

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fisk

Director Kay Barnhill

October 18, 2023

The Honorable Breanne Davis, Co-Chairperson
 The Honorable Mark Berry, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Senator Davis and Representative Berry:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Public Safety (DPS) for your review. The total request is for two (2) new titles and four (4) surrender positions and one (1) growth pool position.

The first new title requested is CLEST Deputy Director at a grade GS13. Two pool positions will be established with this title.

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
NEW	CLEST Deputy Director	GS13	2	\$77,862-112,900

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>LAST DATE VACATED</u>
22090841	CLEST Deputy Director of Standards	B028C	GS11	\$62,531 - \$90,670	Occupied
22090842	CLEST Deputy Director Academy Operations	T016C	GS11	\$62,531-\$90,670	Occupied
22090802	Cook	S086C	GS01	\$22,000- \$31,900	Vacant

The Honorable Breanne Davis, Co-Chairperson
The Honorable Mark Berry, Co-Chairperson
October 18, 2023
Page 2.

Throughout DPS, current deputy director positions are graded at GS13. The request of GS13 is to maintain parity throughout the department with the roles and responsibilities of a deputy director and to attract highly qualified applicants for these two (2) positions. The approximate cost of these positions is \$205,354 but this cost is offset by the surrender of two (2) filled positions that with match equates to \$208,228 and an additional vacant position is also being surrendered.

OPM recommends the establishment of this title and two pool positions.

Arkansas State Police (ASP) is also requesting two (2) positions from the OPM surrender pool. The requested DPS Program Coordinator will be over the AFIS division of ASP. This division has been restructured to improve processes. The Program Coordinator will be supervising thirteen (13) positions and will be training all new employees on the AFIS system. This position will also be on call after normal business hours.

The requested Maintenance Manger will be responsible for all auto body shop and wrecker serves for DPS. This position will supervise two (2) regular positions and up to sixteen (16) inmates. The GS08 grade for this position puts it more in line with the local job market.

POSITIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
S004C	Maintenance Manager	GS08	1	\$45,010- \$65,265
G086C	DPS Program Coordinator	GS08	1	\$45,010- \$65,265

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>LAST DATE VACATED</u>
22089999	Auto/Diesel Mechanic Supervisor	S036C	GS05	\$32,405-\$46,987	Occupied
22090012	Fingerprint Technician	X146C	GS02	\$23,335-\$33,836	2/10/2004
22179851	Administrative Analyst	C037C	GS06	\$36,155-\$52,425	2/10/2004

The approximate cost for these actions is \$32,037 and OPM recommends these two surrender pool position requests.

The Honorable Breanne Davis, Co-Chairperson
The Honorable Mark Berry, Co-Chairperson
October 18, 2023
Page 3.

ASP is requesting one new title, Auto Body Repair Technician, at a GS07 through the growth pool process. Previously ASP has utilized an inmate, who is being paroled before the end of the calendar year, to provide auto body repair and paint services on 80 to 90 vehicles annually. ASP states that no other inmate with this skill is available to perform these duties.

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
NEW	Auto Body Repair Technician	GS07	1	\$40,340-\$58,493

The approximate cost for this action is \$56,238 inclusive of matching costs and OPM recommends this growth pool request.

In summary, OPM recommends the requested two (2) new titles, four (4) surrender pool positions, and one (1) growth pool positions requests.

Your consideration is greatly appreciated.



STATE PERSONNEL DIRECTOR

10/6/23

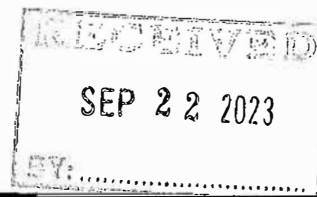
DATE

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COL. MIKE A. HAGAR
Secretary

19954
State of Arkansas
Governor Sarah Huckabee Sanders



DEPARTMENT OF PUBLIC SAFETY

1 State Police Plaza Drive
Little Rock, Arkansas 72209
Office: (501) 618-8235

20 September 2023

Kay Barnhill
State Personnel Administrator
501 Woodlane, Suite 205C
Little Rock, AR 72201

RE: Pool Positions

Ms. Barnhill:

The Arkansas Department of Public Safety (DPS), division of Commission on Law Enforcement Standards and Training (CLEST) would like to request the establishment of two positions from the OPM pool. Below are the positions being surrendered and the positions being requested:

Positions Surrendered

Position Number	Authorized Job	Authorized Grade	Authorized Title	Current Salary	Matching	Health Insurance
22090841	B028C	GS11	CLEST Deputy Director Standards	\$ 82,200	\$ 18,881	\$ 6,930
22090842	T016C	GS11	CLEST Deputy Director Academy Operations	\$ 86,271	\$ 19,816	\$ 6,930
22090802	S086C	GS01	COOK	\$ 22,000	\$ 5,053	\$ 6,930
Subtotal				\$ 255,012		

Positions Requested

Position Number	Authorized Job	Authorized Grade	Authorized Title	Current Salary	Matching	Health Insurance
New	T***C	GS13	CLEST Deputy Director	\$ 77,862	\$ 17,885	\$ 6,930
New	T***C	GS13	CLEST Deputy Director	\$ 77,862	\$ 17,885	\$ 6,930
Subtotal				\$ 205,354		
Total Savings				\$ 49,658		

The two deputy director positions being surrendered are currently filled but will be vacated through retirements on 1 November. Throughout DPS, all the deputy director positions are currently graded at GS13. To maintain parity in the department, and to accommodate increased duties and responsibilities, CLEST would like to have the positions graded at a GS13 to attract the most qualified applicants for these two positions. A vacant, budgeted cook position will be surrendered as well, leaving a net savings of \$49,658. CLEST has the appropriation and funding for this request.

I appreciate your consideration on this request. If you have any questions, please contact Phillip Warriner for any additional information or clarification.

Sincerely,

Col. Mike A. Hagar #275

Colonel Mike Hagar
Secretary
Arkansas Department of Public Safety



Department of Transformation and Shared Services
Office of Personnel Management
Request for Pool Position

Business Area
9913

Department Name / Agency Name
DPS - ASP

Date
18 Sept 2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22090841	CLEST DEPUTY DIRECTOR STANDARDS	GS11	B028C
22090842	CLEST DEPUTY DIRECTOR ACADEMY OPS	GS11	T016C
22090802	COOK	GS01	S086C


Classification(s) Requested

Classification Title	Pay Grade	Class Code
CLEST DEPUTY DIRECTOR	GS13	T***C
CLEST DEPUTY DIRECTOR	GS13	T***C

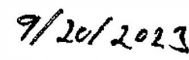
I hereby certify that:

- A. The position requested is critical to the operation of this Agency 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.
- E. No current employee will be displaced by this action.


HR Administrator's Signature


Date


Department Secretary's Signature


Date



COL. MIKE A. HAGAR
Secretary

1954

State of Arkansas
Governor Sarah Huckabee Sanders

SEP 22 2023

DEPARTMENT OF PUBLIC SAFETY

1 State Police Plaza Drive
Little Rock, Arkansas 72209
Office: (501) 618-8235

18 September 2023

Kay Barnhill
State Personnel Administrator
501 Woodlane, Suite 205C
Little Rock, AR 72201

RE: Pool Position

Ms. Barnhill:

The Arkansas Department of Public Safety (DPS), division of Arkansas State Police (ASP) would like to request the establishment of one position from the OPM pool. Below is the position being surrendered and requested:

Position Number	Authorized Job	Authorized Grade	Authorized Title	Current Salary	Matching
22089999	S036C	GS05	AUTO/DIESEL MECHANIC SUPERVISOR	\$49,336	\$11,811
Current Cost				\$61,147	

Position Number	Authorized Job	Authorized Grade	Authorized Title	Annual Salary	Matching
New	S004C	GS08	Maintenance Manager	\$54,270	\$12,992
Projected Cost				\$67,262	
Total Increase				\$ 6,115	

The positions being surrendered is currently filled and the incumbent will be filling the new position. This position is responsible for all of the auto body shop work and wrecker services for DPS, emphasis being on the State Police vehicles. This position supervises two regular positions and up to 16 inmates working in the auto shop. This position oversees a budget of approximately \$1 million. With the establishment of the auto body technician at a GS07 grade, the supervisor will need to be increased from a GS05 to a GS08. This will also put it more in line with the local job market. Looking at the most comparable data that DPS has access to, the current average salary for a mechanic supervisor is \$61,440 in the central Arkansas area. Although the Maintenance Manager title does not specifically spell out automobiles, in lieu of creating a new title, this title was requested since it does discuss maintaining, repairing, and purchasing equipment. The increase will be offset through the savings generated in the AFIS request.

I appreciate your consideration on this request. If you have any questions, please contact Phillip Warriner for any additional information or clarification.

Sincerely,

Col. Mike A. Hagar #275-

Colonel Mike Hagar
Secretary
Arkansas Department of Public Safety



Department of Transformation and Shared Services
Office of Personnel Management
Request for Pool Position

Business Area
9913

Department Name / Agency Name
DPS - ASP

Date
18 Sept 2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22089999	Auto/Diesel Mechanic Supervisor	GS05	S063C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Maintenance Manager	GS08	S004C

I hereby certify that:

- A. The position requested is critical to the operation of this Agency 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.
- E. No current employee will be displaced by this action.


HR Administrator's Signature


Date


Department Secretary's Signature

9/20/2023
Date



ARKANSAS DEPARTMENT OF TRANSFORMATION & SHARED SERVICES
OFFICE OF PERSONNEL MANAGEMENT

Position Classification Questionnaire

General Information

Business Area: 0960 Agency: Arkansas State Police
Preparer's Name: Lt. Jeff Whitlock Date: _____
Position Number: _____ Class Code: _____ Grade: _____
Job Title: Auto Body Technician
Incumbent's Name: _____
Supervisor: Ricky Potts

Reason why position is being submitted for evaluation:



New Job/Title



Significant Change in Duties or Responsibilities

If there has been a significant change in duties or responsibilities, please describe in detail the changes and attach any other documents that illustrate your explanation:

Responsible for paint and body repair of Arkansas State Police vehicles. This job will require training in both paint and body work with the expectation of repairing approximately 85 to 95 vehicles per year.

Job Duties and Conditions

List up to 10 primary job duties this position performs or is expected to perform, in order of importance. Include the frequency of occurrence (daily, weekly, monthly, etc.) and percentage of time dedicated to each duty. DO NOT use acronyms or abbreviations.

<u>JOB DUTY</u>	<u>FREQUENCY</u>	<u>% TIME</u>
Order all parts to repair damaged vehicles	Daily	10
Paint all body parts and vehicles	Daily	40
Repair or replace all body parts	Daily	30
Write up an estimate on all damaged DPS vehicles	Daily	15
Maintain all inventory in Body Shop	Montly	5

Check one (1) of the following that best describes the overall working hours associated with this position. "Overtime" in this section means instances where an employee works more than 40 hours per week, regardless of actual overtime eligibility.

<input checked="" type="checkbox"/>	Works regular shifts, daily and weekly; rare instances of overtime required.
<input type="checkbox"/>	Some irregularities in hours because of overtime requirements, infrequent weekends and/or shift rotation, travel, etc.
<input type="checkbox"/>	Considerable irregularity of hours because of frequent overtime, frequent weekends, shift rotation, on-call availability, or travel.
<input type="checkbox"/>	Frequently requires highly irregular and unpredictable or particularly long work hours, such as attendance and participation at evening and/or weekend meetings, covering more than a single shift, extended travel, etc.

Check one (1) box that best describes the risk of negative consequences resulting from the actions of an incumbent in this position:

<input type="checkbox"/>	Low Risk —although job may have some variety of tasks, work assignments use standard procedures and are generally basic and routine. Assignments are generally closely monitored. Makes minor decisions.
<input checked="" type="checkbox"/>	Medium Risk —job has somewhat complex tasks requiring the regular use of professional judgment. Supervision is general and may be infrequent.
<input type="checkbox"/>	High Risk —Job has very complex tasks requiring high level of professional judgment. Makes decisions carrying high degree of responsibility where there may be little or no precedent; acts independently with little oversight.

Check one (1) type of environmental condition to which the person occupying this position would normally be exposed:

<input type="checkbox"/>	Normal office working conditions with no major sources of discomfort. Very low risk of minor physical injury.
<input type="checkbox"/>	Fair working conditions with routine discomforts. Position may require occasional work in the elements, moderate exposure to heat cold, moisture/wetness, soiled materials, or light chemical substances/cleaning solutions. Moderate risk of minor physical injury, relatively low risk of significant physical injury.
<input checked="" type="checkbox"/>	Difficult working conditions with frequent exposure to undesirable or hazardous working conditions. Position requires routine exposure to the elements regardless of conditions, dangerous chemical substances, or other inherently dangerous conditions. Substantial risk of significant physical injury.

Does a person occupying this position have fiscal responsibilities? Yes ☐ No ☒

In dollars, how large is the budget for which this position is responsible?

If yes, please describe the fiscal responsibilities this person has, such as managing a budget, filling out purchase requisitions, approving transactions, maintaining employee salaries, etc.:

Supervision and Oversight

Check one (1) of the following leadership responsibilities a person occupying this position has:

<input type="checkbox"/>	Does not supervise other staff.
<input checked="" type="checkbox"/>	Leads peers on a regular basis but is not the direct supervisor. May help direct, schedule, or monitor staff, but does not hire, fire, or evaluate other employees.
<input type="checkbox"/>	Is the front-line supervisor over two or more full-time employees. Hires, fires, and evaluates subordinates.
<input type="checkbox"/>	Is the manager of a unit, section, or major function and typically also supervises personnel who are front-line supervisors or persons having professional-level responsibilities.
<input type="checkbox"/>	Is the director of a division, department, or large program and typically supervises management personnel and indirectly supervises subordinate staff under this position's line of authority.

If you indicated that this position supervises other employees, how many direct reports does this person have?

If you indicated that this position supervises other employees, how many indirect reports does this person have?

Please list the class code, title, and number of employees for each classification supervised by the person in this position. If necessary, attach additional sheets.

CLASS CODE	TITLE	GRADE	# OF EMPLOYEES

How many supervisors does the person in this position supervise? If none, enter 0.

0

If you answered with a number other than 0 to the question above, for which divisions/sections/offices is this person responsible?

Check one (1) of the following statements that best describes this position:

<input type="checkbox"/>	Receives clear and specific instructions and/or follows standardized instructions or procedures without ongoing supervision. Work is checked for accuracy, adequacy, and adherence to instructions. Consults with supervisor on matters not covered by the original instructions or guidelines.
<input checked="" type="checkbox"/>	Receives moderate to limited supervision working from objectives set by supervisor. Organizes and carries out most assignments in accordance with standard practices, instructions, or previous training. Makes minor decisions routinely; may handle some unusual situations independently.
<input type="checkbox"/>	Receives general direction working from established policies and objectives. Plans and carries out assignments and resolves most conflicts that arise. Exercises judgment in the analysis of facts or conditions regarding individual issues. Completed work is checked only to determine compatibility with other work or effectiveness in meeting agency objectives.
<input type="checkbox"/>	Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Has responsibility for planning, designing, and implementing programs, projects, or studies and sets goals for major unit. Acts independently; approval from higher authority is conceptual with generally little reference to detail.

Education, Experience, and Skills

Check one (1) of the following educational levels which best describes the minimum required—**regardless of the preferred level or the current incumbent's level**—to be able to perform this job at a basic level of performance:

<input checked="" type="checkbox"/>	High School or Equivalent —requires enough basic education to understand and follow standard practices and instructions. May require some specialized courses, certifications, or licenses of limited scope.
<input type="checkbox"/>	Associate's Degree or Skilled Trade Certificate —requires knowledge of a specialized field or trade. Additional training equal to two (2) years of college, technical school, business school, or skilled trades training. May require licensing or certification.
<input type="checkbox"/>	Bachelor's Degree or Equivalent —requires professional level knowledge in a specialized or technical field such as those for which bachelor's degrees or IT certifications are commonly awarded. Additional training equal to successful completion of four (4) years of college or study.
<input type="checkbox"/>	Master's Degree —requires advanced knowledge and skills and expertise in a specific field. Requires the ability to understand and apply principles and practices of field or more than one (1) field. Requires one (1) to two (2) years' work in an accredited graduate school leading to degree. Recognized as subject matter expert.
<input type="checkbox"/>	Doctoral Degree —requires highly advanced knowledge and skills and mastery of a specific field. Ph.D., J.D., M.D., Ed.D. or similar doctoral level degree normally requiring at least three (3) years of work in an accredited graduate school leading to degree. Often must possess license and pass professional examination in order to practice in field.

Is a license required in order to perform this job? If so, what license is required? **DO NOT INCLUDE DRIVERS LICENSES OR NOTARIES PUBLIC.**

Check the level of experience necessary—regardless of the preferred level or the current incumbent's level of experience—at the time of hire in order to perform this job at a basic level of performance.

<input type="checkbox"/>	Less than a year
<input checked="" type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

If this position normally supervises other employees, check the level of supervisory experience necessary—regardless of the preferred level or the current incumbent's level of experience—at the time of hire in order to perform this job at a basic level of performance:

<input type="checkbox"/>	Less than a year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	3 to 5 years
<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	8 or more years

Check one (1) of the following that best describes the physical effort required for this position:

<input type="checkbox"/>	Light —physical effort normally found in clerical or office work. Work is primarily sedentary; however, occasional handling of objects up to 10 lbs. and occasional walking and standing is required.
<input type="checkbox"/>	Moderate —physical effort represented by frequent handling of objects and/or materials of moderate weight (10-20 lbs.) and/or frequent use of light hand tools. May require walking or standing much of the time.
<input type="checkbox"/>	Substantial —physical effort represented by frequent handling of object and/or materials of substantial weight (20-50 lbs.) and/or frequent use of medium hand or power tools. In addition to considerable walking or standing, may require climbing and working from ladders or working in awkward positions.
<input checked="" type="checkbox"/>	Strenuous —Physical effort represented by frequent handling of heavy objects (50+ lbs.) and/or materials and work and/or frequent use of heavy hand tools. Work is often exposed to elements or in non-climate controlled conditions.

Please list any other knowledge, abilities, or skills necessary to perform the duties of this position. Examples include: computer skills, communication skills, organizational skills, etc. **DO NOT** copy from another job description.

Must have knowledge about painting vehicles and repairing body damage.

Please include any other information that may aid in the preparation of an accurate description of this position.

Approvals

SUPERVISOR REVIEW

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: Jeff Whitlock

Title: Lieutenant

Date: 9/15/2023

Signature: Lt. J. Whitlock #200

AGENCY HR ADMINISTRATOR REVIEW

I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name:

Title:

Date:

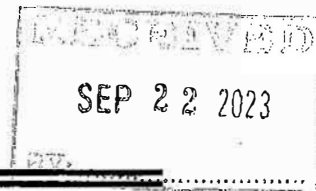
Signature:



COL. MIKE A. HAGAR
Secretary

1984

State of Arkansas
Governor Sarah Huckabee Sanders



DEPARTMENT OF PUBLIC SAFETY

1 State Police Plaza Drive
Little Rock, Arkansas 72209
Office: (501) 618-8235

20 September 2023

Kay Barnhill
State Personnel Administrator
501 Woodlane, Suite 205C
Little Rock, AR 72201

RE: Pool Positions

Ms. Barnhill:

The Arkansas Department of Public Safety (DPS), division of Arkansas State Police (ASP) would like to request the establishment of one position from the OPM pool. Below are the positions being surrendered and the position being requested:

Surrendered Positions						
Position Number	Authorized Job	Authorized Grade	Authorized Title	Current Salary	Matching	Health Insurance
22090012	X178C	GS02	FINGERPRINT TECHNICIAN	\$ 23,335	\$ 5,586	\$ 6,930
22179851	C037C	GS06	ADMINISTRATIVE ANALYST	\$ 52,296	\$ 12,520	\$ 6,930
Total				\$ 107,598		

Requested Positions						
Position Number	Authorized Job	Authorized Grade	Authorized Title	Current Salary	Matching	Health Insurance
NEW	G086C	GS08	DPS Program Coordinator	\$ 57,526	\$ 13,772	\$ 6,930
Total				\$ 78,228		
Total Savings				\$ 29,370		

The AFIS division of ASP has recently gone through the first stages of a reorganization and process improvement/restructure. Currently, the AFIS section is staffed 24 hours a day, 7 days a week to meet the requests of officers in the field as it relates to real-time fingerprints and personal identification. Beginning 1 October, the new system will go into effect and the staffing will only be required during normal work hours. The current shift supervisors have all decided to either retire or separate from state government, except one supervisor. ASP would like to upgrade that supervisor's position as it will now be supervising 10 additional positions, totaling 13 positions, and will be training all new employees on the new AFIS system. This supervisor will also be on call for any issues that occur after normal business hours, with the understanding that some events will require her to come into the office to resolve them.

ASP certifies that it has the funding and the appropriation to cover the savings of \$29,370 for this request. This request will not create any inequities for the division.

I appreciate your consideration on this request. If you have any questions, please contact Phillip Warriner for any additional information or clarification.

Sincerely,

Col. M. A. Hagar #275

Colonel Mike Hagar

Secretary

Arkansas Department of Public Safety



Department of Transformation and Shared Services
Office of Personnel Management
Request for Pool Position

Business Area

9913

Department Name / Agency Name

DPS - ASP

Date

18 Sept 2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22090012	Fingerprint Technician	GS02	X178C
22179851	Administrative Analyst	GS06	C037C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
DPS Program Coordinator	GS08	G086C

I hereby certify that:

- A. The position requested is critical to the operation of this Agency 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.
- E. No current employee will be displaced by this action.

HR Administrator's Signature

Date

9/20/2023

Department Secretary's Signature

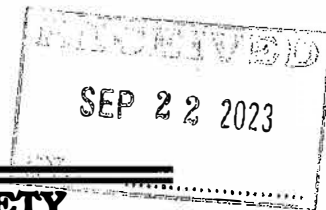
Date

1967



COL. MIKE A. HAGAR
Secretary

State of Arkansas
Governor Sarah Huckabee Sanders



DEPARTMENT OF PUBLIC SAFETY

1 State Police Plaza Drive
Little Rock, Arkansas 72209
Office: (501) 618-8235

13 September 2023

Kay Barnhill
State Personnel Administrator
501 Woodlane, Suite 205C
Little Rock, AR 72201

RE: Growth Pool position

Ms. Barnhill:

The Arkansas Department of Public Safety (DPS), division of Arkansas State Police (ASP) would like to request establishment of a new classification and creation of a pool position from the growth pool maintained by OPM. Below is the requested classification:

Requested Position					
Job	Grade	Title	Cost	Matching	Health Plan
S***C	GS07	Auto Body Repair Technician	\$40,340	\$9,657	\$6,600
Total			\$56,597		

For the past several years, ASP has utilized an inmate to provide auto body repair and paint services. On average, ASP performs paint and body work on 80 to 90 of its vehicles per year. This has saved the division roughly 250,000 dollars annually. The inmate is being paroled before the end of the calendar year. There is not another inmate with the skills to perform these duties. ASP would like to establish a new classification of Auto Body Repair Technician, at a GS07, and ask for a growth pool to establish this position. The average salary for positions of this type in central Arkansas are earning approximately \$46,080 annually. The GS07 would put the classification on par with the local job market.

With the establishment of this title and this position, ASP will continue to benefit from having an in-house employee who provides these services. The division has the funding and appropriation to cover the expense.

I appreciate your consideration on this request. If you have any questions, please contact Phillip Warriner for any additional information or clarification.

Sincerely,

Col. Mike A. Hagar #225

Colonel Mike Hagar
Secretary
Arkansas Department of Public Safety



Department of Transformation and Shared Services
Office of Personnel Management
Request for Pool Position

Business Area

9913

Department Name / Agency Name

DPS - ASP

Date

13 Sept 2023

Position(s) to be Surrendered

Position/Item Number Classification Title

Pay Grade

Class Code

Classification(s) Requested

Classification Title

Auto Body Repair Technician

Pay Grade

GS07

Class Code

S***C

I hereby certify that:

- A. The position requested is critical to the operation of this Agency 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.
- E. No current employee will be displaced by this action.

HR Administrator's Signature

10 Sept 23
Date

Department Secretary's Signature

9/20/2023
Date