



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

EXHIBIT D.5

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

November 14, 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 six (6) positions from the OPM surrender pool established by Ark. Code Ann. §21-5-225.

The agency is requesting the following classifications from the OPM surrender pool:

<u>CLASSIFICATIONS REQUESTED</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>NUMBER OF POSITIONS</u>
ASP Lieutenant	T007C	GS12	3
ASP Captain	T003C	GS13	3

The agency is surrendering the following classifications:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22090500	ASP Corporal	T022C	GS09
22090502	ASP Corporal	T022C	GS09
22090504	ASP Corporal	T022C	GS09
22090521	ASP Corporal	T022C	GS09
22090525	ASP Corporal	T022C	GS09
22090539	ASP Corporal	T022C	GS09

JUSTIFICATION

The ASP is requesting three (3) ASP Lieutenant, T007C, GS12, positions and three (3) ASP Captain, T003C, GS13, positions in order to address the agency's succession planning needs. Due to attrition, the agency will be losing three (3) uniformed commanders in the upcoming years. These leadership positions are responsible for overseeing integral agency functions

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including agency security, concealed handgun licensing, background investigations and public safety. All of the surrendered positions are vacant; OPM estimates the increased entry-to-entry cost of these six positions to be \$141,582.

The Office of Personnel Management has reviewed this request and **recommends** the approval of six (6) pool positions from the OPM surrender pool.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

NOV 02 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

March 30, 2017

ARKANSAS STATE POLICE COMMISSION

Dr. Lewis Shepherd Chairman Arkadelphia

John Allison Vice Chairman Conway

Bob Burns Secretary Little Rock

Jane Dunlap Christenson Harrison

Neff Basore Bella Vista

Bill Benton Heber Springs

Stephen Edwards Marianna

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

RE: 0960 Reclassification Request

Dear Ms. Terry:

The Arkansas State Police (ASP) is requesting your assistance in reclassifying six (6) ASP Corporal positions effective July 1, 2017:

Table with 5 columns: Position Number, Current Position, Current Grade, FY18 Grade Requested, FY18 Position Requested. Rows include positions 22090500 through 22090539.

The ASP Corporal positions listed above are currently vacant and unbudgeted for FY17. This request is being made in an effort to facilitate the agency's succession planning needs. Over the next three (3) years, our agency is scheduled to lose three (3) uniformed commanders due to attrition within our Regulatory Services and Highway Patrol Divisions. These are key leadership positions within the agency that are responsible for Agency Security, Concealed Handgun Licensing, Background Investigations, and Public Safety. Currently ASP does not have additional vacant positions that can be filled with support staff to train behind these commanders in preparation for a transition in leadership. The agency will not only lose the valuable institutional knowledge these employees have gained throughout their tenure with the State and ASP, but we will lack developed employees with the potential to fill these key leadership roles within the agency. ASP recently lost the commander of the Crimes Against Children Division (CACD). While we do have management staff within that division that are highly knowledgeable and more than capable of running the daily operations of CACD until such time the agency is able to refill this key position, we do not have any staff that trained behind the previous commander to learn the administrative function of this leadership role, nor are any current staff qualified to step in and fill critical vacancies on child maltreatment committees.

ASP recognizes the value succession planning brings to the continual process of aligning the needs and priorities of the agency with those of its workforce to ensure we meet legislative, regulatory, public service, and organizational objectives. Furthermore, succession planning increases the availability of experienced and capable employees that are prepared to assume these roles as they become available.

It is important to note that of the vacant, budgeted ASP Captain and ASP Lieutenant positions ASP currently has, these will be used to back-fill critical vacancies within the agency.

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

Sincerely,



Harmony Daniels
Human Resources Manager
Administrative Services Division

cc/Personnel



**Department of Finance & Administration
Office of Budget**

FORM PACERT

CERTIFICATION OF FUNDING FOR PERSONNEL ACTIONS

Agencies must complete this form for personnel actions involving pool requests or director's discretion under the Uniform Classification & Compensation Act for either incumbents or new hires. By completing this form, your agency certifies that sufficient agency funds exist and are available during the current fiscal year, and are expected to be available on an ongoing basis, to cover the requested salary adjustment. Agencies requesting discretionary increases will not be eligible for additional Merit Adjustment Fund disbursements to cover the costs of such increases. For adjustments affecting more than one position, please attach a spreadsheet with the information below listed for each position. A signed copy of this form must be attached.

1. Type of Action Requested:		Surrender Pool Position	
2. Employee Name:		See Attached Report	
3. Employee Personnel Number (if any):			
4. Job Title:			
5. Class Code:		6. Grade:	
7. Current Salary:	\$442,914		
8. Increase in Salary:	\$0.00		
9. Increase in Personal Services Match:	\$0.00		
10. Total Budgetary Impact (Boxes 8 & 9):	\$0.00		
11. Fund Center:	519		
12. Cost Center:	456610		
13. Funding Source:	SMP0100		
14. Current Budget for Appropriation:	\$84,265,085		
15. Certified Funding for Appropriation:	\$99,994,605		

Justification:

Surrender pool position request is being requested for six (6) vacant positions in order to facilitate the agency's succession planning needs. These positions have all been budgeted at the higher salary level. As a result, there is no anticipated budgetary impact from this agency request.

By signing this document, I certify that sufficient agency funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Merit Adjustment Fund.

William J. Boyd
Agency Director

08/01/17
Date