



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

EXHIBIT E.2
 OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office
 1509 West Seventh Street, Suite 201
 Post Office Box 3278
 Little Rock, Arkansas 72203-3278
 Phone: (501) 682-1823
 www.dfa.arkansas.gov

May 17, 2017

Senator John Cooper, Co-Chairperson
 Representative Les Eaves, 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 ASP is requesting one (1) position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classification requested along with the positions being surrendered are listed below:

| <u>POSITION SURRENDERED</u> | <u>TITLE</u> | <u>CLASS CODE</u> | <u>GRADE</u> |
|---------------------------------|------------------------------------|-----------------------|--------------|
| 22076417 | Broadcast Production Specialist | P042C | C114 |
| 22090153 | Photographer | P046C | C113 |

CLASSIFICATION REQUESTED

| | | |
|-----------------------------------|-------|------|
| Public Information Coordinator | P013C | C120 |
|-----------------------------------|-------|------|

JUSTIFICATION

This position is being requested due to the agency's inability to obtain qualified applicants for positions responsible for still photography and video production services. The Public Information Coordinator will consolidate the job duties of the Broadcast Production Specialist and the Photographer into one position. This position will be responsible for documenting ASP public and internal events using still and video images, managing the agency image archives, collaborating with social media and public affairs personnel to create images supporting public

Senator John Cooper, Co-Chairperson
Representative Les Eaves, Co-Chairperson
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messages and generating large scale posters and video productions promoting the mission of the agency.

The Office of Personnel Management has reviewed this request and **recommends** the approval of one (1) position from the OPM surrender pool and surrender of two (2) positions to be permanently frozen and removed from the agency's appropriation act during the next budget cycle. OPM recommends this position be continued for the 2017-2019 biennium.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

APR 25 2017

Date

KB/ca:1-2



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"

Asa Hutchinson
Governor

William J. Bryant
Director

April 11, 2017

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

RE: 0960 Pool Position Request, Public Information Coordinator, C120

Dear Ms. Terry:

The Arkansas State Police (ASP) is requesting your assistance in obtaining a pool position of Public Information Coordinator, grade C120. In an effort to facilitate this request, we are prepared to surrender two (2) positions as follows:

Position Number 22076417, P042C Broadcast Production Specialist, grade C114
Position Number 22090153, P046C Photographer, grade C113

During recent years, separate photography and videography positions have supported unique assignments directed from each of the five (5) divisions of the ASP. Both of these support operation positions are currently vacant. Our agency has been unsuccessful in refilling the vacant Broadcast Production Specialist position due to salary. It is difficult to recruit highly skilled candidates with the specialized, technical expertise required for this position at the entry rate for a grade C114. The prerequisite to demonstrate multiple technical skills further supports the agency's request to establish this position at a higher pay grade. The knowledge, abilities, and skills required for the position of Public Information Coordinator are not, in general, common to individual photographers, producers or video editors.

The timing of the position vacancies for the Broadcast Production Specialist and Photographer, coupled with the progression of technical resources presents the department with an opportunity to consolidate two (2) Public Information Office positions. By combining the job duties into one (1) position, the Public Information Coordinator, this will facilitate a means to develop and distribute a seamless visual message supportive of the duties and mission of the ASP to be used in both external and internal productions (i.e. training, public education, public service and social media).

Without the consolidation of the two (2) existing positions, still photography services and any future video productions will cease. The agency will be unable to develop and distribute public service announcements which are critical to public safety. Any necessary still or video services would have to be outsourced, or advertisements would have to be made to fill the vacant positions. Either option is financially burdensome for the department.

The Public Information Coordinator will be responsible, at a minimum, for the following:

- Visually documenting department public and internal events with both still and video images.
- Developing and maintaining a department library of new and historical image records.
- Assisting the ASP social media and public affairs personnel in developing supporting graphics and visual images to compliment the updated public messages.
- Developing and rotating large scale image posters and video productions promoting the mission of the ASP.
- Supervising subordinate staff in the absence of the Public Information Officer.

If any additional documentation is needed for this request, please do not hesitate to contact me at (501) 618-8193. Your review and favorable consideration of this request is greatly appreciated.

Sincerely,



Harmony Daniels
Human Resources Manager

cc/Personnel



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

| | | |
|---------------|-----------------------|----------|
| Business Area | Agency/Institution | Date |
| 0960 | Arkansas State Police | 04/11/17 |

Position(s) to be Surrendered

| Position/Item Number | Classification Title | Pay Grade | Class Code |
|----------------------|---------------------------------|-----------|------------|
| 22076417 | Broadcast Production Specialist | C114 | P042C |
| 22090153 | Photographer | C113 | P046C |
| | | | |
| | | | |

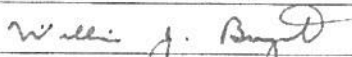
Classification(s) Requested

| N/A | Classification Title | Pay Grade | Class Code |
|-----|--------------------------------|-----------|------------|
| | Public Information Coordinator | C120 | P013C |
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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.

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|---|----------|
| Agency Personnel Rep | Date |
| Harmony Daniels  | 04/11/17 |

| | |
|--|----------|
| Agency Director | Date |
| Col. Bill Bryant  | 04/11/17 |