



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

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
 1509 West Seventh Street, Suite 201
 Post Office Box 3278
 Little Rock, Arkansas 72203-3278
 Phone: (501) 682-1823
<http://www.state.ar.us/dfa>

February 17, 2016

RECEIVED
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 DFA DIRECTORS OFFICE

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 Law Enforcement Training Academy (ALETA) for your review.

ALETA is requesting one position from the position pool established by Ark. Code Ann. §21-5-225(a)(1). The classification requested along with the positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22090801	Maintenance Technician	S046C	C113
22090807	Cook	S086C	C104

CLASSIFICATION REQUESTED:

<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
Education & Instruction Coordinator	E026C	C120

JUSTIFICATION

ALETA is seeking to improve the training of law enforcement officers through the development and revision of curricula. The agency is responsible for approving and certifying law enforcement training. This position will ensure that law enforcement curricula is current and includes learning objectives that are testable and legally defensible. ALETA will be looking for prospective candidates with educational backgrounds to fill this position. This position will be focused on course content development, lesson plan creation, and research in support of ALETA's training mission.

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, Co-Chairperson
February 17, 2016
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The Office of Personnel Management (OPM) has reviewed this request **recommends** the approval of one (1) surrender pool position for the classification of Education & Instruction Coordinator, E026C, Grade C120.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

FEB 03 2016

Date

KB/cmb:1-2



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

January 4, 2016

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



Dear Ms. Terry:

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

Please accept this letter as my request to create a Curriculum Development/Coordinator position (description attached-C123). We currently have a Maintenance Technician, grade C113, and a Fiscal Support Supervisor, C-115, which are vacant. These positions will be surrendered to create the Curriculum Development/Coordinator position. No additional funding for the position would be needed.

The Curriculum Coordinator position would progress the agency's mission of professionalism in law enforcement training and certification. CLEST is responsible for approving and certifying training for all law enforcement in the state. This position would be responsible for ensuring that the submissions received have testable learning objectives that are legally defensible and are in line with best practices and solid research. The position would also assist the Arkansas Law Enforcement Training Academy (ALETA)/Northwest Arkansas Law Enforcement Training Academy (NW ALETA) instructors and adjuncts on developing solid lesson plans based on the most current research to include legal compliance. This position would be tasked with incorporating training and objectives in to the curriculum component of our software system that records all training provided, approved, and/or certified by CLEST. It is essential that CLEST have an evolving record of not only what we are teaching, but also what we are certifying. Training for officers is critical and this position would ensure that this training meets standards established by the courts, research, etc.

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,

[Handwritten signature of Jami Cook]

Jami Cook, Director

870 - 675 - 0655



STATE OF ARKANSAS

Commission On Law Enforcement Standards and Training



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DIRECTOR
Jami Cook

January 29, 2016

Mr. Michael Bonds
Classification & Compensation Manager
DF&A Office of Personnel Management
1509 W. 7th Street, Ste. 101
Little Rock, AR 72201

Dear Mr. Bonds:

I enjoyed visiting with you concerning my request to create a Curriculum Development/Coordinator position. I agree that the existing state position, Education and Instruction Coordinator, mostly encompasses what we are seeking. It is, however, a lower grade than previously requested. The original request was for a Grade C-123, and the existing position is a Grade C-120. Your suggestion to seek a Labor Market Rate would bring the salary of the position to a competitive range.

Please accept this letter as my request to amend the original request to create a Curriculum Development/Coordinator, C-123 position in lieu of the Education and Instruction Coordinator, C-120. We will surrender the following positions for the Education and Instruction Coordinator:

- Maintenance Technician, C-113, Position #22090801, Exit Salary \$28,509.31
- Cook, C-104, Position # 22090807, Exit Salary \$17,794.82

I appreciate your assistance in this request. If you require additional information or have any questions, feel free to contact me at (870) 675-0655.

Sincerely,

Jami Cook, Director