



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
<http://www.state.ar.us/dfa>

November 13, 2013

Representative Andrea Lea, Co-Chairperson
Senator Uvalde Lindsey, 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 submits a request from the Arkansas State Police (ASP) for your review.

The Arkansas State Police has requested a position from the position pool established by ACA 21-5-225 (a) (1). The position being surrendered along with the classification requested are listed below:

<u>POSITION SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22090643	ASP Program Manager	G156C	C119

CLASSIFICATION REQUESTED

Attorney Specialist	G047C	C126
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JUSTIFICATION

The ASP is requesting this position due to the increasing workload of the Legal Section. This position is needed as regulatory and licensing functions require a heightened degree of legal specialization and focus to stay current with federal and state laws which is difficult under the current staffing authorization.

The Regulatory Division of the ASP includes regulatory and licensing oversight for multiple functions, including: Concealed Handgun Carry Licensing; Private Investigation and Security Licensing; Precious Metal Licensing; Fire Alarm and Sprinkler Installation Licensing; Used Motor Vehicle and Salvage Auction Licensing; as well as the management of such units as the State Fire

Representative Andrea Lea, Co-Chairperson
Senator Uvalde Lindsey, Co-Chairperson
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Marshal and Arson-Explosive Office. These regulatory and oversight functions are highly technical and yet must provide services to the public at a high volume of demand. For example, the Concealed Handgun Carry License Section alone has received 52,809 applications for licenses since January 1, 2013, all of which are reviewed under complicated federal and state law provisions before a license can be issued or denied.

The addition of an Attorney Specialist position will allow the ASP to meet its goal of providing dedicated, timely legal support to the critical functions of the Regulatory Division and its unique responsibilities.

The Office of Personnel Management has reviewed this request and **recommends** the establishment of the requested pool position at the classification of G047C, Attorney Specialist, Grade C126.

Your approval of this request is greatly appreciated.

Sincerely,



Herbert M. Scott
State Personnel Administrator



Chief Fiscal Officer of the State

OCT 30 2013

Date

AMT
10-30-13

HMS/ab



State of Arkansas



ARKANSAS STATE POLICE

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

Mike Beebe Governor

"SERVING WITH PRIDE AND DISTINCTION SINCE 1935"

Stan Witt Director

RECEIVED

October 29, 2013

OCT 29 2013

OFFICE OF PERSONNEL MGMT CLASS & COMP

ARKANSAS STATE POLICE COMMISSION

Jane Dunlap Christenson Chairman Harrison

Daniel "Woody" Putrell Vice-Chairman Nashville

Wallace Fowler Secretary Jonesboro

Frank Gunn, Jr. Paragould

Dr. Lewis Shepherd Arkadelphia

John Allison Conway

Bob Burns Little Rock

Mr. Herb Scott Arkansas Department of Finance & Administration Office Personnel Management Post Office Box 3278 Little Rock, Arkansas 72203

Dear Mr. Scott:

The Arkansas State Police (ASP) is requesting your assistance in obtaining a Pool Position. The justification for a G047C Attorney Specialist, grade C126, and other required information are as follows:

The ASP Legal Section's responsibilities include representing the Department in a wide variety of litigation in various forums and jurisdictions, reviewing and drafting legislation, researching and analyzing data and documents involving a broad range of matters, and providing legal guidance to the Director and thirteen Divisions and Sections employing over nine hundred personnel.

The Regulatory Division of the ASP includes regulatory and licensing oversight for multiple functions, including: Concealed Handgun Carry Licensing; Private Investigation and Security Licensing; Precious Metal Licensing; Fire Alarm and Sprinkler Installation Licensing; Used Motor Vehicle and Salvage Auction Licensing; as well as the management of such units as the State Fire Marshal and Arson-Explosive Office. These regulatory and oversight functions are highly technical and yet must provide services to the public at a high volume of demand. For example, the Concealed Handgun Carry License Section alone has received 52,809 applications for licenses since January 1, 2013, all of which are reviewed under complicated federal and state law provisions before a license can be issued or denied. As a consequence, such ASP regulatory and licensing functions require a heightened degree of legal specialization and focus to stay current with federal and state laws that is difficult under current staffing authorization.

The addition of an Attorney Specialist position will allow the ASP to meet its goal of providing dedicated, timely legal support to the critical functions of the Regulatory Division and its unique responsibilities requiring up-to-date knowledge of relevant federal and state laws and regulations.

We are prepared to surrender position 22090643, which is an ASP Program Manager, G156C, grade C119, to achieve our goal. Should you have any questions, please contact me at 501-618-8711.

Sincerely,

Phyllis Huitt

Phyllis Huitt Assistant Personnel Manager

Cc: LTC Tim K'Nuckles



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

Business Area	Agency/Institution	Date
0960	Arkansas State police	10/28/13

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22090643	ASP Program Manager	C119	G156C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Attorney Specialist	C126	G047C

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>Mary Jo Brown</i>	10/29/13

Agency Director	Date
<i>Stacy Witt</i>	10/29/13