



Department of Transformation and Shared Services

**Governor Asa Hutchinson
Secretary Amy Fecher
Director Kay Barnhill**

April 20, 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 Towing and Recovery Board for your review.

The Arkansas Towing and Recovery Board 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:

REQUEST TYPE	POSITION NUMBER	TITLE	CLASS CODE	GRADE	PAY RANGE
SURRENDER	22133542	AR Towing & Recovery Board Investigator	X170C	GS03	\$26,034 - \$37,749
SURRENDER	22158470	AR Towing & Recovery Board Investigator	X170C	GS03	\$26,034 - \$37,749
RECEIVE	N/A	Internal Affairs Investigator	X101C	GS06	\$36,155 - \$52,425

JUSTIFICATION

Since the agency decided to not to fill one of the investigator positions, Mr. Tracy Watson has taken on additional duties for the last 16 months. Mr. Watson has eight (8) years' experience with the Towing and Recovery Board, and six (6) of those years he worked as the interim director. He also worked as a deputy sheriff for 15 years. He is currently working as the primary investigator and prepares cases by ensuring all pertinent information is submitted before cases are brought before the board. He works closely with the director and maintains the schedule and records all the complaints the agency receives.

Mr. Watson is currently an Investigator, X170C, pay grade GS03. He is at the maximum of his pay grade therefore his salary cannot increase. The agency is requesting a higher grade to compensate for the additional duties.

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
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The Department will surrender two (2) positions and the surrender of the positions will pay for the cost of the requested pay grade GS06.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED SERVICES

3/18/2022

DATE

KB/cb:1-2



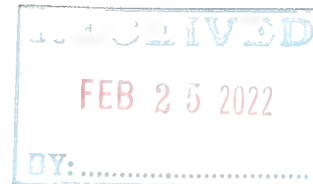
**Arkansas Department of Labor and
Licensing**
900 West Capitol, Suite 400
Little Rock, Arkansas 72201
(501) 682-4500

Asa Hutchinson
Governor

Daryl Bassett
Secretary

February 24, 2022

Ms. Kay Barnhill, State Personnel Administrator
Office of Personnel Management
PO Box 3278
Little Rock, AR 72203



RE: Request Pool Position

Dear Ms. Barnhill,

The Arkansas Towing & Recovery Board serves as the state regulatory agency for the tow and recovery industry, licensing tow businesses domiciled in the State of Arkansas and permitting all tow vehicles used for hire by those businesses. The agency is the primary enforcement and investigative body charged with ensuring compliance with the state's statutes, rules, and the disposition of consumer complaints.

Mr. Tracy Watson has eight (8) years' experience working with the Towing and Recovery Board. Six (6) of those years Mr. Watson worked as the interim director before our current director was hired. Mr. Watson is a valued and well-respected employee who successfully ran his own towing company for many years. He also worked as a deputy sheriff for 15 years when he was a resident in California.

Since our agency decided not to fill one of the investigator positions, Mr. Watson has performed those additional duties for the last sixteen (16) months. He is currently working as the primary investigator for our agency. Specifically, he prepares the cases by ensuring all pertinent information is submitted before cases are brought before the board. He also works closely with the director and maintains the schedule and records of the complaints our agency receives. Mr. Watson assigns complaints when there is another staff person. He investigates complaints by interviewing witnesses, business employees, vendors, and contractors. He may also provide testimony. Additionally, Mr. Watson reports complaint activity weekly to the director and monthly to the board. He answers complaints calls and questions from consumers, as well as technical calls from the industry. Finally, he trains tow staff on laws, does inspections on tow vehicles, and operates as the director in the absence of the director.

Tracy Watson is currently in position #22133542, Arkansas Towing and Recovery Board Investigator, Class Code: X170C and Pay Grade: GS03. His salary is at the maximum for this

Kay Barnhill
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position, so his salary cannot increase. Our agency is requesting higher grade to compensate for the additional duties Mr. Watson has taken on without compensation.

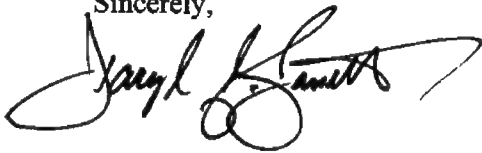
Pool Position Request

Position: Internal Affairs Investigator
Class Code: X0101C
Pay Grade: GS06

The Department will surrender two positions as outlined in the enclosed Request for Pool Positions, the surrender of the positions will pay the cost of the requested Pay Grade GS06 position.

Thank you for your consideration of this request. If you have any questions, please feel free to contact Ethel Whittaker, Human Resources Specialist at 501-682-4544 or email ethel.whittaker@arkansas.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Daryl Bassett", with a large, stylized flourish extending to the right.

Daryl Bassett
Secretary



Department of Transformation and Shared Services
 Office of Personnel Management
 Request for Pool Position

Business Area Department Name / Agency Name Date
 0258 Arkansas Towing & Recovery Board 12/13/2021

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22133542	Arkansas Towing & Recovery BD Investigator	GS03	X170C
22158470	Arkansas Towing & Recovery BD Investigator	GS03	X170C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
<i>Internal Affairs Investigator</i>	GS06	<i>X101C</i>

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

2/24/22

Department Secretary's Signature

Date