



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

OFFICE OF PERSONNEL MANAGEMENT  
**Administrator's Office**  
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Little Rock, Arkansas 72203-3278  
Phone: (501) 682-1823  
<http://www.state.ar.us/dfa>

October 14, 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 Arkansas State Police for your review.

The Arkansas State Police (ASP) has requested one position from the central growth pool established by Arkansas Code 21-5-225 (b). The agency is requesting the classification below:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>NUMBER OF POSITIONS</u>
ASP Deputy Director/Lt. Colonel	N057N	N908	1

**JUSTIFICATION**

ASP is working to restructure the agency and requests the above pool position in order for the agency to reorganize in the most efficient manner. This will allow the agency to operate more efficiently and better manage agency divisions. The agency is requesting this position to assist in the restructuring of the organization.

ASP has determined that one Deputy Director assigned to Administrative Operations and one Deputy Director to Field Operations would ensure effective management and allow more focus on critical incidents and operations. ASP has received approval to build six troop headquarters around the state to replace outdated facilities further demonstrating the need for this additional Deputy Director position.

ASP has agreed to leave the following positions vacant, and will request their elimination at the next agency biennium budgeting session.

<u>POSITIONS</u>	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
22134077	Administrative Specialist I	C087C	C106
22090496	ASP Corporal	T022C	C121

Senator Uvalde Lindsey, Co-Chairperson  
Representative Lanny Fite, Co-Chairperson  
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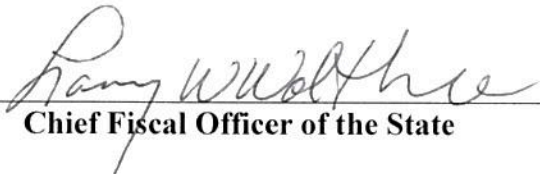
Due to the level of responsibility and professional interactions that will be required of the ASP Deputy Director, the agency requests a grade N908. The Office of Personnel Management has reviewed this request and **recommends** the establishment of the pool position.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator

  
\_\_\_\_\_  
Chief Fiscal Officer of the State

OCT 09 2015

\_\_\_\_\_  
Date

KB/ab:1-2



**Asa Hutchinson**  
Governor

## State of Arkansas

# ARKANSAS STATE POLICE

1 State Police Plaza Drive Little Rock, Arkansas 72209-4822 www.asp.arkansas.gov

"SERVING WITH PRIDE AND DISTINCTION SINCE 1935"



**William J. Bryant**  
Director

October 5, 2015

### ARKANSAS STATE POLICE COMMISSION

Frank Guinn, Jr.  
Vice-Chairman  
*Paragould*

Dr. Lewis Shepherd  
Secretary  
*Arkadelphia*

John Allison  
*Conway*

Bob Burns  
*Little Rock*

Jane Dunlap Christenson  
*Harrison*

Neff Basore  
*Bella Vista*

Bill Benton  
*Heber Springs*

Ms. Kay Barnhill Terry  
State Personnel Administrator  
DFA- Office of Personnel Management  
1509 West 7<sup>th</sup> Street  
Little Rock, AR 72203

RE: Agency 0960, Organizational Changes & Pool Position Request

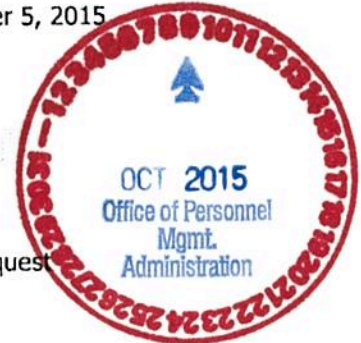
Dear Ms. Barnhill Terry:

The Arkansas State Police is requesting your assistance to restructure our department in order to operate more efficiently and to better manage agency programs. In order to accomplish this task, I would like to reorganize the agency in accordance with the major functions and/or operations of our agency. All divisions/sections/areas would be assigned to either "Administrative Operations" or "Field Operations". Our agency has 963 full-time personnel working in both Administrative and Field Operations. The agency is currently structured with only one (1) Deputy Director who is responsible for the oversight and direction of 12 divisions within the agency. He not only oversees daily operations within our Fiscal, Information Technology, Administrative Services and Highway Safety Divisions, but also has oversight of critical operations within the divisions of Highway Patrol, Criminal Investigation, and Crimes Against Children which operate on a 24/7 schedule. Within these 12 divisions, the Deputy Director currently has six (6) direct reports from Command staff, as well as seven (7) direct reports from management and support staff including both commissioned and civilian personnel.

I would propose that the agency restructure these departments with one (1) Deputy Director assigned to Administrative Operations and one (1) Deputy Director assigned to Field Operations. This proposed segregation of duties is a reasonable approach to ensure effective management and to allow for more focus on critical incidents and operations. In order to accomplish this task, I am requesting to surrender the following two (2) positions in order to obtain one (1) pool position of N057N ASP Deputy Director/Lt. Colonel position, pay grade N908. The following positions would be surrendered:

- (1) C087C, Administrative Specialist I, Grade C106, Position #22134077
- (2) T022C, ASP Corporal, Grade C121, Position #22090496

I have thoroughly reviewed positions and the impact this change would have to our internal structure. I have enclosed a copy of the recommended organizational chart for your review. As you can see, Administrative Operations would have eight (8) administrative divisions and/or sections assigned plus all support services. This would account for approximately 24% of agency personnel. Field Operations would have three (3) divisions assigned, which accounts for approximately 73% of agency personnel.



In determining how to restructure and distribute positions across each of these sections, several factors were considered including agency demands, performance needs, staffing levels, direct reports, responsibilities, etc. Although the org chart seems to indicate that Administrative Operations comprises a majority of the agency, it actually accounts for only 24% of agency personnel. However, operations within this section of the agency require more hands-on work. As a result, the Deputy Director is often involved in day-to-day operations to ensure the agency operates efficiently, including daily review and maintenance of the agency's budget. Furthermore, the Deputy Director over this section will have more direct reports, including two (2) command staff and seven (7) management staff, as well as a myriad of agency personnel and support staff which are all located within Little Rock Headquarters, thus making the Deputy Director of Administrative Operations easily accessible. Lastly, ASP has received approval to build six (6) Troop Headquarters around the state to replace outdated facilities. The Deputy Director of Administrative Operations will oversee each of these construction projects.

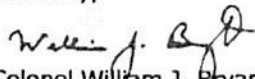
In contrast, the Deputy Director assigned to Field Operations would have more of a "macro" role, with oversight and direction of the Highway Patrol, Criminal Investigation, and Crimes Against Children divisions. Each of these divisions are staffed with Major(s) who direct the activities and support for public safety services within each division through upper-level and mid-level commanders and managers. Due to the organizational structure within these divisions, the number of direct reports the Field Operations Deputy Director will have is limited to four (4), as the majority of employees assigned to these divisions are commissioned personnel working within the field. However, it is important to note that operations within the field are critical and given the nature of work in this section, the Deputy Director is to be accessible 7 days a week, 24 hours per day.

With the demands placed on the current Deputy Director, the agency is doing a disservice to the public and the State if we do not make changes to address the issues we have within the structure of our organization. Please understand, this has not been an easy decision to make. Department mandates and programs have continued to grow within the agency, yet no changes have been made internally to sustain this growth. As a result of this demand and limited resources, completion of projects and implementation of programs that are necessary to move our agency forward have been delayed.

In preparation for this request, a significant amount of time was spent researching other agencies of similar size to ensure our request meets agency needs but is not outside the scope of how other state agencies are structured. After much research and discussion and support from the Arkansas State Police Commission and Governor Hutchinson, I am convinced this strategic plan is necessary in order for the Arkansas State Police to effectively accomplish its goals and mission to protect human life and property by providing the highest quality of law enforcement services to the Citizens of Arkansas.

This pool position request is essential to the successful execution of our strategic plan. Your review and consideration of this request would be greatly appreciated. If you have any questions or need additional information, please contact Ms. Harmony Daniels at (501) 618-8193.

Sincerely,

  
Colonel William J. Bryant  
Agency Director

WJB/hd





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

Business Area	Agency/Institution	Date
0960	Arkansas State Police	10/05/15

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22134077	Administrative Specialist I	C106	C087C
22090496	ASP Corporal	C121	T022C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	ASP Deputy Director/Lt. Colonel	N908	N057N

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
Harmony Daniels <i>[Signature]</i>	10/05/15

Agency Director	Date
Col. William Bryant <i>[Signature]</i>	10/05/15

