



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
 www.dfa.arkansas.gov

April 17, 2018

Senator John Cooper, 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 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>
22090705	Administrative Specialist II	C073C	GS03	\$26,034 - \$37,749
22090719	Administrative Specialist II	C073C	GS03	\$26,034 - \$37,749

CLASSIFICATIONS REQUESTED

Forensic Scientist	B053C	GS08	\$45,010 - \$65,264
Forensic Scientist	B053C	GS08	\$45,010 - \$65,264

JUSTIFICATION

The Arkansas State Crime Laboratory is requesting the above additional Forensic Scientist positions in order to eliminate backlog issues the agency is currently encountering. Since 2015, the agency has experienced a 27% increase in drug case submissions. This has resulted in a backlog of 8,500 cases. The current processing time for each of these cases is approximately six months. The prolonged processing time has resulted in court date delays and issues with conducting timely trials. The agency projects that, if the above pool positions are approved, they will be able to reach a 30 day turnaround time in 17 months after the completion of training.

Senator John Cooper, Co-Chairperson
Representative Les Eaves, Co-Chairperson
April 17, 2018
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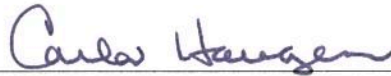
The Office of Personnel Management has reviewed this request and **recommends** the approval of two (2) positions from the OPM surrender pool.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



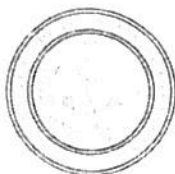
Chief Fiscal Officer of the State

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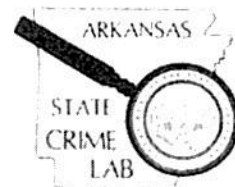
Date

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ARKANSAS STATE CRIME LABORATORY



Asa Hutchinson
Governor



Kermit B. Channell, II
Executive Director

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

January 17, 2018

Re: Position Upgrade Request

Dear Ms. Barnhill:

I am requesting that two Administrative Specialist II positions (GS03) be upgraded to Forensic Scientist positions (GS08) in order to hire additional Forensic Chemists. Below is my justification for this request.

The Arkansas State Crime Laboratory services all 75 counties which include over 400 state and federal law enforcement agencies. The case submissions and demands for our forensic science services have drastically increased since 2014 with an increase of 17% over the last four years with no additional staffing. In 2017, our overall laboratory backlog increased by 44%.

The growing concern is the number of drug case submission which has increased 27% since 2015, resulting in a backlog of 8,500 cases with a turn-around time up to 6 months, which is unacceptable. With the current staff in the Drug Section, it will take 173 months to reach a 30 day turnaround time. If we are able to hire the Forensic Scientist positions requested above, we project that we will be able to reach a 30 day turnaround time in 17 months after the completion of training.

Recently the Governor's Office asked what is being done about the backlog and the practical implications. The implications are the slowdown of the criminal justice system, postponing court dates and speedy trial issues.

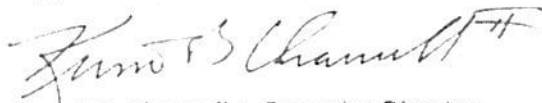
#3 Natural Resources Drive • P.O. Box 8500 • Little Rock, Arkansas 72215

Fax 501-227-0713
Phone 501-227-5747
Laboratory Services

Fax 501-221-1653
Phone 501-227-5936
Medical Examiner

This request is being made to address the above concerns and the ever increased backlog in our Drug Section.

I appreciate your consideration,

A handwritten signature in black ink, appearing to read "Kermit B. Channell II". The signature is written in a cursive style with a prominent flourish at the end.

Kermit B. Channell II, Executive Director



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

Business Area	Agency/Institution	Date
0955	Arkansas State Crime Laboratory	01/17/18

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22090705	Administrative Specialist II	GS03	C073C
22090719	Administrative Specialist II	GS03	C073C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Forensic Scientist	GS08	B053C
	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 L. Bengeal</i>	1/17/2018

Agency Director	Date
<i>Kevin B. Carroll #</i>	1/17/18



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:		22090705 and 22090719	
6. Job Title:		Administrative Specialist II	
7. Class Code:	C056C	8. Grade:	GS03
9. Current Salary:		\$ 52,068	
10. Requested Salary:		\$ 90,020	
11. Change in Salary:		\$ 37,952	
12. Change in Personal Services Match:		\$ 8,729	
13. Total Budgetary Impact:		\$ 46,681	
14. Fund Center:		498	
15. Cost Center:		454700	
16. Funding Source:		HUA3800 General Revenue	
17. Current Budget for Appropriation:		\$10,937,978	
18. Certified Funding for Appropriation:		\$11,160,151	

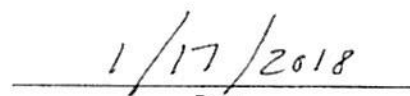
Justification

Salary savings throughout FY18 from budgeted/unfilled positions will cover this increased cost for the remainder of this fiscal year. We also have savings from a GS13 position that is vacant. This position is budgeted but we aren't planning to use until beginning of FY2020 when we hope our satellite lab at Lowell Arkansas opens.

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



Date