

REPORT OF THE
UNIFORM PERSONNEL CLASSIFICATION AND COMPENSATION PLAN SUBCOMMITTEE OF THE
ARKANSAS LEGISLATIVE COUNCIL

September 20, 2013

Co-Chairs:

The Uniform Personnel Classification and Compensation Plan Subcommittee met on September 18, 2013 at 9:00 a.m.in Room B of the MAC Building. The Subcommittee reviewed the following personnel-related items with the exception of Items 1.a. and 1.b. which were reviewed on July 17, 2013 and were left off the Personnel Report and respectfully request that they be filed with the Arkansas Legislative Council:

1. Requests from the Arkansas Department of Higher Education for full-time pool positions from the Higher Education Central Pool authorized by Act 1397 of 2013:

- a. Institution: College of the Ouachitas (COTO)

Requested

Title: Institution Controller I
Grade – FY14: C126
Number of Positions: 1

Recommendation

Title: Controller
LIM – FY14: \$82,031
Number of Positions: 1

Requested

Title: Food Preparation Manager
Grade – FY14: C114
Number of Positions: 1

Recommendation

Title: Food Preparation Manager
Grade – FY14: C114
Number of Positions: 1

- b. Institution: Cossatot Community College of the University of Arkansas (CCCUA)

Requested

Title: Security Officer Supervisor
Grade – FY14: C113
Number of Positions: 3

Recommendation

Title: Security Officer Supervisor
Grade – FY14: C113
Number of Positions: 3

Requested

Title: Library Supervisor
Grade – FY14: C115
Number of Positions: 1

Recommendation

Title: Library Supervisor
Grade – FY14: C115
Number of Positions: 1

2. Quarterly Employment Report for Fourth Fiscal Quarter 2013
3. Reports of Grid Movement and Usage
 - a. Department of Correction - July and August
 - b. Disability Determination for Social Security Administration – July
 - c. Department of Education – July and August
 - d. Department of Finance and Administration - August
 - e. Department of Health – July and August
 - f. Arkansas State Police – July and August
 - g. Department of Veterans Affairs – July
 - h. Department of Human Services - August
4. Department of Higher Education – Provisional Positions Report for September 2013.

5. Requests for a special entry rate for an exceptionally well qualified applicant.
 - a. Agency: Public Service Commission
 Applicant: Larry Eslick
 Title/Class Code and Grade: X144C, Corrosion Inspector, Grade C115
 Salary Recommended: \$49,683
 - b. Agency: Department of Arkansas Heritage
 Applicant: John Pruitt
 Title/Class Code and Grade: G076C, Administrative Services Manager, Grade C124
 Salary Recommended: \$72,257
6. Request from the Arkansas Department of Workforce Services for a 7.5% second language differential.

Employee: Cecelia Rust
 Level of Proficiency: Fluent
 Current Salary: \$28,415
 Salary Recommended: \$30,544
7. Requests to obtain pool positions from the OPM Pool established in Arkansas Code 21-5-225 (a) (1) of Act 688 of 2009:
 - a. Agency: Arkansas Department of Environmental Quality
 Position Surrendered: 22090966
 Title: G047C, Attorney Specialist, Grade C126
 Classification Recommended: G025C, Attorney Supervisor, Grade C127, (1 position)
 - b. Agency: Arkansas State Police
 Position Surrendered: 22089666
 Title: C087C, Administrative Specialist I, Grade C106
 Classification Recommended: S031C, Skilled Tradesman, Grade C115 (1 position)
 - c. Agency: Arkansas Game and Fish Commission
 Positions Surrendered: 22095867 and 22124696
 Title: D052C, Software Support Analyst, Grade C121 (2 positions)
 Classification Recommended: D040C, GIS Analyst, Grade C123 (2 positions)
 - d. Agency: Arkansas School for the Blind
 Position Surrendered: 22082569
 Title: E035C, Certified Masters Teacher, Grade C119
 Classification Recommended: E024C, Teacher Supervisor, Grade C120
8. Request from the Arkansas State Board of Chiropractic Examiners to obtain a pool position from the OPM Growth Pool established by Arkansas Code 21-5-225 (b) (1) from Act 688 of 2009.

Classification Recommended: C037C, Administrative Analyst, Grade C115 (1 position)
9. Request from the Department of Higher Education for the establishment for one full-time position from the Higher Education Central Pool authorized by Act 1397 of 2013 for the University of Arkansas Community College at Hope (UACCH).

Requested

Title: Technical Director
 LIM – FY14: \$50,000
 Number of Positions: 1

Recommendation

Title: Special Events Manager
 Grade – FY14: C115
 Salary Range: \$29,251 to \$49,683
 Number of Positions: 1

10. Request from the Arkansas Insurance Department for a special entry rate of \$25.00 per hour due to labor market conditions for the classification of T055, Public Safety Officer, grade C116 for the following positions only: **22088093, 22088095, 22088096, 22088097, 22088098, 22088099, 22088100, 22088101, 22088105, 22088106, 22088109, and 22088110.**
11. Requests approved on an emergency basis by Senator Lindsey, Representative Lea, Co-Chairs of the Uniform Personnel Classification and Compensation Plan Subcommittee of the Arkansas Legislative Council and Representative Edwards, Co-Chair, Senator Sample, Co-Chair of the Arkansas Legislative Council.
 - a. Department of Community Correction
 - b. Parole Board
12. Chief Fiscal Officer of the State Special Entry Rate and Labor Market/Movement Report

Respectfully Submitted,

Senator Uvalde Lindsey, Co-Chair


Representative Andrea Lea, Co-Chair

**Arkansas Legislative Council Report
For Emergency Review of
Requests From the Department of Community Correction and Parole Board
September 4, 2013**

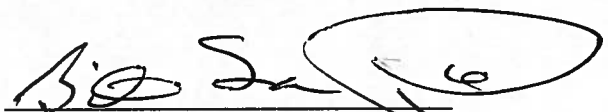
On August 26, 2013 Representative Edwards, Co-Chair and Senator Sample, Co-Vice Chair of the Arkansas Legislative Council and Senator Lindsey and Representative Lea, Co-Chairs of the Uniform Personnel Classification and Compensation Plan Subcommittee of the Arkansas Legislative Council received written notification from Mr. Richard Weiss, Chief Fiscal Officer of the State that review of requests from the Department of Community Correction and the Parole Board required immediate action.

Under Rule 17 of the Rules of the Arkansas Legislative Council, the Co-Chair and Co-Vice Chair of the Legislative Council and the Co-Chairs of the Uniform Personnel Classification and Compensation Plan Subcommittee of the Arkansas Legislative Council unanimously determined that emergency review of the requests from the Department of Community Correction for one position from the central growth pool and maintaining the current salary for Ms. Dina Tyler Krumnow and the Parole Board requests for a swap pool position from the Office of Personnel Management pool as well as a growth pool position are necessary to enable the agency to perform essential services. As such, the Co-Chair and Co-Vice Chair of the Arkansas Legislative Council and Co-Chairs of the Uniform Personnel Classification and Compensation Plan Subcommittee of the Arkansas Legislative Council may act on behalf of the Legislative Council in regard to this request, and state herein that this request shall be filed as reviewed and reported to the Legislative Council at the next regular scheduled meeting with accordance with Rule 17.

Respectfully Submitted,



Representative John Edwards, Co-Chair
Arkansas Legislative Council



Senator Bill Sample, Co-Vice Chair
Arkansas Legislative Council

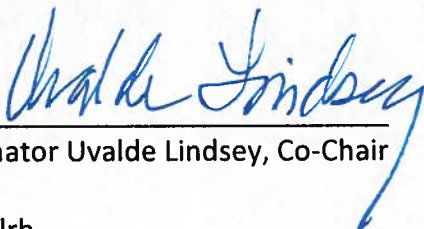
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**Uniform Personnel Classification and Compensation Plan Subcommittee
of the Arkansas Legislative Council Report
For Emergency Review of
Requests From the Department of Community Correction and Parole Board
September 4, 2013**

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Under Rule 17 of the Rules of the Arkansas Legislative Council, the Co-Chair and Co-Vice Chair of the Legislative Council and the Co-Chairs of the Uniform Personnel Classification and Compensation Plan Subcommittee of the Arkansas Legislative Council unanimously determined that emergency review of the requests from the Department of Community Correction and the Parole Board. The letters from DFA requesting emergency review are attached.

Respectfully Submitted,



Senator Uvalde Lindsey, Co-Chair



Representative Andrea Lea, Co-Chair

TR:lrh



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

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August 23, 2013

Ms. Marty Garrity, Director
Bureau of Legislative Research
State Capitol, Room 315
Little Rock, AR 72201

Dear Ms. Garrity:

In light of all the news reports and major pending changes with the parole and probation issues and the urgency for the agency to comply with the upcoming changes, the Office of Personnel Management is seeking emergency approval from the appropriate legislative committees for requests received from the Arkansas Department of Community Correction. Due to the fact that the Uniform Personnel Committee did not meet in the month of August, it becomes necessary that the appropriate legislative committees approve these requests for the Arkansas Department of Community Correction.

The Arkansas Department of Community Correction is requesting to maintain the salary of Ms. Dina Tyler Krumnow, whom the agency wishes to hire in a lower grade position than she currently holds at the Department of Correction. Ms. Krumnow will fill the new position of DCC Deputy Director of Administrative Services, Grade N904. Her current grade at the Department of Correction is N908 as ADC Assistant Director. She will report directly to the agency director of ADCC, Ms. Sheila Sharp, who is requesting to continue her current salary of \$88,991.76. Ms. Krumnow has worked for the Department of Correction for 18 years and has proven herself an asset in the public relations field and administration of the agency. It is critical that Ms. Krumnow assume her duties as soon as possible at the Department of Community Correction due to the intense scrutiny of the agency. With media inquiries mounting, Director Sharp is spending as much as half her work hours responding to reporter questions and requests. In addition, legislative requests continue, which take additional time to properly address.

Ms. Krumnow will handle media and governmental affairs for the agency. Once she is on the job, Director Sharp will be able to focus more on other areas of concern in the agency. Ms. Krumnow's education and experience make her extremely qualified for this new position. Ms. Krumnow holds a Bachelor's degree in Journalism and has established a 30 year career in the journalism field. Her experience includes but is not limited to representing the agency as spokesperson, drafting and tracking proposed legislation, writing and updating agency newsletters, drafting speeches for the agency director, and presenting information to public officials.

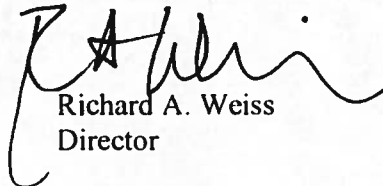
Ms. Marty Garrity
August 23, 2013
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Also, the Arkansas Department of Community Correction is requesting one position from the central growth pool established by Arkansas Code 21-5-225. The agency is requesting the classification of DCC Deputy Director Administrative Services, Grade N904, Class Code N130N. The purpose of this request is to aid the agency in achieving efficiency in handling new responsibilities due to recent changes in management and administrative structures. The Department of Community Correction has instituted several policy changes which have a direct bearing on the management of the agency. The agency is increasing its public response and information sharing involving activities associated with the agency. In this dissemination and exchange of information using various media sources, the position will represent the Department of Community Correction.

This position will serve as a critical resource for the ADCC Director regarding legislative activities, public media, and departmental issues, and will be responsible for initiating a proactive exchange of information between the Department of Community Correction and the many media outlets surrounding public safety. This position will supervise a staff who will monitor social, economic, and political trends that might ultimately affect ADCC and will recommend ways to enhance the ADCC's image based on those trends. The Department of Community Correction certifies there are sufficient funds for the position.

The Office of Personnel Management has reviewed the information submitted and recommends approval of the agency's request to waive the standard 10% demotion policy on behalf of Ms. Krumnow, and for the growth pool position of ADCC Deputy Director of Administrative Services and now seeks emergency approval from the appropriate legislative committees concerning this matter. Approval of these requests would be greatly appreciated.

Sincerely,



Richard A. Weiss
Director



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

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August 23, 2013

Ms. Marty Garrity, Director
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State Capitol, Room 315
Little Rock, AR 72201

Dear Ms. Garrity:

In light of all the news reports and major pending changes with the parole and probation issues and the urgency for the agency to comply with the upcoming changes, the Office of Personnel Management is seeking emergency approval from the appropriate legislative committees for requests received from the Arkansas Parole Board. Due to the fact that the Uniform Personnel Committee did not meet in the month of August, it becomes necessary that the appropriate legislative committees approve these requests for the Arkansas Parole Board.

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The Parole Board is requesting a swap pool position from the Office of Personnel Management Pool. They request a Computer Support Specialist, Grade C119/Class Code D063C, and will surrender an Administrative Specialist II, Grade C109/Class Code C073C. The Computer Support Specialist will be responsible for providing technical support for the Board. The Parole Board has struggled to meet several data requests from legislators and other agencies. The information usually requested requires individualized programming and the Board has had to reach out to the Department of Correction and the Department of Community Correction to assist with these requests. The Board has been without a dedicated IT position since 2010. Waiting until FY15 to request the IT position would put the Board in an unsustainable situation. This position will allow the agency to expand their efforts regarding mobility and automation. Since 2010, the agency has begun a mobility initiative, automating the majority of their Revocation section, and has laid out plans for automating the release of parole decisions (a project funded for FY14). Finally, this position will allow the Board to quickly respond to specialized data requests by having the internal resources to query their electronic Offender Management Information System (eOMIS).

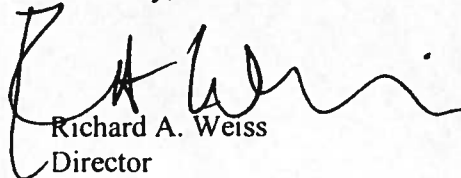
Ms. Marty Garrity
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The Parole Board is also requesting a growth pool position for a Revocation Hearing Judge, Grade N902/Class Code G023N. The Revocation Hearing Judge will be responsible for conducting revocation hearings. The Board of Correction has instituted several policy changes within the Department of Community Correction, two of which have a direct bearing on the revocation functions of the Parole Board. From the date the changes were implemented until now, the Parole Board has received 2,413 violation reports and nearly 1,000 revocation hearing requests.

Additionally, Act 1029 of 2013 mandates that all parolees who are charged with a violent or sex offense be jailed pending a revocation hearing. Act 1029 not only permanently increases the Board's case load; it creates an expectation that each case is adequately reviewed. If this request is approved, it will authorize the Parole Board a total of four Revocation Hearing Judges, which will help reduce the current case load for the Board. This position requires a license to practice law in the state in addition to knowledge of state and federal laws, rules, regulations, and precedents, and knowledge of legal research and writing protocols.

The Office of Personnel Management has reviewed the information submitted and recommends approval of the Parole Board's requests and now seeks emergency approval from the appropriate legislative committees concerning this matter. Approval of these requests would be greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Richard A. Weiss', is written over the printed name and title. The signature is fluid and cursive, with a large initial 'R' and 'W'.

Richard A. Weiss
Director