



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

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  
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March 7, 2017

Senator Bart Hester, 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 Department of Human Services (DHS) for your review.

The Arkansas Department of Human Services, Office of Director (DHS/OFA) is requesting to establish a special entry rate of \$106,919, pay level maximum, grade N908, for an exceptionally well-qualified applicant for the classification of DHS Director of Program Improvement & Investigations, N184N.

**Mr. Brian Marr's qualifications include a Bachelor's degree in Business Administration with 25 years of work experience working in the field of law enforcement.** The following is a detailed comparison of minimum qualifications of the classification and Mr. Marr's education and experience:

### **MINIMUM QUALIFICATIONS**

The formal education equivalent of a bachelor's degree in public administration, social work, public health, or a related field; plus eight years of experience in medical service program development, administration, or a related field, including four years in a management capacity.

### **APPLICANT'S QUALIFICATIONS**

#### **EDUCATION**

May 1983; University of Arkansas; Fayetteville, Arkansas; Bachelor's degree in Business Administration

#### **EXPERIENCE**

April 2005 – Present; United States Secret Service – Department of Homeland Security; Little Rock, Arkansas; Special Agent in Charge

September 2003 – April 2005; United States Secret Service – Department of Homeland Security; Buffalo, New York; Assistant Special Agent in Charge

Senator Bart Hester, Co-Chairperson  
Representative Les Eaves, Co-Chairperson  
March 7, 2017  
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August 2001 – September 2003; Office of Government and Public Affairs; Washington, D.C.;  
Staff Specialist

February 1997 – August 2001; United States Secret Service; Washington, D.C.; Presidential  
Protective Detail

May 1993 – February 1997; United States Secret Service; New York City, New York; Special  
Agent

March 1989 – May 1993; United States Secret Service – Department of Homeland Security; Little  
Rock, Arkansas; Special Agent

### **JUSTIFICATION**

This classification which is unique to the Arkansas Department of Human Services (DHS) is currently vacant. This position was last occupied in July 2016, with an exit salary of \$104,555. The agency has experienced a 100% turnover rate in during the past fiscal year.


Mr. Marr comes to the agency with more than 25 years of law enforcement experience, as a Special Agent with the United States Secret Service. His previous duties included investigating trends in criminal activity, responding to requests from other law enforcement entities, testifying in court hearings, and coordinating logistics for security measures for the President and other members of Congress. DHS has undergone an internal reorganization, and feel the need for a complete restructuring of its security practices and procedures. This position will function as Director of Security Operations for the DHS, with the primary function of planning, developing, and administering a security program for all of DHS facilities and personnel. The agency's request is based on Mr. Marr's years of related work experience and knowledge regarding security detail and infrastructure logistics. Mr. Marr is currently employed with the Department of Homeland Security, as a Special Agent, where he earns an annual salary of \$124,000.

Based on the applicant's education and years of related work experience, the Office of Personnel Management (OPM) **recommends** approval of the requested special entry rate of \$106,919, which is maximum of grade N908, for the classification of DHS Director of Program Improvement & Investigations, N184N. This will result in a \$19,445, or 15.68%, decrease in the incumbent's current annual salary. Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



Chief Fiscal Officer of the State

FEB 28 2017

Date



## Office of Director

P.O. Box 1437, Slot S201 · Little Rock, AR 72203-1437  
501-682-8650 · Fax: 501-682-6836 · TDD: 501-682-8820



February 23, 2017

Ms. Kay Barnhill  
State Personnel Administrator  
Department of Finance and Administration  
Office of Personnel Management  
1509 West 7th Street  
Little Rock, Arkansas 72203



RE: Exceptionally Well Qualified Request  
Department of Human Services  
**Brian T. Marr**

Ms. Barnhill:

The department is requesting a special entry rate of **\$106,919** for an exceptionally well qualified applicant, Mr. Brian Marr. Mr. Marr will be joining us as our new Director of Security Operations at a grade level of N908. He will be responsible for planning, developing, and administering a security program for all of our DHS facilities and personnel. He possess a bachelor's degree and will bring to us more than twenty-five (25) years of federal law enforcement experience in executive protection, federal criminal investigations and major event and emergency planning.

If you have any questions or need any additional information, please give me a call at (501) 682-8649.

Sincerely,

A handwritten signature in black ink that reads "Glenn R. Eisenhauer".

Glenn R. Eisenhauer  
DHS Chief Human Resource Officer

GRH:gmb



DEPARTMENT OF FINANCE AND ADMINISTRATION  
**Office of Personnel Management**  
**Special Entry Rate**  
**Exceptionally Well Qualified Applicant**

0710 / Department of Human Services

Agency # / Agency or Institution Name

22098694	N184N / DHS Dir Prgm Improvement & Investigations	N908
Position/Item Number	Class Code / Title <i>(Attach description of job duties)</i>	Grade
Brian T. Marr	\$124,000.00	\$106,919.00
Applicant's Name	Current Annual Salary	Requested Annual Salary

**Applicant's Qualifications** *(Please summarize. Attach Resume and completed State Job Application Form)*  
 Bachelor of Science, Business Administration; 10-week training at the Secret Service Rowley Training Center; and eight week training at the Federal Law Enforcement Training Center. Has spent approximately 28 years with the United States Secret Service providing criminal and protective investigations; special events security planning; surveillance and community relations.

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

The formal education equivalent of a bachelor's degree in public administration, social work, public health, or a related field; plus eight years of experience in medical service program development, administration, or a related field, including four years in a management capacity.

**Attach OPM Form 081 For Eligible Applicants Not Selected**

Agency/Institution Personnel Representative	Date	
	2/24/17	
Agency/Institution Director/Chancellor	Date	

**Office of Personnel Management - Action**

**Reviewed By:**

OPM Personnel Representative	Date
Classification and Compensation Manager	Date

2004 -  
96,228

**Brian T. Marr**

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[REDACTED]

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[REDACTED]

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## SUMMARY

*Veteran Secret Service Agent (GS 1811) with extensive experience in supervising Secret Service personnel, with accountability for the full spectrum of Protective, Investigative, and risk management operations.*

- **Criminal and Protective Investigations**
- **White Collar Crime Investigations**
- **Execution of Warrants / Arrest of Suspects**
- **Surveillance of Suspects**
- **Liaison with Local Law Enforcement**
- **Cyber Crime Investigation**
- **Presidential Protection**
- **Protection of Foreign Dignitaries**
- **Special Events Security**
- **Community Relations / Education**
- **Advance Planning for Presidential Travel**

## PROFESSIONAL EXPERIENCE

US SECRET SERVICE – DEPARTMENT OF HOMELAND SECURITY (1989 – Present)

**Special Agent in Charge – Little Rock, AR - Field Office**

**April 2005 - Present**

*Provide leadership to field agents in the State of Arkansas as well as planning manpower assignments and other managerial/administrative functions to promote efficient operations in the state.*

- Prioritize investigative cases, focusing resources on those investigations having significant economic and community impact, involve organized criminal groups, are multi-district or transnational in nature and utilize schemes involving new technologies.
- Maintain a leadership role in the protection of the nation's financial service infrastructure through aggressive investigations and risk assessment.
- Manage the planning and coordinating the work of Agents and the Administrative staff.
- Formulating long-range plans and objectives.
- Developed a criminal information operation to identify and analyze emerging trends in criminal activity in support of our dual mission.
- Review/recommend new policies and procedures; evaluate effectiveness of programs and operations.
- Function as liaison with senior Secret Service management and Government and private sector officials.
- Supervise Special Agents and support staff, including the planning and delegation of assignments.
- Participate in interviewing, hiring, and other HR management activities. Ensure that we recruit, develop and maintain a qualified workforce worthy of the public's trust and confidence.
- Evaluate performance of employees and review evaluations prepared by subordinate supervisors
- Participate in meetings with senior management in Washington, D.C. to discuss projected budget and manpower needs.
- Maintain professional rapport with Secret Service personnel at all levels; private sector representatives; law enforcement agencies; Secret Service protectees; municipal governments; and the media.
- Represent the Secret Service at various high-level conferences and meetings.

**Assistant Special Agent in Charge – Buffalo, NY - Field Office****September 2003 – April 2005**

*Responsible for all investigative initiatives regarding criminal activity, as well as protective intelligence/advance requirements consistent with the Secret Service mission in the region of upstate New York. Assisted the Special Agent in Charge regarding all aspects of the running of a field office with respect to administrative and personnel issues to include the direct supervision of agents assigned to investigate counterfeiting, credit card fraud, and other financial crimes; as well as responded to threats against the President and other individuals under Secret Service protection.*

- Responded to inquiries and requests from local and state law enforcement agencies.
- Coordinated investigations, and assisted in the interviewing of suspects, obtained search warrants, and made arrests.
- Testified in Grand Jury and trial proceedings, as necessary.
- Met regularly with Federal, state, and local law enforcement agencies, as well as members of the banking community, to establish dialogues and exchange information.
- Conducted seminars on recognizing counterfeit currency and fraudulent credit cards.
- Supported protective assignments statewide, including UN dignitaries and Senator Hillary Clinton.

**Staff Specialist - Office of Government and Public Affairs – Washington, DC August 2001 – September 2003**

*Provided investigative and protective research support for agents in the field.*

- Responded to all media inquires both domestic and foreign.
- Educated the general public about the mission of the Secret Service.
- Served the Secret Service field offices throughout the United States and abroad in an informational and educational capacity.
- Assisted all Secret Service offices by providing appreciation/commendation and retirement awards.
- Assisted in the production of major media productions regarding the various aspects of the Secret Service.

**Presidential Protective Detail – Washington, DC****February 1997 – August 2001**

*Protected the President of the United States and members of his immediate family at all times; conducted numerous protective security surveys both foreign and domestic, and performed special projects pertinent to Presidential and First Family protection.*

- Established relationships with local law enforcement and public safety agencies.
- Briefed key people in destination venues on procedures and their roles in providing security.
- Coordinated site preparations with the detail accompanying the President / First Lady.
- Member of the USSS Counter Assault Team (CAT).
- Protective Operations/Logistical agent (Ops).
- Conducted numerous advances in the United States and Foreign Countries.

**Special Agent - New York City Field Office, NY****May 1993 – February 1997**

- Assigned to the Counterfeit Squad, Financial Crimes Squad, and the Protection Squad.
- Served on protective details assigned to high-profile UN visitors.
- Managed all Hotels and lodging assignments for the NYFO.
- Updated sections of Secret Service Protective Manual.
- Assisted field agents in protective logistics'.

**Special Agent – Little Rock, AR - Field Office**

**March 1989 – May1993**

- Coordinated investigations, and assisted in the interviewing of suspects, obtained search warrants, and made arrests.
- Testified in Grand Jury and trial proceedings, as necessary.
- Met regularly with Federal, state, and local law enforcement agencies, as well as members of the banking community, to establish dialogues and exchange information.
- Conducted seminars on recognizing counterfeit currency and fraudulent credit cards.

**EDUCATION**

SECRET SERVICE ROWLEY TRAINING CENTER; Beltsville, Maryland  
**Completed 10-Week Training Program** **1989**

FEDERAL LAW ENFORCEMENT TRAINING CENTER; Glynco, Georgia  
**Completed Eight-Week Training Program** **1989**

University of Arkansas, Fayetteville, Arkansas  
**Bachelor of Science, Business Administration** **1983**

**PROFESSIONAL DEVELOPMENT**

JOHNS HOPKINS UNIVERSITY; Baltimore, Maryland  
**One-Week Management Training Program** **2003**

*Additional in-service training in management and supervision.*

**COMMUNITY INVOLVEMENT**

**Board of Directors and Member Little Rock Lacrosse**  
**American SIDS Organization**  
**Advocate StemGenix**  
**Advocate Arkansas Chapter – National Multiple Sclerosis Society**  
**Advocate – Easter Seals of Arkansas**

**CLASS TITLE:** DHS CHIEF SECURITY OFFICER

**GRADE:** N908

**CLASS SUMMARY**

The Department of Human Services (DHS) Chief Security Officer reports to the DHS Executive Director. This position is responsible for planning, developing, and administering a security program for DHS facilities and personnel. It is governed by state and federal laws and agency/institution policies.

**TYPICAL FUNCTIONS**

- Develops policies and procedures for operation of the security division.
- Develops and monitors adherence to procedures for building security at central complex as well as DHS satellite offices and buildings.
- Coordinates security needs and issues with appropriate agencies and/or persons.
- Conducts internal investigations of alleged employee misconduct and loss of assets.
- Provides necessary security training for field case workers.
- Conducts security audits/inspections of all security-related aspects of DHS operations and ensures corrective action.
- Performs other duties as assigned.

**SPECIAL JOB DIMENSIONS**

Occasional in-state travel may be required.

**KNOWLEDGES, ABILITIES, AND SKILLS**

- Knowledge of various security and law enforcement areas such as internal security systems, physical plan security, criminal investigation, and security audits.
- Knowledge of supervisory practices and principles.
- Knowledge of state and federal laws and regulations.
- Knowledge of trial and hearing procedures.
- Ability to establish and maintain effective working relationships with law enforcement entities.
- Ability to prepare, present, and review oral and written information and reports.
- Ability to research, interpret, and apply legislation and cause related information.
- Ability to plan, organize, and direct the work of others.

**MINIMUM QUALIFICATIONS**

Bachelor's degree and a minimum of ten years of extensive experience in progressively responsible security or law enforcement positions. 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.