



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

OFFICE OF PERSONNEL MANAGEMENT
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September 21, 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 Crime Information Center (ACIC) for your review.

The ACIC is requesting one (1) position from the OPM central growth pool and one (1) position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1).

The agency is requesting the following classification from the OPM growth pool:

<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>	<u>NUMBER OF POSITIONS</u>
State IT Security Specialist	C124	1

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

<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>	<u>NUMBER OF POSITIONS</u>
Software Support Analyst	C121	1

The following classification is to be surrendered by the agency:

<u>POSITION SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22147152	Administrative Specialist II	C073C	C109

JUSTIFICATION

Approximately three years ago the Department of Information Systems (DIS) determined the former method of data storage and processing was too outdated and costly to continue. This outdated method involved the ACIC and other agencies sharing the usage and maintenance fees of the IBM Mainframe based system. The DIS requested that each agency that was sharing a portion of the mainframe system's services migrate to a newer server based environment. This

process will involve the ACIC completely replacing and rewriting the system software code and moving to a more modern programming language. This is a very demanding task that requires thousands of lines of code to be managed and integrated into the existing programs in place for outside agencies.

Currently, ACIC does not have an employee on staff with the skillset necessary to go forth with this modification. The Software Support Analyst position will be responsible for implementing the migration process, developing a system of programs to solve the problems that are encountered, generating a system of programs that will give the ACIC the ability to adapt to future requirements and planning and organizing projects that include multiple agencies.

The State IT Security Specialist position is necessary in order for the ACIC to be in compliance with new requirements and procedures assigned by the Federal Bureau of Investigation. This position will be responsible for conducting security audits of all of the Criminal Justice Information related systems owned or used by the local criminal justice agencies in the state of Arkansas and managing and developing the network security infrastructure for the ACIC.

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. The Office of Personnel Managed also **recommends** the approval of one (1) position from the OPM growth pool.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

SEP 08 2016
Date



Arkansas Crime Information Center

To: Office of Personnel Management
From: Jay Winters
Subject: Position Upgrade
Date: September 6, 2016

The Arkansas Crime Information Center is requesting to receive a new position through the OPM Central Growth Pool. This position is being requested because of the new requirements and procedures that have been assigned by the Federal Bureau of Investigation. We wish to request the position: D025C, State IT Security Specialist, Grade C124.

The purpose of this position is to perform CJIS related Security Audits of Criminal and Non-Criminal Justice Agency (CJI) and also manage, configure, and design the Network Security Infrastructure for ACIC while also providing senior level technical support. Arkansas Crime Information Center (ACIC) oversees and audits all of the Criminal Justice Information (CJI) related systems owned and/or used by the local criminal justice agencies, in the state of Arkansas, that connect to the ACIC criminal justice systems database. ACIC owned IT systems, networks and configurations also fall under this audit guideline. Approximately every three years, the FBI comes to Arkansas and does a federal security audit to verify the proper configuration, policies, procedures, security protection, and much more of the Criminal Justice System. The FBI has developed standards (known as the CJIS Security Policy) that has enabled them to separate their audit process between IT Security Audits and Records Management Audits. These policies and procedures are the IT rules and regulations that govern all criminal justice agencies to which they must abide. These IT Security Audits are a more in-depth look at each local agency to determine that all of the necessary steps and precautions are in place to being enforcement procedures for keeping the criminal justice information secured.

The CJIS Security process requires a great deal of knowledge concerning current network security related practices, the ability to design and interpret complicated network diagrams, the skill of configuring security related systems, and the ability to relay all of this knowledge to technical and non-technical department heads and management. This position will be required to have detailed knowledge of the CJIS Security Policy and how it affects ACIC and local agencies.

Pursuant to the Bylaws for the CJIS Advisory Policy Board and Working Groups, the role of CSA (CJIS System Agency – ACIC) shall not be outsourced. The CSA shall set, maintain, and enforce the following:

1. Standards for the selection, supervision, and separation of personnel who have access to CJI.
2. Policy governing the operation of computers, access devices, circuits, hubs, routers, firewalls, and other components that comprise and support a telecommunications network and related CJIS systems used to process, store, or transmit CJI, guaranteeing the priority, confidentiality, integrity, and availability of service needed by the criminal justice community.
 - A. Ensure appropriate use, enforce system discipline, and ensure CJIS Division operating procedures are followed by all users of the respective services and information.
 - B. Ensure state/federal agency compliance with policies approved by the APB and adopted by the FBI.
 - C. Approve access to FBI CJIS systems.
 - D. Assume ultimate responsibility for managing the security of CJIS systems within their state and/or agency.
 - E. Perform other related duties outlined by the user agreements with the FBI CJIS Division.

The purpose of the CJIS Security Policy is to establish the minimum security requirements; therefore, individual agencies are encouraged to implement additional controls to address agency specific risks. Each agency faces risk unique to that agency. It is quite possible that several agencies could encounter the same type of risk however depending on resources would mitigate that risk differently. Because of the many variations in system security design between the local agencies, to which ACIC is responsible for assisting and ensuring compliance, it is vital that we have the knowledge and experience to deliver the expected service.

The CJIS Security Policy applies to every individual—contractor, private entity, noncriminal justice agency representative, or member of a criminal justice entity—with access to, or who operate in support of, criminal justice services and information.

The duties and responsibilities, for the position we are requesting, go beyond that of just performing security audits in accordance to the FBI and CJIS Security Policy. This position is a liaison between local law enforcement and the FBI. It is also the main source for technical assistance and expertise on issues relating to security policies, compliance, network configurations and much more. This position will receive the responsibility for the management, maintenance, design, and configuration for all of ACIC's Network Security Infrastructure.

We agree with the FBI and believe that our local criminal justice agencies, along with ACIC, need the proper individual in place that will give attention to detail and provide experienced service to keep our networks and data protected. Currently, ACIC does not have the sufficient personnel to perform these tasks. If this position is approved, we will be able to properly protect, guide, and provide assistance to our local agencies, both criminal and non-criminal justice. We will also be able to ensure that ACIC has the knowledgeable technical support on staff to effectively lead our Security Audits and Information Systems.



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

Business Area	Agency/Institution	Date
0990	Arkansas Crime Information Center	09/06/16

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
N/A			

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	State IT Security Specialist	C124	D025C

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
Mary Rogers	09/06/16

Agency Director	Date
Jay Winters	09/06/16