



**Ex. R**

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

February 23, 2023

The Honorable Breanne Davis, Co-Chairperson  
The Honorable Jim Wooten, 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 Wooten:

The Office of Personnel Management (OPM) submits a new title request from the Arkansas Department of Corrections (DOC) for your review.

Arkansas Department of Corrections, Division of Corrections (DOC) requests approval to create the new title established by Arkansas Code Annotated § 21-5-225(f)(1). Please view the new title requested 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>
NEW	DOC Assistant Inmate Grievance Coordinator	GS06	\$36,155 - \$52,424

**JUSTIFICATION**

Under the Prison Litigation Reform Act ("PLRA"), a prisoner must exhaust his or her administrative remedies with the correctional institution before filing suit. As a procedural matter, if administrative remedies are not exhausted before filing suit, a court will dismiss the case altogether. To exhaust administrative remedies, all prisoners, inmates, and pre-trial detainees must follow the policies and procedures of the facility, relating to complaints or grievances. For these purposes, the DOC Assistant Inmate Grievance Coordinator (GS06) will be responsible for assisting the DOC Inmate Grievance Coordinator (GS07) with investigating and making recommendations for each grievance filed.

The Honorable Breanne Davis, Co-Chairperson  
The Honorable Jim Wooten, Co-Chairperson  
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**RECOMMENDATION**

The Office of Personnel Management has reviewed this request from the Department of Corrections and **recommends** the establishment of the new title of DOC Assistant Inmate Grievance Coordinator (GS06). There is no salary cost associated with this request.

Your consideration of this request is appreciated.

  
STATE PERSONNEL DIRECTOR

  
DATE

KB/ps:1-2



1728  
**OFFICE OF THE SECRETARY**

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JAN 25 2023

BY:

January 17, 2023

Ms. Kay Barnhill  
Director, Office of Personnel Management, TSS  
501 Woodlane Street, Suite 205  
Little Rock, AR 72201

RE: Surrender/Swap Pool Request

Dear Ms. Barnhill,

The Arkansas Department of Corrections, Division of Correction (ADC) is requesting a new title of DOC Assistant Inmate Grievance Coordinator as a GS06. The Prison Litigation Reform Act ("PLRA") states that "[n]o action shall be brought [under 42 U.S.C. § 1983 or any other federal law] ...under such administrative remedies as are available are exhausted." 42 U.S.C. §1997(a). This requirement is strictly enforced in federal court, meaning it is an affirmative defense that is commonly raised at the dispositive motion state of litigation, resulting primarily in dismissals of claims. An inmate exhausts his/her administrative remedies by completing the inmate grievance process. Prior to filing a dispositive motion, the Arkansas Attorney General's Office will request copies of all grievances from the ADC Grievance Officers. This step can be time consuming as many ADC inmates file numerous grievances during their incarceration.

The Department has begun reorganizing titles of staff assigned to the medical and inmate grievance sections. The first step in the reorganization plan was to create a new title for supervisors of DOC Inmate Grievance Coordinator, GS07. As part of the next step in the reorganization, the Department is requesting four (4) DOC Assistant Inmate Grievance Coordinators as a GS06. This will be a new title. The Department will swap four (4) GS05 ADC Inmate Grievance Coordinators, G216C (position numbers 22078965, 22084672, 22084249, and 22112849). Additionally, the DOC will surrender one GS05 DOC Advisor M059C (position number 22086992). Lastly, the Department will cross-grade two GS06 Disease Intervention Specialists to the new job title.

The cost of this request to the Department is \$3,836 inclusive of salary, matching and benefits cost.

Thank you in advance for your favorable consideration.

Joseph Profiri  
Secretary of Corrections



# Position Classification Questionnaire

## General Information

Business Area: 0480 Agency: Arkansas Department of Corrections  
 Preparer's Name: Aundrea Culclager Date: 1/5/2023  
 Position Number: \_\_\_\_\_ Class Code: G Grade: GS06  
 Job Title: DOC Assistant Inmate Grievance Coordinator  
 Incumbent's Name: N/A  
 Supervisor: Aundrea Culclager and Gaylon Lay

Reason why position is being submitted for evaluation:

New Job/Title

Significant Change in Duties or Responsibilities

If there has been a significant change in duties or responsibilities, please describe in detail the changes and attach any other documents that illustrate your explanation:

*Review and make recommendations on inmate grievances for A-DC inmates.*

**Job Duties and Conditions**

List up to 10 primary job duties this position performs or is expected to perform, in order of importance. Include the frequency of occurrence (daily, weekly, monthly, etc.) and percentage of time dedicated to each duty. DO NOT use acronyms or abbreviations.

<u>JOB DUTY</u>	<u>FREQUENCY</u>	<u>% TIME</u>
Interprets agency administrative directives, policies and procedures.	daily	100
Investigate and analyze inmate grievances from multiple units	daily	100
Research, prepare and organize written and oral reports	daily	100
Review evidence, submit response for review/signature to Deputy Director	daily	100
Maintain grievance files and reports of grievance outcomes and resolutions	daily	100
Review and determine if grievances are to be acknowledged or rejected.	daily	100
Ensure all documentation is present for court proceedings	daily	100
Assist and train Unit Grievance staff	daily	100
Performs other duties as assigned	daily	100

Check one (1) of the following that best describes the overall working hours associated with this position. "Overtime" in this section means instances where an employee works more than 40 hours per week, regardless of actual overtime eligibility.

<input checked="" type="checkbox"/>	Works regular shifts, daily and weekly; rare instances of overtime required.
<input type="checkbox"/>	Some irregularities in hours because of overtime requirements, infrequent weekends and/or shift rotation, travel, etc.
<input type="checkbox"/>	Considerable irregularity of hours because of frequent overtime, frequent weekends, shift rotation, on-call availability, or travel.
<input type="checkbox"/>	Frequently requires highly irregular and unpredictable or particularly long work hours, such as attendance and participation at evening and/or weekend meetings, covering more than a single shift, extended travel, etc.

Check one (1) box that best describes the risk of negative consequences resulting from the actions of an incumbent in this position.

<input type="checkbox"/>	<b>Low Risk</b> —although job may have some variety of tasks, work assignments use standard procedures and are generally basic and routine. Assignments are generally closely monitored. Makes minor decisions.
<input checked="" type="checkbox"/>	<b>Medium Risk</b> —job has somewhat complex tasks requiring the regular use of professional judgment. Supervision is general and may be infrequent.
<input type="checkbox"/>	<b>High Risk</b> —job has very complex tasks requiring high level of professional judgment. Makes decisions carrying high degree of responsibility where there may be little or no precedent; acts independently with little oversight.

Check one (1) type of environmental condition to which the person occupying this position would normally be exposed:

<input checked="" type="checkbox"/>	<b>Normal office working conditions with no major sources of discomfort. Very low risk of minor physical injury.</b>
<input type="checkbox"/>	<b>Fair working conditions with routine discomforts. Position may require occasional work in the elements, moderate exposure to heat/cold, moisture/wetness, soiled materials, or light chemical substances/cleaning solutions. Moderate risk of minor physical injury, relatively low risk of significant physical injury.</b>
<input type="checkbox"/>	<b>Difficult working conditions with frequent exposure to undesirable or hazardous working conditions. Position requires routine exposure to the elements regardless of conditions, dangerous chemical substances, or other inherently dangerous conditions. Substantial risk of significant physical injury.</b>

Does a person occupying this position have fiscal responsibilities? Yes  No

In dollars, how large is the budget for which this position is responsible?

If yes, please describe the fiscal responsibilities this person has, such as managing a budget, filling out purchase requisitions, approving transactions, maintaining employee salaries, etc.:

N/A

**Supervision and Oversight**

Check one (1) of the following leadership responsibilities a person occupying this position has:

<input checked="" type="checkbox"/>	Does not supervise other staff.
<input type="checkbox"/>	Leads peers on a regular basis but is not the direct supervisor. May help direct, schedule, or monitor staff, but does not hire, fire, or evaluate other employees.
<input type="checkbox"/>	Is the front-line supervisor over two or more full-time employees. Hires, fires, and evaluates subordinates.
<input type="checkbox"/>	Is the manager of a unit, section, or major function and typically also supervises personnel who are front-line supervisors or persons having professional-level responsibilities.
<input type="checkbox"/>	Is the director of a division, department, or large program and typically supervises management personnel and indirectly supervises subordinate staff under this position's line of authority.

If you indicated that this position supervises other employees, how many direct reports does this person have?

If you indicated that this position supervises other employees, how many indirect reports does this person have?

Please list the class code, title, and number of employees for each classification supervised by the person in this position. If necessary, attach additional sheets.

CLASS CODE	TITLE	GRADE	# OF EMPLOYEES

How many supervisors does the person in this position supervise? If none, enter 0. 0

If you answered with a number other than 0 to the question above, for which divisions/sections/offices is this person responsible?