



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

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
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<http://www.state.ar.us/dfa>

August 21, 2013

Representative Andrea Lea, Co-Chairperson
Senator Uvalde Lindsey, 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 Arkansas State Police have requested one position from the OPM pool established by Arkansas Code 21-5-225 (a)(1). The classification requested with the position being surrendered is listed below:

<u>POSITION SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22089666	Administrative Specialist I	C087C	C106
<u>CLASSIFICATION REQUESTED</u>			
	Skilled Tradesman	S031C	C115

JUSTIFICATION

The Arkansas State Police are requesting to surrender the position listed above in exchange for a position, to be classified as S031C, Skilled Tradesman; grade C115, from the OPM pool.

The Arkansas State Police are requesting assistance in obtaining a pool position for the Maintenance and Inmate Services Section of the Arkansas State Police which is responsible for a wide variety of functions. The maintenance section is responsible for ninety-six (96) Arkansas Wireless Information Network (AWIN) tower sites. These tower sites are the lifeline for troopers, other law enforcement officers/agencies, and emergency service providers. They are required to perform quarterly maintenance on these sites as well as respond to emergency situations at the sites, such as lighting strikes and power failures.

Additionally, the maintenance section is responsible for maintenance and repair work at twelve different Arkansas State Police Troop Headquarters around Arkansas and scheduled and emergency work at all ASP facilities.

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The position surrendered is currently vacant. The Skilled Tradesman position will provide some additional help in the maintenance section. There are sufficient funds, therefore, for a Skilled Tradesman, S031C. If this swap is approved, the loss of the Administrative Specialist I, C087C position, will not adversely affect the operations of the Arkansas State Police. The Office of Personnel Management has reviewed this request and **recommends** the establishment of this pool position.

Your approval of this request is greatly appreciated.

Sincerely,



Herbert M. Scott
State Personnel Administrator



Chief Fiscal Officer of the State

AUG - 7 2013

Date

HMS/glj:1-2



State of Arkansas



ARKANSAS STATE POLICE

1 State Police Plaza Drive Little Rock, Arkansas 72209-4822 www.asp.arkansas.gov

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August 1, 2013

RECEIVED

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OFFICE OF PERSONNEL MGMT CLASS & COMP

Mr. Herb Scott Arkansas Department of Finance & Administration Office Personnel Management Post Office Box 3278 Little Rock, Arkansas 72203

Dear Mr. Scott:

The Arkansas State Police (ASP) is requesting your assistance in obtaining a Pool Position. The justification for a S031C Skilled Tradesman, grade C115, and other required information are as follows:

The Maintenance and Inmate Services Section of the Arkansas State Police is responsible for a wide variety of functions, many of them critical to the operation of our agency. The Maintenance Section is responsible for ninety-six (96) AWIN (Arkansas Wireless Information Network) tower sites. These tower sites are the lifeline for not only troopers but other law enforcement officers/agencies and emergency service providers. The Maintenance Section is required to perform quarterly maintenance on these sites as well as respond to emergency situations at the sites such as lightening strikes and power failures. Strictly providing routine maintenance to ninety-six tower sites consumes a large number of "man hours".

The Maintenance Section is responsible for maintenance and repair work at twelve (12) different Arkansas State Police Troop Headquarters around Arkansas. In addition, the Maintenance Section is responsible for maintenance and repairs at several Commercial Drivers License testing centers, various Criminal Investigation Division offices, and the State Headquarters in Little Rock. The Maintenance Section addresses both scheduled and emergency work at all of our facilities. It is not uncommon to have "emergency/urgent" work going on at two locations at the same time.

The Maintenance Section also provides support to other divisions of our agency, such as the Highway Patrol Division. The Maintenance Section assists the Highway Patrol Division at special events and natural disasters (such as the State Fair and ice storms or tornados) by providing generators, special vehicles, and temporary housing.

As you can see, on normal days the Maintenance Section can easily have more responsibilities than they can fulfill with the current level of staffing.

We are prepared to surrender position 22089666, which is a C087C Administrative Specialist I, grade C106, to achieve our goal. Should you have any questions, please contact me at 501-618-8711.

Sincerely,

Phyllis Huitt

Phyllis Huitt Assistant Personnel Manager

Cc: LTC Tim K'Nuckles



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

Business Area	Agency/Institution	Date
0960	Arkansas State police	8/1/13

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22089666	Administrative Specialist I	C106	C087C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Skilled Tradesman	C115	S031C

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.

Agency Personnel Rep	Date
Sgt. M. A. G. Myers #275	08-02-13

Agency Director	Date
Stan Witt	8/2/13



DEPARTMENT OF FINANCE AND ADMINISTRATION
 Office of Personnel Management
Position Classification Questionnaire

Date 08/01/2013 Business Area 0960
 Job Title Skilled Tradesman Position/Line Item Number _____
 Class Code S031C Grade C115
 Department/College Arkansas State Police City/County _____
 Incumbent's Name _____ Number of Years in Job _____
 Supervisor's Name Cpt. Lindsey Williams Prepared by Sgt. Michael Wallace

PURPOSE OF JOB

What is the purpose of the job?

This position will be for general maintenance and maintenance of the Arkansas Wireless Information Network (AWIN) which is a responsibility of the Arkansas State Police Maintenance Section.

JOB DUTIES

List 5 to 10 primary job duties in order of importance, their frequency of occurrence and the percentage of time used to complete each duty. (Example: 1. Pay bills, weekly, 40%) DO NOT use acronyms or abbreviations.

1. Maintenance of 96 Arkansas Wireless Information Network (AWIN) tower sites (Daily 30%)
2. Maintenance of all State Police facilities (Daily 30%)
3. Supervision of state inmates assigned to the State Police Maintenance Section (Daily 10%)
4. Training of state inmates assigned to the State Police Maintenance Section (Weekly 10%)
5. Maintenance of State Police Maintenance Section vehicles, construction equipment, tools, etc (Daily 5%)
6. Complete required State Police Maintenance Section reports (Daily 5%)
7. Conduct joint operations with Department of Correction staff concerning security of inmates (Daily 5%)
8. Complete specific job assignment evaluations and cost estimates for construction projects (Weekly 5%)
9. _____
10. _____

SUPERVISORY RESPONSIBILITIES

Supervisory employee means any individual having:

Authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, conduct performance evaluation or discipline other employees of a state agency / institution.

Does this job have supervisory responsibilities? Yes No

If this job does NOT have Supervisory responsibilities, skip this section

What are the names of the departments/division/colleges supervised by this job?

Are there subordinate supervisors reporting to this job? Yes No

How many subordinate supervisors report to this job? _____

List the Class Code, Title, Grade, Location and Number of each employee that is directly supervised by this position.

Class Code	Title	Grade	Location	# of Positions
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

How many employees, in total, report to the subordinate supervisors? _____

List all tools and equipment necessary to complete the tasks associated with your job.

Operation of construction vehicles and equipment such as commercial vehicles (Class A), backhoes, bulldozers, tractors, chain saws, hand tools, etc.

CONTACTS

What other state employees do you interact with during a typical workday?

State Police commissioned and civilian personnel, Department of Correction personnel, Arkansas Wireless Information Network (AWIN) personnel

Who, outside of state government do you have contact with on a daily basis?

Various construction supply vendors

FISCAL RESPONSIBILITY

What are your fiscal responsibilities with your position? Are you charged with managing a budget, employee salaries, etc?

Utilization of a State purchase credit card with specific limits

EDUCATION

What type of education should be required to perform your job?

High school diploma or equivalent

List required degrees, professional licenses or certificates:

OTHER SKILLS AND ABILITIES (Example: Computer skills, Communication skills, Organizational Skills, etc.)

Basic computer skills, good communication and teamwork skills, organizational skills, commercial vehicle driving skills, construction skills to include basic carpentry, plumbing, electrical, HVAC, hand tools, etc.

EXPERIENCE

How much similar or related work experience is necessary for a person starting this job? 3 years

Should any part of this experience include supervisory experience? Yes No

SPECIAL JOB DIMENSIONS

Does your position require any physical demands such as standing for prolonged periods, lifting, bending, pushing, travel, etc? If so, what percentage of time? Please elaborate.

Bending, standing, walking, lifting and pushing (50 pounds) 25%

Driving 25%

Repetitious movement of hands, wrists and arms 25% and exposure to all weather conditions 25%

Describe any dangers or hazards in the performance of your job duties:

Exposure to all weather conditions. Working and overseeing state inmates.

Operation of construction vehicles and equipment such as backhoes, bulldozers, tractors, chain saws, etc.

Use of various hazardous materials such as flammable fuels, cooling refrigerants, solvents, etc.

Describe your normal working schedule. (Example: Shift? Overtime? Weekends? Travel?)

A normal schedule consists of working daytime hours on weekdays with frequent overtime depending on work load. Some weekends and holidays on call to maintain 24 hour service for tower site emergencies. Traveling within the state is expected on a daily basis.

ADDITIONAL INFORMATION

Include any other information that will aid in the preparation of an accurate description of this job

QUESTIONNAIRE PREPARED BY:

Name: Sgt. Michael Wallace

Date: 08/01/2013

Title: ASP Sergeant

SUPERVISOR REVIEW AND COMMENTS: To be filled out by Supervisor ONLY

Comments Made by:

Name: _____

Date: _____

Title: _____

Comments:

HR DIRECTOR REVIEW AND COMMENTS:

Comments Made by:

Name: _____

Date: _____

Title: _____