

**Department of Transformation and Shared Services**

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

September 14, 2022

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Joint Budget Committee
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Public Safety (DPS), Commission on Law Enforcement (CLEST) for your review.

CLEST is requesting one (1) position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1) along with the establishment of one (1) new classification. The classification requested and new title are listed below:

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22090804	Cook	S086C	GS01	\$22,000 - \$31,900
22090805	Cook	S086C	GS01	\$22,000 - \$31,900
22090808	Cook	S086C	GS01	\$22,000 - \$31,900

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
NEW	CLEST Director	SE01	\$108,110 - \$147,200

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JUSTIFICATION

CLEST is requesting to surrender three (3) positions to create a new CLEST Director position. The newly created position of CLEST Director will be responsible for performing the duties as directed by the CLEST Commission and the Governor. Currently there is no position of sufficient grade to fit this classification and the job duties.

RECOMMENDATION

The Office of Personnel Management has reviewed the request from CLEST and **recommends** approval of one (1) pool position and the creation of one (1) new title CLEST Director, SE01. The total cost of this one (1) position is approximately \$39,609. The agency guarantees that it possesses sufficient funding to support this pool position request.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED SERVICES

DATE

KB/nas:1-2



State of Arkansas
Governor Asa Hutchinson

1533

DEPARTMENT OF PUBLIC SAFETY

AJ GARY
SECRETARY

1 State Police Plaza Drive
Little Rock, Arkansas 72209
Office: (501) 682-2260 Fax: (501) 682-1582



12 August 2022

Kay Barnhill
State Personnel Administrator
501 Woodlane Avenue, Suite 205
Little Rock, AR 72201

RE: Pool Position Request

Ms. Barnhill:

The Arkansas Department of Public Safety (DPS) – Commission on Law Enforcement Standards (CLEST) - would like to request one position from the OPM Pool. Below is a listing of the requested trade and the costing.

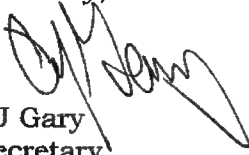
Positions Surrendered						
Position Number	Authorized Job	Authorized Title	Authorized Grade	Salary	Fringe	Total
22090804	S086C	COOK	GS01	\$ 25,300	\$ 5,811	\$ 31,111
22090805	S086C	COOK	GS01	\$ 25,300	\$ 5,811	\$ 31,111
22090808	S086C	COOK	GS01	\$ 25,300	\$ 5,811	\$ 31,111
						\$ 93,334
Position Requested						
Position Number	Authorized Job	Authorized Title	Authorized Grade	Salary	Fringe	Total
New	New	CLEST Director	SE01	\$108,110	\$24,833	\$132,943
				Total Cost		\$ 39,609

DPS/CLEST is asking to swap three positions to create a new CLEST Director position. The CLEST Director was previously reclassified for a chief legal position for the department to provide necessary expertise in a critical area. According to ACA 12-9-103(g) The CLEST Commission and the Governor are responsible for appointing a director that is responsible for performing the duties as directed by the commission and shall serve at the discretion of the Governor. Currently, there is no position of sufficient grade to fit this classification and these duties.

The total increase for this request, after surrendering the three positions, is \$39,609 and will also decrease the number of positions at CLEST by a total of two positions. /

I appreciate your consideration on this request. If you have any questions, please feel free to contact Phillip Warriner and he can supply you with any additional information or clarification which you may need.

Sincerely,

A handwritten signature in black ink, appearing to read 'AJ Gary', written over the printed name.

AJ Gary
Secretary
Arkansas Department of Public Safety



Department of Transformation and Shared Services
Office of Personnel Management
Position Classification Questionnaire

General Information

Business Area: 9913 Agency: DPS
Preparer's Name: Phillip Warriner Date: 06/29/2022
Position Number: New Class Code: New Grade: SE01
Job Title: CLEST Director
Incumbent's Name: JR Hankins
Supervisor: AJ Gary

Reason why position is being submitted for evaluation:

New Job/Title

Significant Change in Duties or Responsibilities

If there has been a significant change in duties or responsibilities, please describe in detail the changes and attach any other documents that illustrate your explanation:

The previous position was cross graded to use for a chief legal counsel. By Statute, there needs to be a CLEST Director. In order for the position to be on par with the other division directors and to, provide the level of service necessary to the police and sheriff's departments of the state, the position needs to be re-established as an SE level

Job Duties and Conditions

List up to 10 primary job duties this position performs or is expected to perform, in order of importance. Include the frequency of occurrence (daily, weekly, monthly, etc.) and percentage of time dedicated to each duty. **DO NOT** use acronyms or abbreviations.

<u>JOB DUTY</u>	<u>FREQUENCY</u>	<u>% TIME</u>
Provide agency reports, including updates and changes in agency operations, to the Commission on Law Enforcement Standards and Training.	monthly	5
Manage the agency's budget, including making budget adjustments to ensure successful operations of the agency.	Daily	15
Overssee the operations of the Office of Law Enforcement Standards, including reviewing and recommending proposed legislation impacting the agency, reviewing and proposing agency r	weekly	30
Overssee the operations of the Arkansas Law Enforcement Training Academy, including ensuring staff is properly equipped to train law enforcement officers in the state.	weekly	30
Manage staffing needs, including making final decisions related to hiring and termination.	periodically	15
Research grant and other funding opportunities for the agency.	monthly	5

Check one (1) of the following that best describes the overall working hours associated with this position. "Overtime" in this section means instances where an employee works more than 40 hours per week, regardless of actual overtime eligibility.

<input checked="" type="checkbox"/>	Works regular shifts, daily and weekly; rare instances of overtime required.
<input type="checkbox"/>	Some irregularities in hours because of overtime requirements, infrequent weekends and/or shift rotation, travel, etc.
<input type="checkbox"/>	Considerable irregularity of hours because of frequent overtime, frequent weekends, shift rotation, on-call availability, or travel.
<input type="checkbox"/>	Frequently requires highly irregular and unpredictable or particularly long work hours, such as attendance and participation at evening and/or weekend meetings, covering more than a single shift, extended travel, etc.

Check one (1) box that best describes the risk of negative consequences resulting from the actions of an incumbent in this position:

<input type="checkbox"/>	Low Risk —although job may have some variety of tasks, work assignments use standard procedures and are generally basic and routine. Assignments are generally closely monitored. Makes minor decisions.
<input type="checkbox"/>	Medium Risk —job has somewhat complex tasks requiring the regular use of professional judgment. Supervision is general and may be infrequent.
<input checked="" type="checkbox"/>	High Risk —Job has very complex tasks requiring high level of professional judgment. Makes decisions carrying high degree of responsibility where there may be little or no precedent; acts independently with little oversight.

Check one (1) type of environmental condition to which the person occupying this position would normally be exposed:

<input checked="" type="checkbox"/>	Normal office working conditions with no major sources of discomfort. Very low risk of minor physical injury.
<input type="checkbox"/>	Fair working conditions with routine discomforts. Position may require occasional work in the elements, moderate exposure to heat cold, moisture/wetness, soiled materials, or light chemical substances/cleaning solutions. Moderate risk of minor physical injury, relatively low risk of significant physical injury.
<input type="checkbox"/>	Difficult working conditions with frequent exposure to undesirable or hazardous working conditions. Position requires routine exposure to the elements regardless of conditions, dangerous chemical substances, or other inherently dangerous conditions. Substantial risk of significant physical injury.

Does a person occupying this position have fiscal responsibilities? Yes No

In dollars, how large is the budget for which this position is responsible?

If yes, please describe the fiscal responsibilities this person has, such as managing a budget, filling out purchase requisitions, approving transactions, maintaining employee salaries, etc.:

The director will approve all fiscal expenditures and budgeting requests for the division

Supervision and Oversight

Check one (1) of the following leadership responsibilities a person occupying this position has:

<input type="checkbox"/>	Does not supervise other staff.
<input type="checkbox"/>	Leads peers on a regular basis but is not the direct supervisor. May help direct, schedule, or monitor staff, but does not hire, fire, or evaluate other employees.
<input type="checkbox"/>	Is the front-line supervisor over two or more full-time employees. Hires, fires, and evaluates subordinates.
<input type="checkbox"/>	Is the manager of a unit, section, or major function and typically also supervises personnel who are front-line supervisors or persons having professional-level responsibilities.
<input checked="" type="checkbox"/>	Is the director of a division, department, or large program and typically supervises management personnel and indirectly supervises subordinate staff under this position's line of authority.

If you indicated that this position supervises other employees, how many direct reports does this person have?

2

If you indicated that this position supervises other employees, how many indirect reports does this person have?

37

Please list the class code, title, and number of employees for each classification supervised by the person in this position. If necessary, attach additional sheets.

CLASS CODE	TITLE	GRADE	# OF EMPLOYEES
B028C	CLEST Deputy Director Standards Division	GS11	1
T016C	CLEST Deputy Director Academy Operations	GS12	1

How many supervisors does the person in this position supervise? If none, enter 0.

2

If you answered with a number other than 0 to the question above, for which divisions/sections/offices is this person responsible?

CLEST

Check one (1) of the following statements that best describes this position:

<input type="checkbox"/>	Receives clear and specific instructions and/or follows standardized instructions or procedures without ongoing supervision. Work is checked for accuracy, adequacy, and adherence to instructions. Consults with supervisor on matters not covered by the original instructions or guidelines.
<input type="checkbox"/>	Receives moderate to limited supervision working from objectives set by supervisor. Organizes and carries out most assignments in accordance with standard practices, instructions, or previous training. Makes minor decisions routinely; may handle some unusual situations independently.
<input type="checkbox"/>	Receives general direction working from established policies and objectives. Plans and carries out assignments and resolves most conflicts that arise. Exercises judgment in the analysis of facts or conditions regarding individual issues. Completed work is checked only to determine compatibility with other work or effectiveness in meeting agency objectives.
<input checked="" type="checkbox"/>	Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Has responsibility for planning, designing, and implementing programs, projects, or studies and sets goals for major unit. Acts independently; approval from higher authority is conceptual with generally little reference to detail.

Education, Experience, and Skills

Check one (1) of the following educational levels which best describes the minimum required—**regardless of the preferred level or the current incumbent's level**—to be able to perform this job at a basic level of performance:

<input type="checkbox"/>	High School or Equivalent —requires enough basic education to understand and follow standard practices and instructions. May require some specialized courses, certifications, or licenses of limited scope.
<input type="checkbox"/>	Associate's Degree or Skilled Trade Certificate —requires knowledge of a specialized field or trade. Additional training equal to two (2) years of college, technical school, business school, or skilled trades training. May require licensing or certification.
<input checked="" type="checkbox"/>	Bachelor's Degree or Equivalent —requires professional level knowledge in a specialized or technical field such as those for which bachelor's degrees or IT certifications are commonly awarded. Additional training equal to successful completion of four (4) years of college or study.
<input type="checkbox"/>	Master's Degree —requires advanced knowledge and skills and expertise in a specific field. Requires the ability to understand and apply principles and practices of field or more than one (1) field. Requires one (1) to two (2) years' work in an accredited graduate school leading to degree. Recognized as subject matter expert.
<input type="checkbox"/>	Doctoral Degree —requires highly advanced knowledge and skills and mastery of a specific field. Ph.D., J.D., M.D., Ed.D. or similar doctoral level degree normally requiring at least three (3) years of work in an accredited graduate school leading to degree. Often must possess license and pass professional examination in order to practice in field.

Is a license required in order to perform this job? If so, what license is required? **DO NOT INCLUDE DRIVERS LICENSES OR NOTARIES PUBLIC.**

Check the level of experience necessary—**regardless of the preferred level or the current incumbent's level of experience**—at the time of hire in order to perform this job at a basic level of performance.

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input checked="" type="checkbox"/>	8 or more years

If this position normally supervises other employees, check the level of supervisory experience necessary— **regardless of the preferred level or the current incumbent's level of experience** —at the time of hire in order to perform this job at a basic level of performance:

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input checked="" type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

Check one (1) of the following that best describes the physical effort required for this position:

<input checked="" type="checkbox"/>	Light —physical effort normally found in clerical or office work. Work is primarily sedentary; however, occasional handling of objects up to 10 lbs. and occasional walking and standing is required.
<input type="checkbox"/>	Moderate —physical effort represented by frequent handling of objects and/or materials of moderate weight (10-20 lbs.) and/or frequent use of light hand tools. May require walking or standing much of the time.
<input type="checkbox"/>	Substantial —physical effort represented by frequent handling of object and/or materials of substantial weight (20-50 lbs.) and/or frequent use of medium hand or power tools. In addition to considerable walking or standing, may require climbing and working from ladders or working in awkward positions.
<input type="checkbox"/>	Strenuous —Physical effort represented by frequent handling of heavy objects (50+ lbs.) and/or materials and work and/or frequent use of heavy hand tools. Work is often exposed to elements or in non-climate controlled conditions.

Please list any other knowledge, abilities, or skills necessary to perform the duties of this position. Examples include: computer skills, communication skills, organizational skills, etc. **DO NOT** copy from another job description.

Please include any other information that may aid in the preparation of an accurate description of this position.

Approvals

SUPERVISOR REVIEW

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: _____

Title: _____

Date: _____

Signature: _____

AGENCY HR ADMINISTRATOR REVIEW

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: Phillip Warriner

Title: HR Administrator

Date: 08/31/2022

Signature: Phillip Warriner Digitally signed by Phillip Warriner
Date: 2022.06.29 16:29:21 -05'00'