

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

July 19, 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), Division of Arkansas State Police (ASP) for your review.

ASP is requesting one (1) position from the OPM growth pool established by Arkansas Code Annotated § 21-5-225(b). The classification requested is listed below:

**CLASSIFICATION REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
P027C	Public Information Specialist	GS06	\$36,155 - \$52,425

**JUSTIFICATION**

DPS is requesting the above position to meet the needs and improve communication efforts within the department. The requested position will be responsible for coordinating constituent services for ASP, coordinating a recognition of ASP fallen officers, and developing and updating social media and website content. The position will be the point of contact for ASP events, such as troop school graduations and awards banquets, develop and distribute an ASP employee newsletter and create and update content for ASP intranet features.

This position will be responsible for reviewing all related social media content, Facebook Messenger conversations, and WeTip Hotline tips, for questions, complaints, tips about crime, fugitive locations, Amber alerts, Silver alerts, and child abuse to ensure that these content related to process accordingly. The anticipated cost of this growth pool request is approximately \$51,758 including matching.

Office of Personnel Management

501 Woodlane Street, Suite 205 \* Little Rock, AR 72201 \* 501.682.1753





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

20 June 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 a pool position from the growth pool maintained by OPM. Below is the requested classification:

Requested Positions

Position Number	Job	Grade	Title	Annual Salary
NEW	P027C	GS06	Public Information Specialist	\$36,155
			Match	\$9,003
			Insurance	\$6,600
			<b>Total Cost</b>	<b>\$51,758</b>

Historically, ASP has not had a many positions within the PIO section, which has in turn led to issues with communications that have not occurred in a timely fashion. This position will be responsible for the following

- Coordinate constituent services for Arkansas State Police
  - Take and return calls and respond to emails and social media messages. Constituents have a myriad of questions, concerns and tips and sometimes report active criminal activities and abuse. Providing professional and courteous customer service to our constituents is paramount.
  - Monitor and respond to comments and messages received on social media platforms
  - Draft and seek approval for responses to hot topic constituent feedback/questions to provide other ASP public points of contact, such as Troop dispatchers
- Coordinate recognition of ASP fallen officers
  - End of watch anniversary emails and social media posts
  - Communications point of contact for annual ASP memorial event
- Development and update social media and website content
- Communications team point of contact for ASP events, such as troop school graduations, annual awards banquet
- Develop and distribute an ASP employee newsletter
- Create and update content for ASP intranet features

ASP receives over 2,000 new Facebook Messenger conversations, approximately 900 followers on Facebook, and 20 to 30 WeTip Hotline tips per month. This position will be responsible for reviewing all of the questions, complaints, tips about crimes, fugitive locations, Amber alerts, Silver alerts, and child abuse. Sorting through the different social media platforms to ensure that these are all captured and processed accordingly is a very high priority and the requested position will be dedicated to this work.

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

Sincerely,

A handwritten signature in black ink, appearing to read "MA G. Zy". The signature is written in a cursive, somewhat stylized font.

Secretary  
Arkansas Department of Public Safety



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

Business Area  
 9913/0960

Department Name / Agency Name  
 DPS - ASP

Date  
 20 June 2023

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
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**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
Public Information Specialist	GS06	P027C

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