



**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

www.dfa.arkansas.gov/personnel-management

April 16, 2019

Senator David Wallace, Co-Chairperson
Representative Jim Wooten, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Arkansas State Crime Laboratory for your review.

The Arkansas State Crime Laboratory is requesting two (2) positions from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classifications requested along with the positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22090731	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,116
22090749	Computer Support Analyst	D071C	IT03	\$41,578 - \$60,288

CLASSIFICATIONS REQUESTED

Forensic Technician	B094C	GS05	\$32,405 - \$46,987
Forensic Scientist	B053C	GS08	\$45,010 - \$65,264

JUSTIFICATION

The Arkansas State Crime Laboratory is anticipating an increase in the demand for DNA testing due to Act 839 of 2019. This act requires all tests performed by the Arkansas State Crime Laboratory on sexual assault collection kits be completed within 60 days of receipt from a law enforcement agency. In order to work more efficiently and decrease the existing backlog at the agency, both of the above requested positions will be located in the DNA section of the laboratory. The Forensic Scientist will be responsible for preparing samples from sexual assault kits for

Senator David Wallace, Co-Chairperson
Representative Jim Wooten, Co-Chairperson
April 16, 2019
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testing. The Forensic Scientist will be responsible for analyzing and interpreting information obtained from the DNA collection kits.

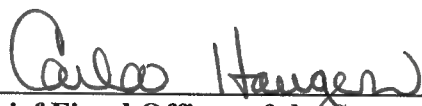
The Office of Personnel Management has reviewed this request and **recommends** the approval of two (2) positions from the OPM surrender pool.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

MAR 29 2019
Date

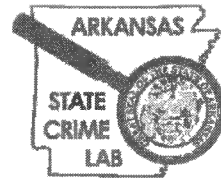
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Asa Hutchinson
Governor

ARKANSAS STATE CRIME LABORATORY

Letter from the Director



Kermit B. Channell, II
Executive Director

03/28/2019

Ms. Kay Barnhill
State Personnel Administrator
Office of Personnel Management
1509 W. 7th Street
Little Rock, Arkansas 72201



Re: Position Upgrade Request

Dear Ms. Barnhill,

I am requesting that an Administrative Specialist III position (GS004) be upgraded to a Forensic Technician position (GS005). This position will be utilized to prepare samples from sexual assault kits for analysis in the DNA Section.

I am also requesting that a Computer Support Analyst (IT03) be upgraded to a Forensic Scientist position (GS08). This position will be utilized to analyze and interpret DNA from sexual assault cases.

Both of these upgrades are requested to assist the DNA Section of the Arkansas State Crime Laboratory in the processing and analysis of DNA from sexual assault cases and to reduce the existing backlog. HB 1567, when passed will require that all sexual assault cases collected be submitted and tested by the laboratory. In order to help meet the increase of demands for testing, these positons are necessary.

Respectfully submitted,

Kermit Channell, Executive Director

#3 Natural Resources Drive • P.O. Box 8500 • Little Rock, Arkansas 72215
Fax: (501) 227-0713
Phone: (501) 227-5747
Laboratory Services

Fax: (501) 221-1653
Phone: (501) 227-5936
Medical Examiner



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
0955	Arkansas State Crime Laboratory	03/28/2019

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22090731	Administrative Specialist III	GS04	C056C
22090749	Computer Support Analyst	IT03	D071C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Forensic Technician	GS05	B094C
	Forensic Scientist	GS08	B053C

I Hereby Certify / Understand That:

- A. The position requested is critical to the operation of this Agency/Institution and a detailed justification for this request is attached. (Justification should be detailed and not less than one typed page in length.)
- B. Sufficient funds are available to fund this position at the requested grade.
- C. This is a full time position that will not be used for any other purpose than that which is outlined in the attached narrative.
- D. The position to be surrendered is the highest grade position available and the loss of this position will not adversely affect the operation of this Agency/Institution.
- E. No current employee will be displaced by this action.

Agency Personnel Rep	Date
<i>Sandra R Baigiel</i>	03/28/2019
Agency Director	Date
<i>Kimberly Charlton</i>	03/28/2019



**Department of Finance & Administration
Office of Budget**

FORM PACERT

CERTIFICATION OF FUNDING FOR PERSONNEL ACTIONS

Agencies must complete this form for personnel actions involving director's discretion under the Uniform Classification & Compensation Act for either incumbents or new hires. By completing this form, your agency certifies that sufficient agency funds exist and are available during the current fiscal year, and are expected to be available on an ongoing basis, to cover the requested salary adjustment. Agencies requesting discretionary increases will not be eligible for additional Merit Adjustment Fund disbursements to cover the costs of such increases. For adjustments affecting more than one position, please attach a spreadsheet with the information below listed for each position. A signed copy of this form must be attached.

1. Business Area/Agency:		0955 Arkansas State Crime Laboratory	
2. Type of Action Requested:		Surrender Pool	
3. Employee Name:			
4. Employee Personnel Number (if any):			
5. Position Number:		22090731	
6. Job Title:		Administrative Specialist III	
7. Class Code:	C056C	8. Grade:	GS04
9. Current Salary:		\$ 29,046	
10. Requested Salary:		\$ 32,405	
11. Change in Salary:		\$ 3,359	
12. Change in Personal Services Match:		\$ 873	
13. Total Budgetary Impact:		\$ 4,232	
14. Fund Center:		498	
15. Cost Center:		454650	
16. Funding Source:		HUA3800	
17. Current Budget for Appropriation:		11,830,578.00	
18. Certified Funding for Appropriation:		11,830,578.00	

Justification:

This Technician position will be utilized to prepare sexual assault kits to be analyzed for DNA and entry into the Combined DNA Index System (CODIS). This will assist in the reduction of the sexual assault kit backlog and help meet the demands of increased sexual assault kits that will be submitted due to the passage of HB 1567, requiring that all sexual assault kits that are collected, be submitted to the Arkansas State Crime Laboratory for testing.

By signing this document, I certify that sufficient agency funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Merit Adjustment Fund.


Agency Director

03/28/2019

Date



CERTIFICATION OF FUNDING FOR PERSONNEL ACTIONS

Agencies must complete this form for personnel actions involving director's discretion under the Uniform Classification & Compensation Act for either incumbents or new hires. By completing this form, your agency certifies that sufficient agency funds exist and are available during the current fiscal year, and are expected to be available on an ongoing basis, to cover the requested salary adjustment. Agencies requesting discretionary increases will not be eligible for additional Merit Adjustment Fund disbursements to cover the costs of such increases. For adjustments affecting more than one position, please attach a spreadsheet with the information below listed for each position. A signed copy of this form must be attached.

1. Business Area/Agency:	0955 Arkansas State Crime Laboratory		
2. Type of Action Requested:	Surrender Pool		
3. Employee Name:			
4. Employee Personnel Number (if any):			
5. Position Number:	22090749		
6. Job Title:	Computer Support Analyst		
7. Class Code:	D071C	8. Grade:	IT03
9. Current Salary:			\$ 41,578
10. Requested Salary:			\$ 45,010
11. Change in Salary:			\$ 3,432
12. Change in Personal Services Match:			\$ 892
13. Total Budgetary Impact:			\$ 4,324
14. Fund Center:	498		
15. Cost Center:	454650		
16. Funding Source:	HUA3800		
17. Current Budget for Appropriation:	11,830,578.00		
18. Certified Funding for Appropriation:	11,830,578.00		

Justification:

This Scientist position will be utilized to analyze and interpret DNA. This will assist in the reduction of the sexual assault kit backlog and help meet the demands of increased sexual assault kits that will be submitted due to the passage of HB 1567, requiring that all sexual assault kits that are collected, be submitted to the Arkansas State Crime Laboratory for testing.

By signing this document, I certify that sufficient agency funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Merit Adjustment Fund.


Agency Director

03/28/2019

Date