



**Department of Transformation and Shared Services**  
 Governor Asa Hutchinson  
 Secretary Mitch Rouse  
 Director Kay Barnhill

August 24, 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 Department of Public Safety (DPS), Division of Arkansas Crime Information Center (ACIC) to obtain one position from the OPM growth pool established by Arkansas Code Annotated § 21-5-225(b). The classification requested is listed below:

#### **CLASSIFICATION REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
X095C	Quality Assurance Analyst	GS07	\$40,340 - \$58,493

#### **JUSTIFICATION**

ACIC needs a position to serve as the CJIS systems agency information security officer. They do not currently have a position with a high enough grade to cover the minimum qualifications necessary to perform the functions of the job.

This position will serve as the security point of contact (POC) to the FBI CJIS Division Information Security Officer (ISO), and aid with implementing the security-related controls for the Interface Agency and its users.

The projected cost including match for this position is \$53,652. However, the position is currently authorized in the Arkansas State Police (ASP) budget and it will not be filled and will be eliminated during the biennial budget process making this request cost neutral for DPS.

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
August 24, 2022  
Page 2

The Office of Personnel Management has reviewed these requests and **recommends** the approval of one position from the OPM growth pool. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



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SECRETARY OF TRANSFORMATION & SHARED  
SERVICES

DATE

KB/nas:1-2



State of Arkansas  
Governor Asa Hutchinson

1371

**DEPARTMENT OF PUBLIC SAFETY**

JAMI COOK  
SECRETARY

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



25 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) – Division of Arkansas Crime Information Center (ACIC) - would like to request one position from the OPM Growth Pool. Below is a listing of the requested position and the costing.

Position being requested					
Business Area	Position Number	Class Code	Title	Grade	Annual Salary
990	NEW	X095C	QUALITY ASSURANCE ANALYST	GS07	\$ 40,340

ACIC needs a position to serve as the CJIS systems agency information security officer. They do not currently have a position with a high enough grade to cover the minimum qualifications necessary to perform the functions of the job. The position is responsible for the following:

- Serve as the security point of contact (POC) to the FBI CJIS Division Information Security Officer (ISO).
- Document technical compliance with the CJIS Security Policy with the goal to assure the confidentiality, integrity, and availability of criminal justice information to the user community throughout the CSA's user community to include the local field level.
- Document and aid with implementing the security-related controls for the Interface Agency and its users.
- Establish a security incident response and reporting procedure to discover, investigate, document, and report to the CSA, the affected criminal justice agency, and the FBI CJIS Division ISO major incidents that significantly endanger the security or integrity of CJ.

Although the cost for ACIC will be the normal salary and match, the position has been budgeted in the annual operations plan and the division has sufficient appropriation and funding to cover the cost. As part of this request, ASP will unbudget a GS07, position

number 22177985, and surrender it during the biennial budgeting process. This will allow for a net growth of zero for the department.

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,

A handwritten signature in blue ink, appearing to read "Jami Cook". The signature is fluid and cursive, with a large initial "J" and "C".

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  
 9913/0990                      DPS - ACIC                      05/25/2022

**Position(s) to be Surrendered**

Position/Item Number    Classification Title                      Pay Grade    Class Code

**Classification(s) Requested**

Classification Title                      Pay Grade    Class Code  
 Quality Assurance Analyst                      GS07    X095C

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