



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

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
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<http://www.state.ar.us/dfa>

June 18, 2014

Senator Uvalde Lindsey, Co-Chairperson
Representative Andrea Lea, 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 is listed below:

<u>POSITION SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22134078	Administrative Specialist I	C087C	C106
<u>CLASSIFICATION REQUESTED</u>			
	Records Management Analyst	C043C	C113

JUSTIFICATION

The ASP is requesting this position due to the increasing workload of the Concealed Handgun Carry License (CHCL) section.

The CHCL section of the ASP receives over 25,000 requests for licensure annually. It is imperative that the CHCL section have a knowledgeable person to ensure convicted felons are not issued Arkansas CHCL. The CHCL section has close interaction with the Federal Bureau of Investigation, National Instant Check System, and the Arkansas Crime Information Center to receive updated educational material, enter or correct a criminal history, and exchange documentation. The CHCL section also reviews all criminal arrests of CHCL holders from arresting agencies and takes necessary action including sending notification of that action to the licensee.

Senator Uvalde Lindsey, Co-Chairperson
Representative Andrea Lea, Co-Chairperson
August 20, 2014
Page 2

This section assists in holding administrative hearings for persons who wish to appeal the section's action against their license and answers numerous licensing and handgun related questions from the general public. Currently this classification exists, and is filled, within the PI and Security Licensing section.

This pool position is requested to maintain stability and equity within CHCL and the Regulatory Services Division. Both of these sections are housed within ASP's Regulatory Services Division. This position will be at the same level as the C113, Records Management Analyst position within PI and Security Licensing section within the Regulatory Services Division, and will supervise five staff members. This position is very much needed to maintain the current quality of control for CHCL issuance in Arkansas.

The Office of Personnel Management has reviewed this request and **recommends** the establishment of the requested pool position at the classification of C043C, Records Management Analyst, grade C113.

Your approval of this request is greatly appreciated.

Sincerely,



Kay B. Terry
State Personnel Administrator



Chief Fiscal Officer of the State

JUN 09 2014

Date

KBT/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

ARKANSAS
STATE POLICE
COMMISSION

April 30, 2014

Ms. Kay Terry
Arkansas Department of Finance & Administration
Office Personnel Management
Post Office Box 3278
Little Rock, Arkansas 72203

Daniel "Woody" Futrell
Chairman
Nashville

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Jonesboro

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Paragould

Dr. Lewis Shepherd
Arkadelphia

John Allison
Conway

Bob Burns
Little Rock

Jane Dunlap Christenson
Harrison

Dear Ms. Terry:

The Arkansas State Police (ASP) is requesting your assistance in obtaining a Pool Position. The justification for a C043C Records Management Analyst, grade C113, and other required information are as follows:

The Concealed Handgun Carry License (CHCL) Section of the Arkansas State Police is responsible for issuance of the Arkansas CHCL in compliance with federal and state law and rules. As you can see from the attached statistics, the CHCL Section receives between 25,000 and 60,000 requests for licensure in any given year. Many of these persons have a criminal history record both within Arkansas and from other states or the federal court system. It is imperative that the CHCL Section have a person that is very knowledgeable in the correct interpretation of the criminal histories and the court system to ensure the convicted felons are not issued Arkansas CHCLs. The CHCL Section also reviews all criminal arrests of CHCL holders from arresting agencies and takes action when necessary including sending notifications of that action to the licensee. Upon conviction of certain offenses or the occurrence of certain actions CHCLs must also be revoked with a notification being sent to the licensee also. In many cases the application for licensure must be denied based on criminal history or answers to licensing questions that prevent the application from being granted. The CHCL Section also has close interaction with the Federal Bureau of Investigation (FBI) National Instant Check System (NICS) and the Arkansas Crime Information Center (ACIC) to receive updated educational material, enter or correct a criminal history and to exchange documentation. The CHCL Section has a specialized license processing system which must be monitored for correct functionality consistent with ASP operating procedures. The CHCL Section in conjunction with the ASP Legal Section conducts administrative hearings for persons who wish to appeal the CHCL Section's action against their license. The CHCL Section also answers numerous licensing and handgun related questions from the general public. This specialized position is needed to maintain the current quality control of CHCL issuance in Arkansas.

We are prepared to surrender position 22134078, which is a C087C Administrative Specialist I, grade C106, to achieve our goal. Should you have any questions, please contact me at 501-618-8193.

Sincerely,

Harmony Daniels
Human Resources Manager

Cc: Captain Lindsey Williams



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

Business Area	Agency/Institution	Date
0960	Arkansas State police	4/28/14

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22134078	Administrative Specialist I	C106	C087C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Records Management Analyst	C113	C043C

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
	4/28/2014

Agency Director	Date