



November 17, 2021

The Honorable David Wallace, Co-Chairperson  
 The Honorable David Hillman, Co-Chairperson  
 Uniform Personnel Classification and  
 Compensation Plan Subcommittee  
 Arkansas Legislative Council  
 State Capitol Building, Room 315  
 Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Department of Public Safety for your review.

The Department of Public Safety is requesting twelve (12) positions from the OPM Surrender Pool established by Ark. Code Ann. §21-5-225(a)(1) and two (2) positions from OPM Growth Pool. The classifications requested, along with fifteen (15) positions being surrendered are listed below:

**Group 1: From AR State Police (Regulatory Division)**

| POSITIONS SURRENDERED |            |       |                             |              |             |             |
|-----------------------|------------|-------|-----------------------------|--------------|-------------|-------------|
| Position              | Class Code | Grade | Title                       | Salary       | Fringe      | Health      |
| 22089969              | C043C      | GS04  | Records Management Analyst  |              |             |             |
| 22089970              | C043C      | GS04  | Records Management Analyst  |              |             |             |
| 22089971              | C043C      | GS04  | Records Management Analyst  |              |             |             |
| 22089972              | C043C      | GS04  | Records Management Analyst  |              |             |             |
| 22089973              | C043C      | GS04  | Records Management Analyst  |              |             |             |
| 22160270              | C043C      | GS04  | Records Management Analyst  |              |             |             |
| 22089664              | C087C      | GS02  | Administrative Specialist I | \$ (23,335)  | \$ (5,866)  | \$ (6,000)  |
| 22089940              | X178C      | GS02  | fingerprint Technician      | \$ (23,335)  | \$ (5,866)  | \$ (6,000)  |
| 22089671              | C087C      | GS02  | Administrative Specialist I | \$ (23,335)  | \$ (5,866)  | \$ (6,000)  |
| 22089997              | X178C      | GS02  | fingerprint Technician      | \$ (23,335)  | \$ (5,866)  | \$ (6,000)  |
|                       |            |       | <b>Subtotal</b>             | \$ (93,340)  | \$ (23,464) | \$ (24,000) |
|                       |            |       | <b>Total</b>                | \$ (140,804) |             |             |
| POSITIONS REQUESTED   |            |       |                             |              |             |             |
| Position              | Class Code | Grade | Title                       | Salary       | Fringe      | Health      |
| New                   | C037C      | GS06  | Administrative Analyst      | \$3,574      | \$898       |             |
| New                   | C037C      | GS06  | Administrative Analyst      | \$4,212      | \$1,059     |             |
| New                   | C037C      | GS06  | Administrative Analyst      | \$4,212      | \$1,059     |             |
| New                   | C037C      | GS06  | Administrative Analyst      | \$4,212      | \$1,059     |             |
| New                   | C037C      | GS06  | Administrative Analyst      | \$3,608      | \$907       |             |

|     |       |      |                                    |            |           |           |
|-----|-------|------|------------------------------------|------------|-----------|-----------|
| New | C037C | GS06 | Administrative Analyst             | \$ 36,155  | \$ 9,089  | \$ 6,000  |
| New | C037C | GS06 | Administrative Analyst             | \$ 36,155  | \$ 9,089  | \$ 6,000  |
| New | M018C | GS08 | Program Eligibility Coordinator II | \$ 8,792   | \$ 2,210  |           |
|     |       |      | <b>Subtotal</b>                    | \$ 100,920 | \$ 25,370 | \$ 12,000 |
|     |       |      | <b>Total Request</b>               | \$ 138,290 |           |           |
|     |       |      | <b>Total Savings</b>               | \$ (2,514) |           |           |

**Group 2: From AR Emergency Management**

| POSITIONS SURRENDERED |            |       |                             |         |                             |             |            |
|-----------------------|------------|-------|-----------------------------|---------|-----------------------------|-------------|------------|
| Position              | Class Code | Grade | Title                       | Name    |                             | Salary      |            |
| 22130597              | C108C      | GS09  | ADEM Division Director      | Merkel  | Roberta                     | \$ 72,821   |            |
| 22088815              | G140C      | GS08  | ADEM Program Mgr            | Crow    | Linda                       | \$ 54,596   |            |
| 22133052              | C108C      | GS09  | ADEM Division Director      | Bass    | Scott                       | \$ 57,532   |            |
| 22088860              | P013C      | GS07  | Public Information Coord    | Johnson | Latresha                    | \$ 46,391   |            |
| POSITIONS REQUESTED   |            |       |                             |         |                             |             |            |
| Position              | Class Code | Grade | Title                       | Name    |                             | Increase    | Matching   |
| New                   | A014C      | GS12  | Agency Fiscal Division Mgr  | Merkel  | Roberta                     | \$ 7,282    | \$ 1,831   |
| New                   | G076C      | GS10  | Administrative Services Mgr | Crow    | Linda                       | \$ 5,460    | \$ 1,373   |
| New                   | G055C      | GS12  | ADEM Deputy Director        | Bass    | Scott                       | \$ 12,244   | \$ 3,078   |
| New                   | P004C      | GS09  | Public Information Mgr      | Johnson | Latresha                    | \$ 4,639    | \$ 1,166   |
|                       |            |       |                             |         | <b>Subtotal</b>             | \$ 29,625   | \$ 7,448   |
|                       |            |       |                             |         | <b>Total</b>                | \$ 37,073   |            |
| Surrender for Offset  |            |       |                             |         |                             |             |            |
| Position              | Class Code | Grade | Title                       |         | Salary                      | Match       | Health     |
| 22088814              | R036C      | GS04  | Human Resources Special     |         | \$ (29,046)                 | \$ (7,302)  | \$ (6,000) |
|                       |            |       |                             |         | <b>Total</b>                | \$ (42,348) |            |
|                       |            |       |                             |         | <b>Total Implementation</b> | \$ (5,275)  |            |

**Group 3: From AR Department of Public Safety – AR State Police**

| POSITIONS REQUESTED |            |       |                               |          |          |          |
|---------------------|------------|-------|-------------------------------|----------|----------|----------|
| Position            | Class Code | Grade | Title                         | Salary   | Fringe   | Health   |
| New                 | X182C      | GS04  | ASP Driver's License Examiner | \$29,046 | \$ 7,302 | \$ 6,000 |
| New                 | D081C      | GS05  | Telecommunications Specialist | \$32,405 | \$ 8,147 | \$ 6,000 |
|                     |            |       | <b>Total Request</b>          | \$88,900 |          |          |

## JUSTIFICATION

The Department of Public Safety is requesting the above positions in order to meet the needs of the department by better aligning positions with their anticipated responsibilities. These positions are for better organization and development across the department and will be utilized throughout various programs.

Included in this surrender pool request is a growth pool request for two (2) new positions, **ASP Driver's License Examiner, X182C, grade GS04** for AR Troop J and a **Telecommunications Specialist, D081C, grade GS05** for AR Troop L in the Division of AR State Police. These positions are needed in the northwest Arkansas Troops which is the second most populous area in Arkansas and is the second highest in call volume.

Currently in AR Troop J, there are only two DL Examiners and one Commercial Driver's License Examiner. All the other Troops have a minimum of three DL Examiners and one CDL Examiner. Volume has become so heavy, a Lieutenant or a Trooper is pulled from the field to assist with giving tests. By adding a third DL Examiner, it will cut down on wait times for knowledge exams and allow for more skills exams to be administered each day.

There are currently five (5) Telecommunications Specialists in the dispatch center in Troop L compared to Troop A in Central Arkansas. Troop L does not have a dedicated 911 phone system, therefore, by providing another dispatcher in this growing area, it will minimize the number of missed calls and provide better safety response times in the area.

After review of the requests, the Office of Personnel Management **recommends** the approval of the twelve (12) surrender pool positions and two (2) growth pool position listed above. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



11/8/21

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SECRETARY OF TRANSFORMATION & SHARED SERVICES

DATE

KB/cb:1-3



State of Arkansas  
Governor Asa Hutchinson

**DEPARTMENT OF PUBLIC SAFETY**

**JAMI COOK**  
SECRETARY

1 State Police Plaza Drive  
Little Rock, Arkansas 72209  
Office: (501) 682-2260 Fax: (501) 682-1582

21 October 2021

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

RE: Pool position request

Ms. Barnhill:

The Department of Public Safety (DPS) – Arkansas Division of Emergency Management (ADEM) would like to request to utilize the Surrender/Swap Pool maintained by OPM. ADEM would like to surrender five positions for four new positions. Below are the positions being surrendered and the requested positions:

| Surrendered          |            |       |                                 |           |                             |             |            |
|----------------------|------------|-------|---------------------------------|-----------|-----------------------------|-------------|------------|
| Position             | Class Code | Grade | Title                           | Last Name | First Name                  | Salary      |            |
| 22130597             | C108C      | GS09  | ADEM Division Director          | Merkel    | Roberta                     | \$ 72,821   |            |
| 22088815             | G140C      | GS08  | ADEM Program Manager            | Crow      | Linda                       | \$ 54,596   |            |
| 22133052             | C108C      | GS09  | ADEM Division Director          | Bass      | Scott                       | \$ 57,532   |            |
| 22088860             | P013C      | GS07  | Public Information Coordinator  | Johnson   | Latresha                    | \$ 46,391   |            |
| Requested            |            |       |                                 |           |                             |             |            |
| Position             | Class Code | Grade | Title                           | Last Name | First Name                  | Increase    | Matching   |
| New                  | A014C      | GS12  | Agency Fiscal Division Manager  | Merkel    | Roberta                     | \$ 7,282    | \$ 1,831   |
| New                  | G076C      | GS10  | Administrative Services Manager | Crow      | Linda                       | \$ 5,460    | \$ 1,373   |
| New                  | G055C      | GS12  | ADEM Deputy Director            | Bass      | Scott                       | \$ 12,244   | \$ 3,078   |
| New                  | P004C      | GS09  | Public Information Manager      | Johnson   | Latresha                    | \$ 4,639    | \$ 1,166   |
|                      |            |       |                                 |           | <b>Subtotal</b>             | \$ 29,625   | \$ 7,448   |
|                      |            |       |                                 |           | <b>Total</b>                | \$ 37,073   |            |
| Surrender for Offset |            |       |                                 |           |                             |             |            |
| Position             | Class Code | Grade | Title                           |           | Salary                      | Match       | Health     |
| 22088814             | R036C      | GS04  | Human Resources Specialist      |           | \$ (29,046)                 | \$ (7,302)  | \$ (6,000) |
|                      |            |       |                                 |           | <b>Total</b>                | \$ (42,348) |            |
|                      |            |       |                                 |           | <b>Total Implementation</b> | \$ (5,275)  |            |

The workload and responsibilities within the Finance section, specifically the lead Finance Manager and Fiscal Manager, have greatly increased with the addition of AWIN and the Public Safety Trust Fund, as well as increasing requirements on our federal grants. AWIN additions to the finance staff, over and above the added revenue and fiscal oversight, includes bond financing for a network upgrade. Responsibility of the Public Safety Trust Fund includes annual revenue deposits of \$59 million and its distributions as designated per Act 660 of 2019. The incumbent employee in the Lead Finance Manager position is planning to retire before the end of the 2021 calendar year, and the person in the Fiscal Manager position plans to retire in two years. We need to ensure that the positions we advertise will properly reflect the responsibilities of these positions, and that we are able to hire qualified applicants at a competitive rate of pay.

Disasters in Arkansas have been on the rise for several years. ADEM is responsible for coordination of the response and recovery to disasters for those federally and state declared. In the ever-changing environment of disaster reimbursement, the responsibility of ensuring the State is in compliance with both federal and state regulations is great. To ensure that coordination is complete and accurate, a well-trained and experienced person is needed to oversee response and recovery. The person in this role is responsible for daily incident reporting and tracking of the Arkansas Response and Coordination Center, as well as ensuring the agency is ready with both technology and training for the ADEM staff to respond to events utilizing the State Emergency Operations Center. Also of importance for this position is the oversight of the "eyes and ears" of the agency through the Area Coordination Branch. This group of staff are in the field providing support to the County Judges and Emergency Managers across the State. This area of responsibility also includes the programs for Recovery and Mitigation. Recovery works with eligible applicants through the Public Assistance working with critical infrastructure, and through Individual Assistance working with Arkansas citizens. The Mitigation program, at both state and federal levels, provides for projects to mitigate against or prevent future destruction from disaster where possible. It is due to the heavy load of these necessary programs that we are requesting an ADEM Deputy Director, at a GS12 from the State Surrender Pool.

ADEM utilizes one position to support all of the public information needs of the agency, as well as the single point of contact for all other agency public affairs staff during disasters. The ADEM Public Information Officer is the manager of the State's Joint Information Center (JIC) during disasters. The JIC brings together all state and local public affairs staff to ensure event-related messages to the public are delivered with one voice. The past couple of years has verified the need for a more formally trained Public Information Officer, as seen during our response to the historic river flooding in 2019, as well as our COVID response in 2020. During the 2019 historic flooding, the ADEM public affairs individual worked directly in the impacted counties, assisting the County Judges and Emergency Managers by coordinating public relations and press conferences. Quite often, personnel at the county level request public information support during an event as they are heavily engaged in emergency management activities, with scarce time to handle the essential public relations aspects of an event, or simply because many of them have little to no experience in public affairs. During the 2020 COVID response, as well as the additional two federally declared and five State declared disasters, the ADEM public affairs individual managed the COVID JIC while responding to and assisting the media with the additional disaster events in the State. In order to fully support the sharing of information before, during, and after a disaster, it is vital to have a trained, experienced individual leading that charge to support the citizens of Arkansas. The Public Information Manager position will accurately classify the individual based on the responsibilities expected.

The total cost of this request is a savings of \$5,875 due to the surrender of one budgeted, but vacant, GS04 position. The approval of this request will help establish ADEM both organizationally and for hiring talent when the incumbents retire.

I appreciate your consideration on this matter and if you have any questions, please feel free to call Phillip Warriner at 501/618-8193.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Cook". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Jami Cook  
Secretary  
Arkansas Department of Public Safety



State of Arkansas  
Governor Asa Hutchinson

**DEPARTMENT OF PUBLIC SAFETY**

JAMI COOK  
SECRETARY

1 State Police Plaza Drive  
Little Rock, Arkansas 72209  
Office: (501) 682-2260 Fax: (501) 682-1582

21 October 2021

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

RE: Growth Pool position request

Ms. Barnhill:

The Department of Public Safety (DPS) – Division of Arkansas State Police (ASP) would like to request to utilize the Growth Pool maintained by OPM. ASP would like to request the following positions:

| Request              |            |       |                               |                 |          |          |
|----------------------|------------|-------|-------------------------------|-----------------|----------|----------|
| Position             | Class Code | Grade | Title                         | Salary          | Fringe   | Health   |
| New                  | X182C      | GS04  | ASP Driver's License Examiner | \$29,046        | \$ 7,302 | \$ 6,000 |
| New                  | D081C      | GS05  | Telecommunications Specialist | \$32,405        | \$ 8,147 | \$ 6,000 |
| <b>Total Request</b> |            |       |                               | <b>\$88,900</b> |          |          |

In 2020, Highway Patrol Troop J conducted 6,220 knowledge tests and 2,862 skills would like to request a Driver's License Examiner. Currently there are only two DL examiners and one Commercial Driver's License examiner in Troop J. When compared with other troops, all the other troops have a minimum of three DL examiners and one CDL examiner. Volume has become so heavy, that either the Lieutenant or one of the troopers in the field is having to be pulled in to assist with giving tests. By adding a third DL examiner, it will cut down on wait times for knowledge exams and it will allow for more skills exams to be given each day. This will also keep the Troop from having to pull troopers off the road to meet the testing needs for the area.

Highway Patrol Troop L would like to request one Telecommunications Specialist position for northwest Arkansas. Troop L is the second most populous area and second highest in call volume, with Troop A in central Arkansas being the only area that is higher. Currently there are five telecommunications operators in Troop L as compared to the twelve in Troop A. During the timeframe of April 1, 2021, through May 9, 2021, the dispatch center had 27,416 radio transmissions and 3,913 phone calls. During this same timeframe, there were 611 missed phone calls. It should be noted that Troop L does not have a dedicated 911 phone system, all calls are forwarded to them over the regular phone system. By providing another

dispatcher in this growing area, it will minimize the number of missed phone calls and provide better safety response times in the area.

I appreciate your consideration on this matter and if you have any questions, please feel free to call Phillip Warriner at 501/618-8193.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jami Cook". The signature is fluid and cursive, with the first name "Jami" being more prominent than the last name "Cook".

Jami Cook  
Secretary  
Arkansas Department of Public Safety





State of Arkansas  
Governor Asa Hutchinson

**DEPARTMENT OF PUBLIC SAFETY**

**JAMI COOK**  
SECRETARY

1 State Police Plaza Drive  
Little Rock, Arkansas 72209  
Office: (501) 682-2260 Fax: (501) 682-1582

21 October 2021

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

RE: Pool position request

Ms. Barnhill:

The Department of Public Safety (DPS) – Division of Arkansas State Police (ASP) would like to request to utilize the Surrender/Swap Pool maintained by OPM. ASP would like to surrender ten positions for eight positions. Below are the positions being surrendered and the requested positions for the Regulatory Division:

| Surrender |            |       |                             |              |             |             |
|-----------|------------|-------|-----------------------------|--------------|-------------|-------------|
| Position  | Class Code | Grade | Title                       | Salary       | Fringe      | Health      |
| 22089969  | C043C      | GS04  | Records Management Analyst  |              |             |             |
| 22089970  | C043C      | GS04  | Records Management Analyst  |              |             |             |
| 22089971  | C043C      | GS04  | Records Management Analyst  |              |             |             |
| 22089972  | C043C      | GS04  | Records Management Analyst  |              |             |             |
| 22089973  | C043C      | GS04  | Records Management Analyst  |              |             |             |
| 22160270  | C043C      | GS04  | Records Management Analyst  |              |             |             |
| 22089664  | C087C      | GS02  | Administrative Specialist I | \$ (23,335)  | \$ (5,866)  | \$ (6,000)  |
| 22089940  | X178C      | GS02  | fingerprint Technician      | \$ (23,335)  | \$ (5,866)  | \$ (6,000)  |
| 22089671  | C087C      | GS02  | Administrative Specialist I | \$ (23,335)  | \$ (5,866)  | \$ (6,000)  |
| 22089997  | X178C      | GS02  | fingerprint Technician      | \$ (23,335)  | \$ (5,866)  | \$ (6,000)  |
|           |            |       | <b>Subtotal</b>             | \$ (93,340)  | \$ (23,464) | \$ (24,000) |
|           |            |       | <b>Total</b>                | \$ (140,804) |             |             |

| Request  |            |       |                        |           |          |          |
|----------|------------|-------|------------------------|-----------|----------|----------|
| Position | Class Code | Grade | Title                  | Salary    | Fringe   | Health   |
| New      | C037C      | GS06  | Administrative Analyst | \$ 3,574  | \$ 898   |          |
| New      | C037C      | GS06  | Administrative Analyst | \$ 4,212  | \$ 1,059 |          |
| New      | C037C      | GS06  | Administrative Analyst | \$ 4,212  | \$ 1,059 |          |
| New      | C037C      | GS06  | Administrative Analyst | \$ 4,212  | \$ 1,059 |          |
| New      | C037C      | GS06  | Administrative Analyst | \$ 3,608  | \$ 907   |          |
| New      | C037C      | GS06  | Administrative Analyst | \$ 36,155 | \$ 9,089 | \$ 6,000 |
| New      | C037C      | GS06  | Administrative Analyst | \$ 36,155 | \$ 9,089 | \$ 6,000 |

|     |       |      |                                    |            |           |           |
|-----|-------|------|------------------------------------|------------|-----------|-----------|
| New | M018C | GS08 | Program Eligibility Coordinator II | \$ 8,792   | \$ 2,210  |           |
|     |       |      | <b>Subtotal</b>                    | \$ 100,920 | \$ 25,370 | \$ 12,000 |
|     |       |      | <b>Total Request</b>               | \$ 138,290 |           |           |
|     |       |      | <b>Total Savings</b>               | \$ (2,514) |           |           |

The six Records Management Analyst positions do not have any salary associated with them on the top portion because they are filled, the increase for each is calculated in the salary in the "Request" section. These positions, since pay plan implementation, have been supervising positions in the AFIS and Concealed Handgun sections that are the same grade. As a response to implementing the approved GS01 through GS05 grid, ASP is asking for these positions to be reclassified to not only address supervising positions of the same grade, but to offset the increases the positions they supervise will receive. By having them in the same grade, the morale of the section is compromised. This will alleviate that issue as well as provide the necessary grades to attract and retain supervisors.

The AFIS section is staffed around the clock and aids those individuals in law enforcement seeking to confirm someone's identity in real time. ASP is requesting that these five (5) positions be traded for the Administrative Analyst classification to accurately classify the positions and to provide separation between the grades of those that they supervise.

The Records Management Analyst in the Concealed Handguns section is being requested as a Program Eligibility Coordinator II. This position is responsible for the oversight of all concealed handgun applications, approvals, suspensions, revocations, and denials. This position oversees eight current employees while reviewing all applications that are in process for suspension, denial, or revocation. One of the administrative analyst positions is also being requested to add a supervisor to the Concealed Handgun section. This will add a more stable structure to the section and allow someone to begin training on the suspension, denial, and revocation process so that there is no longer only one person able to provide for these processes in this section.

The final Administrative Analyst position will serve as a supervisor in the Identification Bureau. This section is responsible for performing background checks on all state employees, volunteers, and for all professional licensures. In the past year, they have processed 372,792 background checks. Currently there is one supervisor position over the ten current employees. By adding an additional supervisor position, it will make the span of control over the employees more manageable and provide for better quality control over the background process.

There is no additional cost incurred from this request, but a net savings of \$2,514.

I appreciate your consideration on this matter and if you have any questions, please feel free to call Phillip Warriner at 501/618-8193.

Sincerely,



Jami Cook  
 Secretary  
 Arkansas Department of Public Safety