



Department of Transformation and Shared Services

Governor Asa Hutchinson
Secretary Amy Fecher
Director Kay Barnhill

December 15, 2021

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 Department of Public Safety – Division for Arkansas State Police (ASP) for your review.

ASP is requesting five (5) 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:

POSITIONS SURRENDERED

Table with 5 columns: POSITION NUMBER, TITLE, CLASS CODE, GRADE, SALARY RANGE. Lists 5 ASP Corporal positions with class code T022C and grade GS09.

CLASSIFICATIONS REQUESTED

Table with 4 columns: CLASS CODE, TITLE, GRADE, SALARY RANGE. Lists 5 ASP Sergeant positions with class code T011C and grade GS11.

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
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JUSTIFICATION

The Department of Public Safety – Division of State Police is requesting 3 of the above positions to transfer existing sergeants from positions which are of higher grade but have been downgraded. This will allow the restoration of two ASP Lieutenants and one ASP Captain. The vacated positions will be used to select individuals to train alongside a retiring employee prior to the tenured employee retiring. This will facilitate a better transition and greater retention of departmental knowledge.

Another ASP Sergeant will be added to the northwest corner of the state where additional troopers will be added from the next recruit school due to the population growth in that area. By adding one more sergeant to that area, the span of control for each sergeant will be greatly increased and will facilitate better supervision, training, and response times for the public during high volume traffic times.

The final ASP Sergeant requested will be assigned to supervise the new driving track that was recently completed. The division has begun using the track for in-service training, recruit training, and training of other policing agencies' personnel. ASP expects the request to use the track to grow over the coming months and years, and will need a full-time, supervisory position that can provide the necessary oversight for control of the personnel using track, maintenance of the track, as well as the scheduling that will be necessary to ensure that the hours needed for training are not overbooked.

ASP estimates an approximate cost of up to \$12,887. This will allow the Arkansas State Police to better utilize their authorized positions.

Your consideration is greatly appreciated.

Sincerely,

Kay Barnhill, Director
Office of Personnel Management



12/2/2021

**SECRETARY OF TRANSFORMATION & SHARED
SERVICES**

DATE

KB/cb:1-2



State of Arkansas
Governor Asa Hutchinson

1079

DEPARTMENT OF PUBLIC SAFETY

JAMI COOK
SECRETARY

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

22 November 2021

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



RE: Pool position request

Ms. Barnhill:

The Department of Public Safety (DPS) – Division of Arkansas State Police (ASP) would like to request to utilize the Surrender/Swap Pool maintained by OPM. ASP would like to surrender five ASP Corporal positions for five ASP Sergeant positions. Below are the positions being surrendered and the requested position:

Surrender			
Position	Class Code	Grade	Title
22089900	T022C	GS09	ASP CORPORAL
22090202	T022C	GS09	ASP CORPORAL
22090264	T022C	GS09	ASP CORPORAL
22090285	T022C	GS09	ASP CORPORAL
22090295	T022C	GS09	ASP CORPORAL

Request			
Position	Class Code	Grade	Title
New	T011C	GS11	ASP SERGEANT
New	T011C	GS11	ASP SERGEANT
New	T011C	GS11	ASP SERGEANT
New	T011C	GS11	ASP SERGEANT
New	T011C	GS11	ASP SERGEANT

Three of the requested ASP Sergeant positions are needed to transfer existing sergeants from positions which are of a higher grade but have been downgraded. This will allow the restoration of two ASP Lieutenants and one ASP Captain. The vacated positions will be used to select an individual to train alongside a retiring employee prior to the tenured employee retiring. This will facilitate a better transition and greater retention of departmental knowledge.

One of the ASP Sergeants will be to add an additional sergeant in the northwest corner of the state. Currently there are three sergeants in northwest Arkansas, and they are supervising a total of 31 troopers.

ASP has plans to add additional troopers in the northwest from the next recruit school due to the population expansion in the area. By adding one more sergeant tot the area, the span of control for each sergeant will be greatly increased and will facilitate better supervision, training, and response times for the public during high volume traffic times.

The final ASP sergeant requested will be assigned to supervise the new driving track that was recently completed. The division has begun using the track for in-service training, recruit training, and training of other policing agencies' personnel. ASP expects the request to use the track only to grow over the coming months and years, and will need a full-time, supervisory position that can provide the necessary oversight for control of the personnel using the track, maintenance of the track, as well as the scheduling that will be necessary to ensure that the hours needed for training are not overbooked.

There is no additional cost incurred from this request. ASP will realize salary savings due to the positions being vacated with promotions to the PIO section sergeant and the northwest sergeant. It will take up to a year to recruit, hire and train a trooper to replace the ASP Corporals that are promoted. The initial three positions are merely going to be filled through a transfer of existing employees.

I appreciate your consideration on this matter and if you have any questions, please feel free to call Phillip Warriner at 501/618-8193.

Sincerely,

A handwritten signature in blue ink that reads "J.R. Hankins". The signature is written in a cursive style with a large initial "J" and "R".

J.R. Hankins

Chief of Staff, Arkansas Department of Public Safety



Department of Transformation and Shared Services
 Office of Personnel Management
 Request for Pool Position

Business Area

Department Name / Agency Name

Date

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22089900	ASP Corporal	GS09	T022C
22090202	ASP Corporal	GS09	T022C
22090264	ASP Corporal	GS09	T022C
22090285	ASP Corporal	GS09	T022C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
ASP Sergeant	GS11	T011C
ASP Sergeant	GS11	T011C
ASP Sergeant	GS11	T011C
ASP Sergeant	GS11	T011C

I hereby certify that:

- A. The position requested is critical to the operation of this Agency 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.
- E. No current employee will be displaced by this action.

HR Administrator's Signature

Date

Department Secretary's Signature

Date

J. R. Hartline

11-22-2021



Department of Transformation and Shared Services
 Office of Personnel Management
 Request for Pool Position

Business Area

Department Name / Agency Name

Date

Position(s) to be Surrendered

Position/Item Number Classification Title
 22090295 ASP Corporal

Pay Grade Class Code
 GS09 T022C

Classification(s) Requested

Classification Title
 ASP Sergeant

Pay Grade Class Code
 GS11 T011C

I hereby certify that:

- A. The position requested is critical to the operation of this Agency 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.
- E. No current employee will be displaced by this action.

HR Administrator's Signature

Date

Department Secretary's Signature

Date 11-22-2021