



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

OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office
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August 17, 2016

Senator Uvalde Lindsey, Co-Chairperson
 Representative Lanny Fite, 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 Insurance Department (AID) for your review.

The AID is requesting the establishment of a new title, Deputy Commissioner of Criminal Investigations, grade N914. The AID is also 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 position being surrendered are listed below:

<u>POSITION SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22088058	Criminal Insurance Fraud Director	N115N	N904

CLASSIFICATION REQUESTED

Deputy Commissioner of Criminal Investigations N914

JUSTIFICATION

This position will be a certified law enforcement officer tasked with restructuring the Criminal Investigations Division at AID in order to efficiently protect Arkansas consumers from insurance fraud. Protecting Arkansas consumers will involve working jointly with law enforcement agencies, special investigation units from other states, and the insurance industry in order to identify and prosecute instances of insurance fraud.

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The Office of Personnel Management has reviewed this request and **recommends** the approval of one (1) position from the OPM surrender pool and surrender of one (1) position to be permanently frozen and removed from the agency's appropriation act during the next budget cycle. Additionally, the Office of Personnel Management also **recommends** establishment of the new classification of Deputy Commissioner of Criminal Investigations, grade N914.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

AUG 10 2016
Date

KB/ca:1-2

Arkansas Insurance Department

Asa Hutchinson
Governor



Allen Kerr
Commissioner

July 25, 2016

Kay Barnhill
Administrator
DFA, Office of Personnel Management
P.O. Box 3278
Little Rock, AR 72203-3278

Dear Ms. Barnhill:

In the past year, Commissioner Kerr has tasked me with reviewing the Criminal Investigation Division (CID) and working to improve efficiencies within the Division.

Currently, the position of Criminal Insurance Fraud Director (N904) is vacant due to the resignation of the director. A restructuring of CID with new leadership is needed in order for the Division to effectively and efficiently protect consumers of Arkansas from insurance fraud and criminal activity.

Please accept this letter as my request to create a Deputy Commissioner of Criminal Investigations position (description attached – N914), and to surrender the Fraud Director position (N904). The new Deputy Commissioner position will be a certified law enforcement officer with strong leadership, military and/or law enforcement background. The Deputy Commissioner will work with other law enforcement agencies and develop and maintain relationships with special investigation units from other states and the insurance industry in order to help prosecute insurance fraud and protect Arkansas insurance consumers.

This change, along with other changes we have made within the CID, will result in a total savings of \$165,000 in salaries within the Division.

I appreciate your assistance in this request. If you require additional information or have questions, feel free to contact me at (501)371-2823.

Sincerely,

Russ Galbraith
Chief Deputy Commissioner



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

Business Area	Agency/Institution	Date
0425	Arkansas Insurance Department	07/25/2016

Position(s) to be Surrendered


Position/Item Number	Classification Title	Pay Grade	Class Code
22088058	Criminal Insurance Fraud Director	N904	N115N

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
N/A	Deputy Commissioner of Criminal Investigations	N914	N/A

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
	7/28/16
Agency Director	Date



DEPUTY COMMISSIONER OF CRIMINAL INVESTIGATIONS

Class Code: XXXXX Grade: N914

FLSA Status: E

Date: 07/25/16

Revised Date: XX/XX/XX

STATE OF ARKANSAS JOB DESCRIPTION

SUMMARY:

The Deputy Commissioner of Criminal Investigations is responsible for the successful investigation and prosecution of insurance fraud and related crimes. This position is governed by state and federal laws and agency/institution policy.

TYPICAL FUNCTIONS:

Manages legal documents, including reviewing investigator files and distributing notices of past due assessments from insurance companies. Coordinates both investigations with other law enforcement agencies as well as prosecutorial procedures with previously elected prosecutors. Determines divisional policy as well as budget and financial decisions. Reviews job performance evaluations of employees. Maintains relationships with special investigations units for various insurance companies. Attends out of state meetings for the National Association of Insurance Commissioners. Performs other duties as assigned.

SPECIAL JOB DIMENSIONS:

This position requires infrequent travel throughout the nation.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of business and management principles involved in strategic planning. Knowledge of business and management principles involved in resource allocation. Knowledge of human resource modeling and human leadership techniques. Knowledge of operational activities for courts and local officials throughout the state. Knowledge of specific current law enforcement procedures, practices, legal precedents, and statutory changes that effect how cases are prosecuted by the department. Knowledge of the law, including all of its codes, procedures, precedents, and regulations; and then which specific ones are relevant enough for complete promotion of state security operations for the maximum protection of people and institutions. Knowledge of all additional aspects of white collar crime. Ability to choose the correct methods or formulas to solve a problem. Ability to comprehend information and ideas spoken through words and sentences. Ability to clearly communicate information and ideas orally and through documentation. Ability to understand the complexity of insurance and workers compensation crimes.

MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education equivalent of a Master's Degree in Criminal Justice, law enforcement, security, public administration, regulatory compliance or related field; plus six years of experience in law enforcement or related field, including three years in a professional supervisory or management capacity; OR the formal education equivalent of a law degree including three years in a professional supervisory or management capacity.

CERTIFICATES, LICENSES, REGISTRATIONS:

This position requires state certified law enforcement experience or the equivalent in national or military law enforcement experience and state certification obtained within six months.
This position requires completion of a set of training programs after hire.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.