



June 15, 2021

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 (ADC) for your review. ADC is requesting one (1) position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classification requested along with the two (2) positions being surrendered are listed below:

**POSITIONS SURRENDERED**

<b><u>NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>CODE</u></b>	<b><u>GRADE</u></b>	<b><u>RANGE</u></b>
22079272	Fiscal Support Specialist	A098C	GS04	\$29,046 - \$42,117
22085705	Fiscal Support Specialist	A098C	GS04	\$29,046 - \$42,117

**CLASSIFICATIONS REQUESTED**

<b><u>CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>RANGE</u></b>
D071C	Computer Support Analyst	IT03	\$41,578 - \$60,288

**JUSTIFICATION**

The Arkansas Department of Corrections has four (4) positions authorized as D071C, Computer Support Analyst. Despite the COVID-19 Pandemic, ADC must continue its operations. This has generated an increased demand for video conferencing services and support for their video technology. ADC needs an additional Computer Support Analyst position to assist with handling these responsibilities.

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**RECOMMENDATION**


The Office of Personnel Management has reviewed this request from the Department of Corrections and recommends approval of one (1) surrender pool position. The agency guarantees our office that it possesses sufficient funding to support his pool position request.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



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SECRETARY OF TRANSFORMATION & SHARED  
SERVICES

6/3/2021  
DATE

KB/jlh:1-2

# 755



Office of the Secretary  
6814 Princeton Pike  
Pine Bluff, Arkansas 71602  
Phone: 870-267-6200  
Fax: 870-267-6244

November 13, 2020



Ms. Kay Barnhill  
State Personnel Administrator  
1509 West Seventh Street  
Little Rock, Arkansas 72201


Dear Ms. Barnhill,

This letter is a request for one (1) pool IT-03, D071C Computer Support Analyst position to support Video Technology for the Department of Corrections. This position is requested due to the unexpected and increased workloads associated with the Department's response to the COVID-19 Pandemic. Increased video conferencing services that are reflected below, are necessary to maintain operations while minimizing the exposure and risk of infection due to COVID-19.

- Disciplinary Hearings
- Court Hearings – In and Out of State
- Attorney Meetings
- Processing of Sex Offender Assessments
- Court Arraignments
- VOIP Video
- Parole Hearings

The Department of Corrections is surrendering two (2) GS04, A098C Fiscal Support Specialist positions to substitute for the requested pool position. #22079272 and #22085705. Please contact me if additional information is needed or if you have questions.

Thank you for your consideration,

  
Nicholas Stewart  
Human Resources Administrator



**DEPARTMENT OF FINANCE & ADMINISTRATION**  
**Office of Personnel Management**  
**Request for Pool Position**

Business Area	Agency/Institution	Date
0480	Department of Corrections	03/31/21

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22079272	Fiscal Support Specialist	GS04	A098C
22085705	Fiscal Support Specialist	GS04	A098C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	Computer Support Analyst (1)	IT03	D071C

I Hereby Certify / Understand That:

- A. The position requested is critical to the operation of this Agency/Institution 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/Institution.
- E. No current employee will be displaced by this action.

Agency Personnel Rep	Date
Nicholas Stewart	03/31/21

Agency Director	Date
Solomon Graves	03/31/21