



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
<http://www.state.ar.us/dfm>

January 29, 2015

Senator Bart Hester, Co-Chairperson
 Representative Douglas House, 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 Department of Finance and Administration (DFA), Criminal Detention Facilities Review Office has requested a special entry rate of \$59,551, which is above midpoint of grade C123, for an exceptionally well-qualified applicant for the classification of Criminal Detention Facilities Coordinator, X026C.

J. Sterling Penix's qualifications include a bachelor's degree in education, an associate's degree in applied science technology, and over 16 years of experience in law enforcement. The following is a detailed comparison of the minimum qualifications of the classification and Mr. Penix's education and experience:

MINIMUM REQUIREMENTS

The formal education equivalent of a bachelor's degree in political science, public administration, business administration or related field; plus five years of progressively more responsible experience in program management, including two years of supervisory experience. Must possess a valid Arkansas motor vehicle operator's license.

APPLICANT'S QUALIFICATIONS

EDUCATION:

2008: University of Arkansas at Fayetteville; Fayetteville, Arkansas; Bachelor's Degree in Education

2006; Southern Arkansas University Tech; Camden, Arkansas: Associate's Degree in Applied Science Technology

CERTIFICATION(S):

State Certified Law Enforcement Officer – Senior Certificate
 Paralegal Certificate

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Representative Douglas House, Co-Chairperson
January 29, 2015
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EXPERIENCE:

2002 -- Present; Clarksville Police Department; Clarksville, Arkansas; Police Officer
2000 - 2002: Johnson County Sheriff's Department; Clarksville, Arkansas; Deputy Sheriff
1999 - 2000; Johnson County Sheriff's Department; Clarksville, Arkansas; Detention Officer
1998 - 1999; University of Arkansas Police Department; Fayetteville, Arkansas; Patrol Cadet
1998: Johnson County Sheriff's Department; Clarksville, Arkansas; Detention Officer

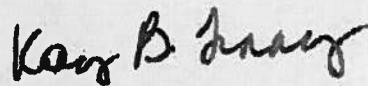
JUSTIFICATION

Currently, there is no one employed in this classification which is appointed by and serves at the pleasure of the Governor. This position was last occupied on 01/09/2015 with an annual salary of \$59,551.

Mr. Penix has a bachelor's degree in education, an associate's degree in applied science technology, and over 16 years of experience in law enforcement. He is currently employed with the Clarksville Police Department as a Police Officer with an annual salary of \$39,000. His work experience includes criminal investigations, employee recruitment, patrolling supervisor, supervising, booking, and transporting prisoners, and coordinating community outreach programs.

Based on salary analysis and the applicant's education and related experience, the Office of Personnel Management recommends approval of the requested special entry rate of \$59,551, which is above midpoint of grade C123. This will result in an increase of \$20,551, or 52.6% in Mr. Penix's current annual salary. Your consideration of this request is greatly appreciated.

Sincerely,


Kay B. Terry
State Personnel Administrator


Chief Fiscal Officer of the State

JAN 26 2015

Date



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

OFFICE OF ADMINISTRATIVE SERVICES
Human Resources
1515 West Seventh Street, Suite 102
Post Office Box 2485
Little Rock, AR 72203-2485
Phone: (501) 324-9065
Fax: (501) 683-2174
<http://www.arkansas.gov/dfa>

RECEIVED

January 23, 2015

JAN 26 2015

**OFFICE OF PERSONNEL MGMT
CLASS & COMP**

Kay Terry, Administrator
Office of Personnel Management
Department of Finance and Administration
1509 West 7th Street, Suite 201
Little Rock, AR 72201

Dear Ms. Terry:

The Department of Finance and Administration, Criminal Detention Facilities Review, respectfully submits an Exceptionally Qualified Application for your review. The request is for J. Sterling Penix, position number 2208-0202, Criminal Detention Facilities Coordinator; grade C123, for a special entry rate of \$59,551.23, which is above Midpoint for that grade.

Mr. Penix has been a Senior State Certified Law Enforcement Officer for 14 years and has worked for the Clarksville Police Department for the last 13 years. Prior to that, he worked briefly for the Johnson County Sheriff's Department. He also has 680 hours of specialized Certificate Training.

The Criminal Detention Facilities Review office is included in DFA's personnel and operating budget; however, the Coordinator is appointed by and serves at the pleasure of the Governor. This requested salary is based on the previously appointed incumbent's salary.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Amy K. Valentine".

Amy Valentine
DFA Human Resources Manager



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

DFA- Criminal Detention Facilities Review

Agency # / Agency or Institution Name

22080202	X026C / Criminal Detention Facilities Coordinator	C123
Position/Item Number	Class Code / Title (Attach description of job duties)	Grade
J. Sterling Penix	\$39,000.00	\$59,551.23
Applicant's Name	Current Annual Salary	Requested Annual Salary

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

Bachelor's of Science in Education

Minor - Human Resources Development - Adult Education

Associate of Science in Technology

Minor - Law Enforcement

ALETA - Senior Certified Law Enforcement Officer

2002 - Present - Police Officer - Clarksville Police Department

2000 - 2002 - Deputy Sheriff - Johnson County Sheriff's Department

1999 - 2000 - Detention Officer - Johnson County Sheriff's Department

1998 - 1999 - Patrol Cadet - University of Arkansas Police Department

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

The formal education equivalent of a bachelor's degree in political science, public administration, business administration or related; plus five years of progressively more responsible experience in program management, including two years of supervisory experience. Must possess a valid Arkansas motor vehicle operator's license.

Attach OPM Form 081 For Eligible Applicants Not Selected

Agency/Institution Personnel Representative <i>Angie K. Valentine</i>	Date 1/23/15
Agency/Institution Director/Chancellor <i>[Signature]</i>	Date JAN 26 2015

Office of Personnel Management - Action

Reviewed By:

OPM Personnel Representative <i>Constance Stagers</i>	Date 1/26/15
Classification and Compensation Manager <i>Kary B. [Signature]</i>	Date 1/26/2015



DEPARTMENT OF FINANCE AND ADMINISTRATION
Office of Personnel Management
Hiring Freeze Exception Request

Date 01/21/2015	Agency/Institution # 0610	OPM Only		
Agency/Division Name DFA	Division/Department Criminal Detention Facilities Review			
Position # 2208-0202	Class Code X028C	Grade C123C	FLSA Status Exempt	
Job Title Criminal Detention Facilities Coordinator	City/Workplace Location Little Rock, AR			
Job Description (Describe any specific job duties not discussed in the official Job Description).				
Source of Funding	State % 100	Federal %	Other %	Exit Salary \$59,551.00
Vacated By Danny Hickman	Personnel # 95674	Date Vacated 01/19/2015		
Reason Vacated <input type="checkbox"/> Demotion <input type="checkbox"/> Promotion <input type="checkbox"/> Termination <input type="checkbox"/> Retirement <input type="checkbox"/> Transferred <input type="checkbox"/> Budgetary <input checked="" type="checkbox"/> Other				
A valid justification and need to fill the position must be explained below including whether or not the duties of the position can be dispersed and absorbed by existing staff members. Attach additional sheets, if necessary.				
Position needed to ensure that the operations of the Criminal Detention Facilities Review Committee continues as effectively and efficiently as possible.				
<input type="checkbox"/> Check here if for internal advertisement only. <input type="checkbox"/> Check here if Internal Advertising Approval Request submitted to OPM.				
Agency/Institution Manager	Signature <i>Vernon K. Valentine</i>	Date 01/21/2015		
Point of Contact with Agency/Institution and Return of Request				
Name Carla Haugen	E-mail carla.haugen@dfa.arkansas.gov			
Address 1515 W. 7th Suite 700	Phone 371-6031	Fax		
OPM Action <input type="checkbox"/> Approved <input type="checkbox"/> Denied	OPM Administrator/Designee Signature <i>Carla Haugen</i>	Date 1/23/2015		