



**Department of Transformation and Shared Services**

Governor Asa Hutchinson  
 Secretary Amy Fecher  
 Director Kay Barnhill

February 10, 2022

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 Department of Agriculture for your review.

The Department of Agriculture is requesting the establishment of one (1) new classification. The new classification requested is listed below:

**CLASSIFICATION REQUESTED**

<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
Agri Law Enforcement Asst Chief	NEW	GS08	\$45,010 - \$65,264

**JUSTIFICATION**

The Department of Agriculture is requesting the establishment of the above Agri Law Enforcement Assistant Chief classification to properly classify and adequately reflect the duties currently performed by a Staff Forester who is part of the law enforcement section within the department. Agriculture is requesting **the establishment of the classification only**, without any additional positions. If approved, it is the intention of the department to crossgrade position 22163449, Staff Forester, GS08, to this classification. This position is currently responsible for customary law enforcement duties, supervision including interviewing, training, and evaluations of subordinates. This position acts as the assistant chief to all law enforcement within the division, trains staff in proper procedures, investigation techniques, and meets with community groups to provide education and/or outreach on law enforcement topics.

The Honorable Breanne Davis, Co-Chairperson  
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**RECOMMENDATION**

The Office of Personnel Management has reviewed this request from the Department of Human Services and recommends approval of one new classification entitled Agri Law Enforcement Asst Chief, GS08, **with no additional positions requested**. Your recommendation of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



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**Secretary, Transformation & Shared Services**

2/24/2022

**Date**

KB/sd:1-2



Asa Hutchinson  
Governor

1206  
**ARKANSAS DEPARTMENT OF AGRICULTURE**

1 Natural Resources Drive, Little Rock, AR 72205  
agriculture.arkansas.gov  
(501) 225-1598



Wes Ward  
Secretary of Agriculture

February 17, 2022

Ms. Kay Barnhill  
Administrator, Office of Personnel Management  
Department of Transformation and Shared Services  
1509 West 7<sup>th</sup> Street, Suite 201  
Little Rock, AR 72203



Dear Ms. Barnhill:

I am writing to request a title change for position #22163449 within the Arkansas Department of Agriculture from Staff Forester to Agri Law Enforcement Assistant Chief. The change in title is necessary to adequately reflect the duties currently performed by the incumbent and properly classify the position to align with other law enforcement positions. The Department is not requesting a change in grade for the position.

The incumbent is a fully certified law enforcement officer and serves as the assistant chief for the Department's law enforcement team. In addition to customary law enforcement duties, he performs supervisory duties including interviewing, training, reviewing work, and monitoring the job performance of subordinates. The incumbent also trains staff in proper police work and investigation procedures and meets with community groups to provide education and outreach on law enforcement topics.

Your assistance with this request to correctly classify this position is greatly appreciated. Please do not hesitate to let me know if you have questions or need additional information.

Respectfully,

Wesley W. Ward  
Secretary of Agriculture  
State of Arkansas



## AGRI LAW ENFORCEMENT ASSISTANT CHIEF

Class Code: XXXX Grade: GS08

FLSA Status: Exempt

Date: 02/17/2022

### STATE OF ARKANSAS JOB DESCRIPTION

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#### **SUMMARY:**

The Agriculture (Agri) Law Enforcement Assistant Chief is a fully certified law enforcement officer responsible for overseeing law enforcement activities within the Arkansas Agriculture Department. This position is governed by state and federal laws and agency policy.

#### **TYPICAL FUNCTIONS:**

Supervises medium-sized staff of officers and County Rangers by interviewing, reviewing work, training, and monitoring the job performance of subordinates. Ensures the subordinates conforms to Arkansas Commission on Law Enforcement Standards and Training; testifies in court as needed. Trains staff in proper police work and investigation procedures. Meets with educational and community groups to discuss law enforcement subjects. Performs other duties as assigned.

#### **SPECIAL JOB DIMENSIONS:**

Frequent in-state travel and exposure to extreme weather conditions, rough terrain, and potentially hazardous and/or dangerous conditions are required. Carrying and operating a firearm are required in the performance of job duties.

#### **KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of principles and practices of the Arkansas Criminal Justice system. Knowledge of the state and federal laws, rules, regulations, policies and procedures related to law enforcement standards and training. Knowledge of investigative techniques and crime scene processing. Knowledge of fire prevention and suppression methods. Knowledge of state and federal laws, rules, regulations, policies and procedures. Ability to work with the general public, other law enforcement personnel, and government officials. Ability to prepare and present training courses and educational programs and materials. Ability to maintain detailed court-ready records and testify in court. Ability to pass physical fitness testing. Ability to maintain logs, prepare reports, and direct the preparation, handling, and maintenance of departmental records. Ability to work under stressful situations. Ability to plan, organize and direct the work of others. Skill in the use of firearms, photography equipment, surveillance equipment, computers, audio equipment, and other law enforcement/training tools and aids.

#### **MINIMUM EDUCATION AND/OR EXPERIENCE:**