  
Chairman  
Paragould

RE: Pool Position Request  
B021C Licensed Architect, C124

Dr. Lewis Shepherd  
Vice-Chairman  
Arkadelphia

Dear Ms. Terry:

John Allison  
Secretary  
Conway

The Arkansas State Police (ASP) is requesting your assistance in obtaining one (1) position, a B021C Licensed Architect, grade C124 from the OPM Pool.

Bob Burns  
Little Rock

Our agency is taking on a major construction project for the replacement of five (5) new Troop Headquarters located in Springdale, Newport, Forrest City, Warren, and Harrison. Project management for the construction of these Troop headquarters will require the full-time attention of our current Licensed Architect, Mr. David Branton. As a result, Mr. Branton will be unable to continue to fulfill his current job duties which include, but are not limited to: reviewing building plans submitted to the State Fire Marshal's Office and conducting periodic on-site inspections at various stages of construction to ensure structures are being built in accordance with the approved plans. The demand for these services has significantly increased over the last several years. When Mr. Branton was hired in 2007, the State Fire Marshal's Office had reviewed 114 building plans. By 2014, the total number of plans reviewed increased to 363 and 361 for 2015. In addition, Mr. Branton frequently accompanies Fire Marshal Inspectors to provide technical expertise regarding fire code questions. He has also become a valuable resource to Municipal and County Officials who often contact him for guidance since most local fire and building officials do not have a Licensed Architect on staff.

Jane Dunlap Christenson  
Harrison

Neff Basore  
Bella Vista

In addition, there are currently a large number of contracts being reviewed for construction projects at various institutions of higher learning (U of A and others). Plans for these projects are reviewed by the State Fire Marshal's Office because they are not subject to local jurisdiction. Many of these projects are major construction jobs and will require extensive plan review. The complexity of these projects requires the knowledge of an experienced architect to review plans and conduct site inspections. The additional Licensed Architect position will be instrumental for the agency to continue serving the public through the State Fire Marshall's Office and to continue oversight of construction projects for the department.

Bill Benton  
Heber Springs

Our agency has identified a minimum of three (3) significant benefits to be gained from hiring an additional Licensed Architect to assist with the workload in the State Fire Marshal's Office. First, it will help distribute the considerable workload. Second, it will afford Mr. Branton more time to focus on upcoming ASP building projects. Thirdly, this additional Architect will benefit from working one-on-one with Mr. Branton whose career has consisted of over 29 years of plan review experience and institutional knowledge.

ASP 0960  
Pool Position Request  
May 9, 2016

In an effort to facilitate this request, we are prepared to surrender two (2) positions as follows:

Position Number 22090011, C073C Administrative Specialist II, grade C109  
Position Number 22090084, C073C Administrative Specialist II, grade C109

Your favorable consideration of this request will be greatly appreciated. Should you have any questions, please do not hesitate to contact our office at (501) 618-8193.

Sincerely,



Harmony Daniels  
Human Resources Manager  
Administrative Services Division

WJB/hd

cc: Major Lindsey Williams

Enclosures



DEPARTMENT OF FINANCE & ADMINISTRATION  
Office of Personnel Management  
Request for Pool Position

Business Area	Agency/Institution	Date
0960	Arkansas State Police	05/09/16

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22090084	Administrative Specialist II	C109	C073C
22090011	Administrative Specialist II	C109	C073C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	Licensed Architect	C124	B021C

I Hereby Certify / Understand That.

- A. The position requested is critical to the operation of this Agency/Institution 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/Institution.
- E. No current employee will be displaced by this action.

Agency Personnel Rep	Date
<i>[Signature]</i>	4-21-2016

Agency Director	Date
<i>William J. Bunt</i>	04/22/16