



## Department of Finance and Administration

OFFICE OF PERSONNEL MANAGEMENT  
Administrator's Office  
1509 West Seventh Street, Suite 201  
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Phone: (501) 682-1823  
[www.dfa.arkansas.gov/personnel-management](http://www.dfa.arkansas.gov/personnel-management)

September 18, 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 Police (ASP) for your review.

The Arkansas State Police is requesting three (3) positions from the OPM central growth pool established by Ark. Code Ann. §21-5-225.

The agency is requesting the following positions from the OPM growth pool:

<u>CLASSIFICATION REQUESTED</u>	<u>CODE</u>	<u>GRADE</u>	<u>RANGE</u>	<u>NUMBER</u>
Maintenance Manager	S004C	GS08	\$45,010 - \$65,264	1
Computer Support Specialist	D063C	IT05	\$51,762 - \$75,054	1
ASP Fleet Administrator	C110C	GS09	\$50,222 - \$72,821	1

### JUSTIFICATION

The above requested positions will be located in the new ASP facility in Northwest Arkansas. The facility is expected to be completed in November and move-in is scheduled for early December. This facility will serve as the headquarters for Troop L as well as a driver's license and commercial driver's license testing facility; auto shop for the northern half of the state; and as a secondary server site for agency servers.

The ASP Fleet Administrator will oversee all fleet maintenance in Northwest Arkansas. Vehicles in need of maintenance will be assessed at this location and either repaired or towed to the Little Rock shop if major work is required. The Maintenance Manager will supervise all maintenance of the building and the surrounding grounds and equipment. The Computer Support Specialist will be responsible for maintaining and monitoring the mainframe system of the agency at this location and providing desktop support. It is important that the employees in these positions have extensive

Senator John Cooper, Co-Chairperson  
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knowledge of the inner workings of this facility. Due to the opening of the facility, ASP needs to advertise and fill these positions as soon as possible.

The Office of Personnel Management has reviewed this request and **recommends** the approval of three (3) pool positions from the OPM central growth pool. Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



Chief Fiscal Officer of the State

SEP 06 2018

Date

KB/ca:1-2



State of Arkansas



ARKANSAS STATE POLICE

1 State Police Plaza Drive Little Rock, Arkansas 72209-4822 www.asp.arkansas.gov

"SERVING WITH PRIDE AND DISTINCTION SINCE 1935"

Asa Hutchinson Governor

William J. Bryant Director

ARKANSAS STATE POLICE COMMISSION

John Allison Chairman Conway

Bob Burns Vice-Chairman Little Rock

Jane Dunlap Christenson Secretary Harrison

Neff Basore Bella Vista

Bill Benton Heber Springs

Stephen Edwards Marianna

Jeffery Teague El Dorado

August 29, 2018

Kay Barnhill State Personnel Administrator 1509 W 7th Street #201 Little Rock, AR 72201

RE: Request for OPM Growth Pool

Ms. Barnhill:

Arkansas State Police (ASP) would like to request the following classifications as growth pool positions for the new headquarters for Troop L:

- 1 - S004C Maintenance Manager Grade GS08
1 - D063C Computer Support Specialist Grade IT05
1 - C110C ASP Fleet Administrator Grade GS09

The new headquarters in Springdale, Arkansas for Troop L will be completed in November with a scheduled move-in date early in December. This facility will be approximately 45,000 square feet and will serve not only as a headquarters for Troop L but as a DL/CDL testing facility, auto shop for the northern half of the state, and as a secondary server site as backup and disaster recovery for ASP servers. The agency does not currently have any vacant positions which are of appropriate grade to use. It is highly advantageous to have these specific positions on board prior to the completion of the facility so that they can have a clear understanding of how the building is designed and how the mechanical and data infrastructure are incorporated into this design. This facility will also be home to the Arkansas Crime Lab in Northwest Arkansas.

The ASP Fleet Administrator will handle all of the fleet work in Northwest Arkansas. While this position will be responsible for most of the light mechanic work on ASP's fleet in Northwest Arkansas, it will assess all vehicles and any that need heavy mechanic work will be towed to the Little Rock shop. It is crucial to have a master's level certified mechanic in this area due to the number of vehicles that will be serviced. They need to be able to work independently.

ASP will not require additional appropriation nor funding to cover these additional positions.

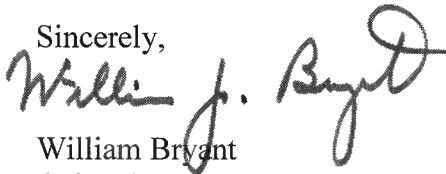
Kay Barnhill

August 29, 2018

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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 black ink that reads "William J. Bryant". The signature is written in a cursive style with a large, stylized initial "W".

William Bryant  
Colonel



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

Business Area	Agency/Institution	Date
0960	Arkansas State Police	08/30/18

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	Maintenance Manager	GS08	S004C
	Computer Support Specialist	IT05	D063C
	ASP Fleet Administrator	GS09	C110C

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
C. Phillip Warriner	08/30/2018

Agency Director	Date
Colonel William J. Bryant <i>William J. Bryant</i>	08/30/18



**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.

<b>1. Business Area/Agency:</b>	0960 - Arkansas State Police		
<b>2. Type of Action Requested:</b>	Growth Pool		
<b>3. Employee Name:</b>			
<b>4. Employee Personnel Number (if any):</b>			
<b>5. Position Number:</b>			
<b>6. Job Title:</b>			
<b>7. Class Code:</b>		<b>8. Grade:</b>	
<b>9. Current Salary:</b>			\$ 0
<b>10. Requested Salary:</b>			\$ 146,994
<b>11. Change in Salary:</b>			\$ 146,994
<b>12. Change in Personal Services Match:</b>			\$ 55,636
<b>13. Total Budgetary Impact:</b>			\$ 202,630
<b>14. Fund Center:</b>	519		
<b>15. Cost Center:</b>	456601		
<b>16. Funding Source:</b>	General Revenue		
<b>17. Current Budget for Appropriation:</b>	83,690,760.70		
<b>18. Certified Funding for Appropriation:</b>	100,289,009.		

Justification:

This request is for \$ new positions to staff the new Headquarters in Northwest Arkansas. The positions are as follows:

- 1 – S004C Maintenance Manager Grade GS08
- 1 – D063C Computer Support Specialist Grade IT05
- 1 – C110C ASP Fleet Administrator Grade GS09

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

08/30/2018

\_\_\_\_\_  
Date