



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fisk

Director Kay Barnhill

November 15, 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), a division of the Arkansas Department of Emergency Management (ADEM) for your review.

ADEM is requesting two (2) positions from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1). The classifications requested and positions being surrendered with estimated costing are listed below:

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
NEW	ADEM Fire Marshall Inspector	GS07	2	\$40,340 - \$58,493

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>
22154914	Fire Marshal Inspector	X188C	GS03	\$26,034-\$37,749	9/23/2023
22154915	Fire Marshal Inspector	X188C	GS03	\$26,034-\$37,749	Occupied

The Honorable Breanne Davis, Co-Chairperson
The Honorable Mark Berry, Co-Chairperson
November 15, 2023
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JUSTIFICATION

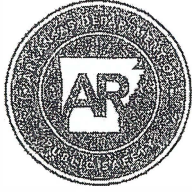
The role of ADEM Fire Marshal Inspector will encompass inspection of new and existing construction and equipment to ensure safety codes are followed within the structures. These positions will be responsible for inspecting fire protection or fire detection systems and verifying installations that are compliant with appropriate laws, codes, ordinances, regulations, and standards. To complete the process these positions will be tasked with the inspection of firework sales locations and provide guidance and detailed reports that will include fire inspections performed, fire code violations, and offer recommendations. The Office of Personnel Management has reviewed the request and recommends two (2) Surrender Pool positions for two (2) new tilted positions of ADEM Fire Marshal Inspector at a GS07. The maximum cost for all pool positions would be approximately \$34,978 from special revenue.

Your consideration of this request is greatly appreciated.

Kary K. Barbill *11/02/23*
STATE PERSONNEL DIRECTOR DATE

KB/nas:1-2

Positions Requested								
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %	
0995	2	New	ADEM Fire Marshal Inspector	GS07	\$40,340- \$58,493	\$138,365	SR 100%	
Total Estimated Cost of the New Positions including 40% match						\$ 138,365		
Total Cost to General Revenue						N/A		
Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
0995	22154914	X188C	Fire Marshal Inspector	GS03	9/23/2023	Yes	\$52,568	SR 100%
0995	22154915	X188C	Fire Marshal Inspector	GS03	Occupied	Yes	\$ 50,819	SR 100%
Total Estimated Savings							\$ 103,387	
Estimated Savings to General Revenue							\$ -	
Total Estimated Cost to the Agency						\$	34,978	
Total Estimated Cost to General Revenue						\$	-	
Total Authorized Position Adjustment							0	



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

27 October 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 Department of Emergency Management (ADEM) would like to request the establishment of two (2) positions from the OPM pool. Below are the positions being surrendered and requested:

Positions Requested							
Business Area	# of Positions	Class Code	Title	Grade	Salary Range	*Estimated Cost	Funding Source(s) %
0995	2	New	ADEM FIRE MARSHAL INSPECTOR	GS07	\$40,340 to \$58,493	\$138,365.00	SR100%
Total Estimated Cost of the New Positions including 40% match						\$	138,365.00
Total Cost to General Revenue						\$	-

Positions Surrendered								
Business Area	Position Number	Class Code	Title	Grade	Date Vacated	Position Budgeted Y/N	**Estimated Savings	Funding Source(s) %
0995	22154914	X188C	FIRE MARSHAL INSPECTOR	GS03	9/23/2023	Yes	\$ 59,168.29	SR 100%
0995	22154915	X188C	FIRE MARSHAL INSPECTOR	GS03	Filled	Yes	\$ 57,419.06	SR 100%
Total Estimated Savings							\$	116,587.35
Estimated Savings to General Revenue							\$	-

Total Estimated Cost to the Agency	\$ 21,777.65
Total Estimated Cost to General Revenue	\$ -
Total Authorized Position Adjustment	0

The role of the ADEM Fire Marshal Inspector encompasses many facets, including inspection of new and existing construction, and all areas related to firework safety. All the responsibilities of this position are conducted toward the result of protecting the lives of the citizens of Arkansas. These positions are responsible for the inspection of buildings and equipment to detect fire hazards and enforce state and local regulations as well as ensuring compliance with the State Fire Code and identifying deficiencies. The positions work alongside local Fire Marshals who enforce the Fire Code, ensuring the site is safe for all occupants. Responsibility is placed on this position to ensure codes are followed for the protection of lives within these structures. These positions are responsible for inspecting fire protection or fire detection systems, verifying installation is compliant with appropriate laws, codes, ordinances, regulations, and standards. To complete the process this position writes detailed reports of the fire inspections performed, fire code

violations observed, and correct recommendations offered. The Fire Marshal Inspectors are responsible for answering questions pertaining to the Fire Code and educating persons about the importance of those codes for life safety. The ADEM Fire Marshal Inspectors perform final inspections of buildings. In addition, these positions are tasked with inspection of fireworks sales locations and provides guidance to those performing fireworks displays, which ensures the safety of Arkansas Citizens at celebrations involving fireworks. Ensuring the safety of the people that occupy a facility or building is of vital importance to all citizens of Arkansas. After bringing the State Fire Marshal's Office to ADEM, a review has been conducted of the roles and responsibilities of the positions. The request for the increase to the ADEM Fire Marshal Inspector positions (2) is in line with the responsibilities assigned to these two positions. Funding for this program is through special and miscellaneous revenues, which have been determined to be sufficient to support this needed increase.

We are requesting the establishment of a new title and two (2) positions form the OPM pool as ADEM Fire Marshal Inspector, with a grade of GS07.

All positions being surrendered have been budgeted for FY2024. The two (2) positions we are requesting are critical to ensuring efficiency within the agency by allowing the necessary internal reorganization. The positions being surrendered will be an increase of approximately \$21,777 and will be paid for out of the special revenue generated by firework sales. We thank you for your consideration.

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

Sincerely,

Handwritten signature of Colonel Mike Hagar, with the number 4225 written at the end of the signature.

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	Department Name / Agency Name	Date
9913	DPS - ADEM	25 Oct 2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22154915	Fire Marshal Inspector	GS03	X188C
22154914	Fire Marshal Inspector	GS03	X188C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
ADEM Fire Marshal Inspector	GS07	NEW
ADEM Fire Marshal Inspector	GS07	NEW

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

27 Oct 23
Date


Department Secretary's Signature

10/27/2023
Date