



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

February 23, 2023

The Honorable Breanne Davis, Co-Chairperson
The Honorable Jim Wooten, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Senator Davis and Representative Wooten:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Corrections (DOC), Division of Community Correction (DCC) for your review.

DCC is requesting a special entry rate of \$105,000, which is between midpoint and maximum of pay grade GS13, for an exceptionally well qualified applicant for the classification G019C, General Counsel.

Vincent France's background includes a Juris Doctorate as well as fourteen (14) years of work experience. The following is a detailed comparison of the minimum qualifications of the classification and Mr. France's experience.

MINIMUM REQUIREMENTS:

The formal education equivalent of a law degree from an accredited law school; plus six years of experience in public sector law, including three years of litigation experience.

Must be licensed to practice law and admitted to the Arkansas State Bar in accordance with ACA § 16-22-201.

The Honorable Breanne Davis, Co-Chairperson
The Honorable Jim Wooten, Co-Chairperson
February 23, 2023
Page 2

APPLICANT'S QUALIFICATIONS

EDUCATION:

August 2007 – December 2009: University of Arkansas at Little Rock; Little Rock, Arkansas; Juris Doctorate

August 2003 – May 2007: University of the Ozarks; Clarksville, Arkansas; Bachelor of Science in Political Science

EXPERIENCE:

January 2017 – Present: Arkansas Attorney General's Office; Little Rock, Arkansas; Attorney General V

February 2012 – January 2017: Rainwater, Holt, and Sexton, P.A.; Little Rock, Arkansas; Associate Attorney

November 2010 – February 2012: Arkansas Public Defender Commission; Heber Springs, Arkansas; Public Defender I

May 2009 – February 2010: Arkansas Municipal League; North Little Rock, Arkansas; Law Clerk

August 2008 – May 2009: Pulaski County Prosecutor's Office; Little Rock, Arkansas; Law Clerk

JUSTIFICATION:

Statewide, there are seven (7) positions classified as General Counsel with an average annual salary of \$100,473.09 and 15.12 years of state service. Of these seven (7) positions, none are located within the Arkansas Department of Corrections. The statewide turnover rate for this classification was two (2) out of nine (9) positions or 22.22% within the previous year. There is no agency turnover rate for this classification.

Mr. France is currently employed through the Arkansas Attorney General's Office as an Attorney General V with an annual salary of \$100,950.10. His responsibilities within the Attorney General's Office include investigating claims, preparing defense arguments, presenting defense arguments at trial, taking and defending depositions, serving as lead attorney in jury trials, as well as writing appellate briefs. His forthcoming position within DOC should necessitate functioning as their lead legal resource.

The Honorable Breanne Davis, Co-Chairperson
The Honorable Jim Wooten, Co-Chairperson
February 23, 2023
Page 3

RECOMMENDATION:

The Office of Personnel Management **recommends** the requested rate of \$105,000, which is between midpoint and maximum of pay grade GS13, for the classification G019C, General Counsel. Approval of this requested rate would result in a \$4,049.90 or 4.0118% increase in the applicant's current annual salary.

Your consideration of this request is appreciated.



TSS STATE PERSONNEL DIRECTOR



DATE

KB/jlh:1-3

1742



Department of Transformation and Shared Services
Office of Personnel Management
Special Entry Rate-Exceptionally Well Qualified Applicant

FEB 13 2023

9903	Corrections/Shared Services
Business Area	Department / Agency Name

221 69325	General Counsel	GS13
Position / Item Number	Class Code / Title (Attach description of job duties)	Grade

Vincent France	\$100,950.10	\$105,000
Applicant's Name	Current Annual Salary	Requested Annual Salary

Applicant's Qualifications (Please summarize. Attach Resume and completed State Job Application Form).

France completed his Jris Doctor in December 2009. He has both civil and criminal law experience (reference resume). This position requires two years of litigation experience and France has over twelve years of experience.

Minimum Qualifications (Use same description as stated on Class Specification).

The formal education equivalent of a law degree from an accredited law school; eight plus years of experience in public sector law including 2 years of litigation experience. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. 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.

HR Administrator or designee	Date
	2/13/2023

Department Secretary / Agency Director or designee	Date
	2-13-2023

Office of Personnel Management - Action

Reviewed By:

OPM Personnel Representative	Date
OPM Director or designee	Date

Vincent P. France

BAR MEMBERSHIP

Arkansas State Bar, admitted, April 13, 2010

U.S. District Court for the Eastern and Western Districts of Arkansas, admitted October 22, 2012

United States Eighth Circuit Court of Appeals, admitted February 7, 2017

EDUCATION

University of Arkansas at Little Rock William H. Bowen School of Law
Juris Doctor December 2009

University of the Ozarks
Clarksville, AR
B.S. in Political Science May 2007, *Magna cum laude*

Catholic High School for Boys
Little Rock, AR May 2003

EXPERIENCE

Arkansas Attorney General's Office: Assistant Attorney General January 2017 till Present
Civil Department

I am a civil litigation attorney who represents the State of Arkansas and various state agencies who are sued in state and federal courts. I investigate the claims, conduct discovery, prepare a defense, and if necessary, present the defense at trial. I am responsible for taking and defending depositions. A few examples of the types of cases that I handle included: employment law cases filed by current and/or former state employees; constitutional challenges; inmate lawsuits; and voting rights cases. I have served as the lead attorney in numerous jury trials. In addition, I often have to make oral arguments at hearings, trials, and before appellate courts. I have written appellate briefs that have been submitted to the Eighth Circuit Court of Appeals, the Arkansas Supreme Court, the Arkansas Court of Appeals, and the Tennessee Court of Appeals. Consequently, I have orally argued at least ten (10) cases before various appellate courts, which include the Eighth Circuit Court of Appeals, the Arkansas Supreme Court, and the Tennessee Court of Appeals.

Rainwater, Holt & Sexton, P.A.: Associate Attorney February 2012—January 2017

As an associate attorney, I handled personal injury cases and social security cases. I was responsible for over 250 pre-litigation cases, which I tried to resolve without having to file suit. In addition, at any given time I was responsible for roughly 10 personal injury cases that were in various stages of litigation. Beyond the personal injury work, I also handle Social Security disability cases. I represented clients who go before the administrative law judges. I was also the attorney responsible for expanding the firm's Social Security practice to include appealing denied claims to federal district courts.

Public Defenders' Office 16th Judicial District:
Deputy Public Defender, Heber Springs, AR

November 1, 2010– January 2012

I served as Deputy Public Defender in the Sixteenth Judicial District. I was the deputy public defender in the district courts of Cleburne County, Stone County, and Independence County. In this position, I prepared and executed criminal defenses for individuals found indigent by the courts. In performing these duties, I routinely interacted with prosecutors and judges through written motions, oral motions made before the court, objections made during the course of a trial, and in plea negotiations. I have trial experience, including being the lead attorney in a jury trial.

Arkansas Municipal League: Law Clerk
Legal Department, North Little Rock, AR

May 2009-February 2010

I performed research and analysis and wrote drafts for various legal motions. For one particular case, involving claims against municipal police officer, I evaluated and organized evidence from depositions, three police videos, and over two-thousand pages of evidentiary documents. Based on this evidence, I drafted a significant portion of the motion for summary judgment and drafted the entire reply to the response to the motion for summary judgment. In a different case, my arguments and phrases were directly used by the judge in issuing an order. I have assisted with other claims of wrongful termination against a municipality, as well as various tort claims brought against a city.

Pulaski County Prosecutor's Office: Law Clerk

approx. August 2008—May 2009

I worked in the Citizen's Complaint Department for the Pulaski County Prosecutor's Office. In this position, I received complaints filed by citizens to determine if they had been the victim of a crime. If the individual had been a victim of a crime, then I had to determine if the crime was a felony or misdemeanor. If the crime was a felony, then I referred the individual to the appropriate law enforcement agency to investigate the case. If the crime was a misdemeanor, then I would work with the individual to gather sufficient evidence to warrant criminal charges being filed.

AWARDS

The Dale Carnegie Course, Highest Award for Achievement, November 5, 2013