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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 Department of Public Safety (DPS). DPS is requesting to obtain three (3) positions from the OPM growth pool established by Ark. Code Ann. §21-5-225(b)(1). Along with two (2) New Classifications:

Position Number	Class Code	Title	Grade	Salary	Fringe	Health
NEW	NEW	DPS Research and Planning Director	GS14	\$86,887	\$21,843	\$6,000
NEW	NEW	DPS Special Projects Coordinator	GS11	\$62,531	\$15,720	\$6,000
NEW	NEW	DPS Special Projects Coordinator	GS11	\$62,531	\$15,720	\$6,000
		Subtotal		\$211,949	\$53,284	\$6,000
		Total		\$283,233		

JUSTIFICATION

Over the past two fiscal years, DPS has established a research and planning unit that is responsible for collecting, analyzing, and interpreting data in order to drive decision making processes as it relates to position utilization, process improvement, and business practices.

The Research and Planning Unit Director's duties and responsibilities rely on social science theory, the scientific method, and empirical literature to produce valid and reliable deliverables (i.e., publishable manuscripts, reports, evaluations, grants). This position contributes to the departments' commitment to providing effective and empirically based programs and services in our community and agency facilities. The Research Director serves as a shared service that assists the department in accomplishing several data-

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
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driven goals and objectives outlined in the most recent DPS strategic plan. Specifically, through applied research efforts, the Research and Planning Director can help the department leadership and staff form and answer research questions, interpret data and empirical literature, and quantify/measure components of interest.

There is an additional cost of \$283,233 that DPS certifies can handle with current money and appropriation levels.

The Office of Personnel Management has reviewed this request and **recommends** the approval of three (3) positions from the OPM growth pool. 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



State of Arkansas
Governor Asa Hutchinson

1237

DEPARTMENT OF PUBLIC SAFETY

JAMI COOK
SECRETARY

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



14 March 2022

Kay Barnhill
State Personnel Administrator
501 Woodlane Avenue, Suite 205
Little Rock, AR 72201

RE: Growth Pool position request

Ms. Barnhill:

The Department of Public Safety (DPS) would like to utilize the Growth Pool maintained by OPM for three positions. DPS would like to request the following position:

Request						
Position Number	Class Code	Grade	Title	Salary	Fringe	Health
New	New	GS14	DPS Research and Planning Director	\$86,887	\$21,843	\$6,000
New	New	GS11	DPS Special Projects Coordinator	\$62,531	\$15,720	\$6,000
New	New	GS11	DPS Special Projects Coordinator	\$62,531	\$15,720	\$6,000
Subtotal				\$211,949	\$53,284	\$18,000
Total				\$283,233		

Over the past two fiscal years, DPS has established a research and planning unit that is responsible for collecting, analyzing, and interpreting data in order to drive decision making processes as it relates to position utilization, process improvement, and business practices.

The Research and Planning Unit Director's duties and responsibilities rely on social science theory, the scientific method, and empirical literature to produce valid and reliable deliverables (i.e., publishable manuscripts, reports, evaluations, grants). Thus, this position contributes to the departments' commitment to providing effective and empirically based programs and services in our community and agency facilities. Specifically, through applied research efforts, the Research and Planning Manager/Director can help the department leadership and staff form and answer research questions, interpret data and empirical literature, and quantify/measure components of interest. The Research Director serves as a shared service that assists the department in accomplishing several data-driven goals and objectives outlined in the most recent DPS strategic plan. For instance, the Research Director can help assist the department by improving the efficiency of services through scientific research briefs and program evaluations. The Research Director assists in ensuring the validity, quality, and reliability (i.e., data quality, causal claims, research-related definitions, and citations) of any publicly available report, plan, or statistical document to increase departmental professionalism and emphasize the importance of relying on social science in state agencies. This contribution aids in increasing the department's objectives in retention and recruitment, as well as improving

departmental moral. Taken together, the Research Director's duties and responsibilities aid in assisting the department directly, while also improving the information delivered to the public in areas of public safety and the Arkansas criminal justice system more broadly.

The two DPS Special Projects Coordinator positions will be responsible for oversight of Lean 6 Sigma projects for DPS, as well as training certain DPS personnel in Lean 6 Sigma. Once these personnel are trained, the Research and Planning Manager will provide oversight on all Lean 6 projects and work with the divisions to implement the changes identified through the process. These positions will work hand in hand with all divisions on processes, efficiencies, and position utilization and will be able to provide solid and consistent data that will allow the department to provide the best services and experiences to the people of the state while actively maintaining a high morale for all employees. The position will be able to identify areas where additional training will benefit the employee and the department and can work with the training section to provide current best practices for modeling tailored training curriculum for each division. Working with the research and planning section, these two positions will work with maintaining and establishing outside partnerships for the Department. These two positions will be responsible for writing competitive grants for all divisions of DPS with an emphasis on the Wellness Unit, to begin with. These positions will also be responsible for working within the rules established for the Public Safety Equipment grant. They will monitor all expenditures, ensure that all of the purchase requests meet the established guidelines prior to releasing funds, and then audit to ensure that all of the funds are correctly spent. This is a new grant which has been established to provide a source for local and county officers to gain access to personal protective gear, body cameras, and similar equipment that may not be in the budget for smaller departments.

There is an additional cost of \$283,233 that DPS certifies can be handled with current money and appropriation levels.

I appreciate your consideration on this matter and if you have any questions, please feel free to call Phillip Warriner at 501/618-8193.

Sincerely,



Jami Cook
Secretary, Arkansas Department of Public Safety



Department of Transformation and Shared Services
Office of Personnel Management
Position Classification Questionnaire

General Information

Business Area: 9913 Agency: Department of Public Safety
Preparer's Name: Phillip Warriner Date: 03/15/2022
Position Number: _____ Class Code: _____ Grade: GS11
Job Title: DPS Special Projects Coordinator
Incumbent's Name: _____
Supervisor: Mary Hughes

Reason why position is being submitted for evaluation:

New Job/Title

Significant Change in Duties or Responsibilities

If there has been a significant change in duties or responsibilities, please describe in detail the changes and attach any other documents that illustrate your explanation:

The DPS Special Projects Coordinator works under general supervision and is responsible for planning and overseeing special projects to ensure that they are completed in a timely fashion and within budget. This position will also provide oversight on specialized grants such as the Public Safety Equipment Grant. The responsibilities will include promulgation of rules, review of submitted materials to determine grant eligibility, analyzing cost of grant request, ensuring that grant dollars are correctly awarded through audits, and providing written reports to the Department Secretary showing yearly progress and expenditures.

Job Duties and Conditions

List up to 10 primary job duties this position performs or is expected to perform, in order of importance. Include the frequency of occurrence (daily, weekly, monthly, etc.) and percentage of time dedicated to each duty. **DO NOT** use acronyms or abbreviations.

<u>JOB DUTY</u>	<u>FREQUENCY</u>	<u>% TIME</u>
Develop and manage a detailed project schedule and work plan	Daily	25
Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress	Monthly	15
Determine and define project scope and objectives	Monthly	5
Predict resources needed to reach objectives and manage resources in an effective and efficient manner	Daily	15
Measure project performance to identify areas for improvement	Weekly	15
Monitor progress and make adjustments as needed	Daily	25

Check one (1) of the following that best describes the overall working hours associated with this position. "Overtime" in this section means instances where an employee works more than 40 hours per week, regardless of actual overtime eligibility.

<input type="checkbox"/>	Works regular shifts, daily and weekly; rare instances of overtime required.
<input type="checkbox"/>	Some irregularities in hours because of overtime requirements, infrequent weekends and/or shift rotation, travel, etc.
<input type="checkbox"/>	Considerable irregularity of hours because of frequent overtime, frequent weekends, shift rotation, on-call availability, or travel.
<input checked="" type="checkbox"/>	Frequently requires highly irregular and unpredictable or particularly long work hours, such as attendance and participation at evening and/or weekend meetings, covering more than a single shift, extended travel, etc.

Check one (1) box that best describes the risk of negative consequences resulting from the actions of an incumbent in this position:

<input type="checkbox"/>	Low Risk —although job may have some variety of tasks, work assignments use standard procedures and are generally basic and routine. Assignments are generally closely monitored. Makes minor decisions.
<input type="checkbox"/>	Medium Risk —job has somewhat complex tasks requiring the regular use of professional judgment. Supervision is general and may be infrequent.
<input checked="" type="checkbox"/>	High Risk —Job has very complex tasks requiring high level of professional judgment. Makes decisions carrying high degree of responsibility where there may be little or no precedent; acts independently with little oversight.

Check one (1) type of environmental condition to which the person occupying this position would normally be exposed:

<input checked="" type="checkbox"/>	Normal office working conditions with no major sources of discomfort. Very low risk of minor physical injury.
<input type="checkbox"/>	Fair working conditions with routine discomforts. Position may require occasional work in the elements, moderate exposure to heat cold, moisture/wetness, soiled materials, or light chemical substances/cleaning solutions. Moderate risk of minor physical injury, relatively low risk of significant physical injury.
<input type="checkbox"/>	Difficult working conditions with frequent exposure to undesirable or hazardous working conditions. Position requires routine exposure to the elements regardless of conditions, dangerous chemical substances, or other inherently dangerous conditions. Substantial risk of significant physical injury.

Does a person occupying this position have fiscal responsibilities? Yes No

In dollars, how large is the budget for which this position is responsible?

If yes, please describe the fiscal responsibilities this person has, such as managing a budget, filling out purchase requisitions, approving transactions, maintaining employee salaries, etc.:

Supervision and Oversight

Check one (1) of the following leadership responsibilities a person occupying this position has:

<input type="checkbox"/>	Does not supervise other staff.
<input checked="" type="checkbox"/>	Leads peers on a regular basis but is not the direct supervisor. May help direct, schedule, or monitor staff, but does not hire, fire, or evaluate other employees.
<input type="checkbox"/>	Is the front-line supervisor over two or more full-time employees. Hires, fires, and evaluates subordinates.
<input type="checkbox"/>	Is the manager of a unit, section, or major function and typically also supervises personnel who are front-line supervisors or persons having professional-level responsibilities.
<input type="checkbox"/>	Is the director of a division, department, or large program and typically supervises management personnel and indirectly supervises subordinate staff under this position's line of authority.

If you indicated that this position supervises other employees, how many direct reports does this person have?

If you indicated that this position supervises other employees, how many indirect reports does this person have?

Please list the class code, title, and number of employees for each classification supervised by the person in this position. If necessary, attach additional sheets.

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># OF EMPLOYEES</u>

How many supervisors does the person in this position supervise? If none, enter 0.		<input type="text"/>
If you answered with a number other than 0 to the question above, for which divisions/sections/offices is this person responsible?	<input type="text"/>	

Check one (1) of the following statements that best describes this position:

<input type="checkbox"/>	Receives clear and specific instructions and/or follows standardized instructions or procedures without ongoing supervision. Work is checked for accuracy, adequacy, and adherence to instructions. Consults with supervisor on matters not covered by the original instructions or guidelines.
<input type="checkbox"/>	Receives moderate to limited supervision working from objectives set by supervisor. Organizes and carries out most assignments in accordance with standard practices, instructions, or previous training. Makes minor decisions routinely; may handle some unusual situations independently.
<input checked="" type="checkbox"/>	Receives general direction working from established policies and objectives. Plans and carries out assignments and resolves most conflicts that arise. Exercises judgment in the analysis of facts or conditions regarding individual issues. Completed work is checked only to determine compatibility with other work or effectiveness in meeting agency objectives.
<input type="checkbox"/>	Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Has responsibility for planning, designing, and implementing programs, projects, or studies and sets goals for major unit. Acts independently; approval from higher authority is conceptual with generally little reference to detail.

Education, Experience, and Skills

Check one (1) of the following educational levels which best describes the minimum required—regardless of the preferred level or the current incumbent's level—to be able to perform this job at a basic level of performance:

<input type="checkbox"/>	High School or Equivalent —requires enough basic education to understand and follow standard practices and instructions. May require some specialized courses, certifications, or licenses of limited scope.
<input type="checkbox"/>	Associate's Degree or Skilled Trade Certificate —requires knowledge of a specialized field or trade. Additional training equal to two (2) years of college, technical school, business school, or skilled trades training. May require licensing or certification.
<input checked="" type="checkbox"/>	Bachelor's Degree or Equivalent —requires professional level knowledge in a specialized or technical field such as those for which bachelor's degrees or IT certifications are commonly awarded. Additional training equal to successful completion of four (4) years of college or study.
<input type="checkbox"/>	Master's Degree —requires advanced knowledge and skills and expertise in a specific field. Requires the ability to understand and apply principles and practices of field or more than one (1) field. Requires one (1) to two (2) years' work in an accredited graduate school leading to degree. Recognized as subject matter expert.
<input type="checkbox"/>	Doctoral Degree —requires highly advanced knowledge and skills and mastery of a specific field. Ph.D., J.D., M.D., Ed.D. or similar doctoral level degree normally requiring at least three (3) years of work in an accredited graduate school leading to degree. Often must possess license and pass professional examination in order to practice in field.

Is a license required in order to perform this job? If so, what license is required? **DO NOT INCLUDE DRIVERS LICENSES OR NOTARIES PUBLIC.**

Check the level of experience necessary—**regardless of the preferred level or the current incumbent's level of experience**—at the time of hire in order to perform this job at a basic level of performance.

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input checked="" type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

If this position normally supervises other employees, check the level of supervisory experience necessary— **regardless of the preferred level or the current incumbent's level of experience** —at the time of hire in order to perform this job at a basic level of performance:

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

Check one (1) of the following that best describes the physical effort required for this position:

<input checked="" type="checkbox"/>	Light —physical effort normally found in clerical or office work. Work is primarily sedentary; however, occasional handling of objects up to 10 lbs. and occasional walking and standing is required.
<input type="checkbox"/>	Moderate —physical effort represented by frequent handling of objects and/or materials of moderate weight (10-20 lbs.) and/or frequent use of light hand tools. May require walking or standing much of the time.
<input type="checkbox"/>	Substantial —physical effort represented by frequent handling of object and/or materials of substantial weight (20-50 lbs.) and/or frequent use of medium hand or power tools. In addition to considerable walking or standing, may require climbing and working from ladders or working in awkward positions.
<input type="checkbox"/>	Strenuous —Physical effort represented by frequent handling of heavy objects (50+ lbs.) and/or materials and work and/or frequent use of heavy hand tools. Work is often exposed to elements or in non-climate controlled conditions.

Please list any other knowledge, abilities, or skills necessary to perform the duties of this position. Examples include: computer skills, communication skills, organizational skills, etc. **DO NOT** copy from another job description.

Please include any other information that may aid in the preparation of an accurate description of this position.

Approvals

SUPERVISOR REVIEW

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: _____

Title: _____

Date: _____

Signature: _____

AGENCY HR ADMINISTRATOR REVIEW

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: Phillip Warriner

Title: HR Administrator

Date: 03/12/2022

Signature: _____