



STATE OF ARKANSAS
**Department of Finance
 and Administration**

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
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December 18, 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 Crime Information Center (ACIC) for your review.

The ACIC 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>
22088910	Administrative Specialist II	C073C	C109
<u>CLASSIFICATION REQUESTED</u>			
	ACIC Field Agent	D073C	C117

JUSTIFICATION

ACIC currently trains and audits criminal justice entities utilizing ACIC services. During the August 2013 federal audit by the Federal Bureau of Investigation (FBI), ACIC was advised to audit and train non-criminal justice agencies, including entities having occupations that work with children or the elderly or provide nursing services. The FBI also stated that they were anticipating this practice would become mandatory. ACIC agrees this training/auditing should take place, however the agency currently lacks adequate staffing to provide these functions. Therefore, ACIC is requesting this position in order to comply with upcoming mandates and to properly train and audit these agencies accurately and effectively.

Representative Andrea Lea, Co-Chairperson
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December 18, 2013
Page 2

The Office of Personnel Management has reviewed this request and **recommends** the establishment of the requested pool position at the classification of D073C, ACIC Field Agent, Grade C117.

Your approval of this request is greatly appreciated.

Sincerely,



Herbert M. Scott
State Personnel Administrator



Chief Fiscal Officer of the State

NOV - 7 2013

Date

HMS
11-7-13

HMS/ab

RECEIVED

NOV 05 2013

OFFICE OF PERSONNEL MGMT
CLASS & COMP



ARKANSAS CRIME INFORMATION CENTER

TO: Herb Scott

FROM: Jay Winters

SUBJECT: Position Upgrade

DATE: November 1, 2013

The Arkansas Crime Information Center is requesting to upgrade an existing position through the OPM Swap Pool. The position to be surrendered is a C073C, Administrative Specialist II, Grade C109, and we wish to upgrade it to a D073C, ACIC Field Agent, Grade C117.

The purpose of this position is to assist with training and audits of non-criminal justice agencies. The Arkansas Crime Information Center trains and audits all of the criminal justice agencies in the State that use our system. We have the State divided into 7 areas and we have a field agent assigned to each area to assist with training, support, and audits. Every 3 years, the FBI comes to Arkansas and does a federal audit to verify proper use of the Criminal Justice System. Arkansas law mandates that there are some non-criminal justice occupations that require criminal history checks prior to employment. Those occupations are working with children, nursing, and working with the elderly. During our last audit, which was done in August of 2013, the FBI said that the State should be auditing and training these non-criminal justice agencies. The FBI also said that they were anticipating that in the very near future, it would be mandatory that we audit and train these non-criminal justice agencies. We agree that these agencies should be trained and audited, however, we don't have sufficient personnel to do this. If this position is approved, we will be able to properly train and audit these non-criminal justice agencies, as well as offer faster and more effective technical support.

Thank you for your assistance in this matter. Please don't hesitate to contact me if you have any questions. My contact information is below.



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

Business Area	Agency/Institution	Date
0990	Arkansas Crime Information Center	11/01/13

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22088910	Administrative Specialist II	C109	C073C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	ACIC Field Agent	C117	D073C

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
Mary Rogers		11/01/13

Agency Director		Date
Jay B Winters, Sr.		11/01/13