



Department of Transformation and Shared Services  
 Governor Asa Hutchinson  
 Secretary Mitch Rouse  
 Director Kay Barnhill

November 16, 2022

The Honorable David Wallace, Co-Chairperson  
 The Honorable David Hillman, Co-Chairperson  
 Uniform Personnel Classification and  
 Compensation Plan Subcommittee  
 Joint Budget Committee  
 State Capitol Building, Room 315  
 Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

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

The Division of Community Correction (DCC) requests three (3) positions from the OPM central growth pool Arkansas Code Annotated § 21-5-225(b). Please view the classifications requested below:

**CLASSIFICATIONS REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
C056C	Administrative Specialist III	GS04	\$29,046 - \$42,116
M059C	DOC Advisor	GS05	\$32,405 - \$46,987
T045C	DCC Parole/Probation Officer	GS07	\$40,340 - \$58,493

**JUSTIFICATION**

DOC, DCC expresses that the division was awarded \$280,000 in general revenue to fund the three (3) abovementioned positions at the Specialty Court in Perry County. The Specialty Court targets medium to high-risk offenders with substance abuse difficulties. These individuals receive intensive treatment by the internal outpatient counselors also known as the DOC Advisor and are also assigned to a DCC Parole/Probation Officer with a caseload ratio of 40:1. Each specialty court also requires one (1) Administrative Specialist III to coordinate office activities, research, and prepare special reports when needed. These positions are a necessity regarding the expansion of Specialty Courts in rural areas of the state.

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**RECOMMENDATION**

The Office of Personnel Management has reviewed this request from DCC and **recommends** the request to receive one (1) GS04 Administrative Specialist III class code C056C, one (1) GS05 DOC Advisor class code M059C, and one (1) GS07 DCC Parole/Probation Officer class code T045C from the OPM central growth pool. The department expects a minimum salary cost of \$143,202.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management

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  11/4/22  
**SECRETARY OF TRANSFORMATION & SHARED SERVICES** **DATE**

KB/ps:1-2



7647



**OFFICE OF THE SECRETARY**  
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North Little Rock, Arkansas 72114  
Phone: (501) 682-3309 | Fax: (501) 534-3958  
DOC.ARKANSAS.GOV

October 24, 2022

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

RE: Central Growth Pool Request

Dear Ms. Barnhill,

Arkansas Department of Corrections, Division of Community Correction (DCC) currently operates seventy (70) Specialty Courts located throughout the state. Specialty Courts target medium to high-risk offenders with substance use disorder issues. The offenders are treated with intensive counseling from a DOC Advisor and are assigned to a DCC Parole/Probation Officer with a caseload ratio of 40:1 (limited by law). Each specialty court requires one (1) DCC Parole/Probation Officer, one (1) DOC Advisor, and one (1) Administrative Specialist III.

Last month the Division received approximately \$280,000 in rainy-day money to fund one (1) additional specialty court in Perry County for the remainder of the fiscal year. We are requesting one (1) DCC Parole/Probation Officer, GS07, class code T045C, one (1) DOC Advisor, GS05, class code M059C, and one (1) Administrative Specialist III, GS04, class code C056C from the OPM Central growth pool in order to staff this Court.

This request will increase the overall position count for Division by three (3) positions.

Your consideration of this request is appreciated.

  
Solomon Graves  
Secretary of Corrections

Cc: Jerry Bradshaw, Director, Division of Community Correction  
File



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

Business Area                      Department Name / Agency Name                      Date  
0485                      Department of Corrections/Division of Community Correction                      10.24.2022

**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
DCC Parole/Probation Officer	GS07	T045C
DOC Advisor	GS05	M059C
Administrative Specialist III	GS04	C056C

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

10.24.2022  
Date

  
Department Secretary's Signature

10/25/22  
Date