



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

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
 1509 West Seventh Street, Suite 201
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 Little Rock, Arkansas 72203-3278
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May 13, 2015

Senator Uvalde Lindsey, Co-Chairperson
 Representative Lanny Fite, 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 Commission on Law Enforcement Standards and Training for your review.

The Commission on Law Enforcement Standards and Training (ALETA) has requested a position from the OPM 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>
22090809	Maintenance Technician	S046C	C113
<u>CLASSIFICATION REQUESTED</u>			
	ALETA Training Supervisor	T025C	C121

JUSTIFICATION

The Commission on Law Enforcement Standards and Training is requesting this position due to the growing number of students enrolling in basic training and advanced classes. This position is needed to help oversee the day to day operations as well as develop curriculum, establish new courses, approve lesson plans, and coordinate courses. The vacant position being surrendered is the highest level position of two vacancies that exist in the agency.

In fiscal year 2015 ALETA instructed approximately 894 students. There are 1459 students projected for fiscal year 2015. ALETA is also preparing two new classes to offer, including mandatory telecommunication courses as outlined in Act 919 of 2015, beginning fiscal year 2016.

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The Office of Personnel Management has reviewed this request and **recommends** the establishment of the requested pool position at the classification of T025C, ALETA Training Supervisor, grade C121.

Your approval of this request is greatly appreciated.

Sincerely,



Kay B. Terry
State Personnel Administrator



Chief Fiscal Officer of the State

APR 17 2015

Date

KBT/ab



STATE OF ARKANSAS

Commission On Law Enforcement Standards and Training



GOVERNOR
Asa Hutchinson

LAW ENFORCEMENT TRAINING ACADEMY
P.O. Box 3106
East Camden, Arkansas 71711
(870) 574-1810 FAX: (870) 574-2706

OFFICE OF LAW ENFORCEMENT STANDARDS
#4 State Police Plaza Drive
Little Rock, AR 72209
(501) 682-2260 FAX: (501) 682-1582

DIRECTOR
Jami Cook

April 7, 2015

RECEIVED

APR 13 2015

**OFFICE OF PERSONNEL MGMT
CLASS & COMP**

Mrs. Kay Terry, Administrator
DFA, Office of Personnel Management
P. O. Box 3278
Little Rock, AR 72203-3278

Dear Ms. Terry:

Governor Hutchinson recently appointed me to the position of Director of the Arkansas Commission on Law Enforcement Standards and Training. Since my appointment, I have been reviewing the Commission's operations, specifically the personnel and their various duties and job responsibilities combined with our agency mission.

We currently have a Maintenance Technician, grade C113 position that is vacant. I have determined that a different classified position would better support the needs of our agency.

Please accept this letter as my request to use the Surrender Pool and trade our Maintenance Technician position for a Training Supervisor, grade C121.

The additional funding for the higher position would come through salary savings in our current 2015 fiscal year budget, which is due to several recent employee retirements.

This position is being requested due to the growing number of students enrolling in our basic training and advanced training classes. Due to this growth, we are in need of an additional training supervisor at ALETA to help oversee the day to day operations and to ensure the quality of our training. This position is responsible for not only supervising instructors but also coordinating a multitude of classes. Additional responsibilities of a training supervisor include curriculum development, lesson plans approval, establishing new courses, critiquing course content and methods, and ensuring that course objectives are met and properly documented. This is not an inclusive list for the

position as there are many more duties as assigned such as policy development and special projects.

Fortunately, as we continue to increase our specialized classes and the basic training that we offer at ALETA to students across the state, it has become an overwhelming task for one supervisor to oversee. I am requesting this position so that we are better able to serve the needs of our agency along with the needs of the entire law enforcement community.

I appreciate your assistance in this request. If you require additional information or have any questions, feel free to contact me at (870) 574-1810.

Sincerely,



Jami Cook
Director

JC/kb

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APR 10 2015

OFFICE OF PERSONNEL MGT.
DEPT. OF FIN. & ADMIN