



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

**EXHIBIT D.3**

OFFICE OF PERSONNEL MANAGEMENT  
**Administrator's Office**  
 1509 West Seventh Street, Suite 201  
 Post Office Box 3278  
 Little Rock, Arkansas 72203-3278  
 Phone: (501) 682-1823  
 www.dfa.arkansas.gov

September 21, 2016

Senator Uvalde Lindsey, Co-Chairperson  
 Representative Lanny Fite, Co-Chairperson  
 Uniform Personnel Classification and  
 Compensation Plan Subcommittee  
 Arkansas Legislative Council  
 State Capitol Building, Room 315  
 Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Arkansas Parole Board (APB) for your review.

The APB has requested the establishment of one new title, Executive Administrator, grade N903. The APB is also requesting one (1) position from the OPM central growth pool and one (1) position from the OPM surrender pool established by Ark. Code Ann. §21-5-225.

The agency is requesting the following classification from the OPM growth pool:

<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>	<u>NUMBER OF POSITIONS</u>
Administrative Specialist II	C109	1

The agency is requesting the following classification from the OPM surrender pool:

<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>	<u>NUMBER OF POSITIONS</u>
Executive Administrator	N903	1

The agency will surrender the following one (1) classification:

<u>POSITION SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22095168	Revocation Hearing Judge	G023N	N902

**JUSTIFICATION**

In order to encourage the retention of employees, the APB is planning to reorganize the agency with the goal of creating a more efficient workflow and a career path for employees. The Administrative Specialist II position will aid in achieving this goal by providing administrative support for the Revocation Hearing Judges. The Executive Administrator will be tasked with

managing the Revocation Hearing Judges that are currently under the supervision of the Chairman as well as the agency administrative support staff. Taking over these duties will allow the Chairman to allocate more time to other vital duties that must be performed. This position will also be responsible for conducting legal research and composing legal documents for use in litigation while providing legal assistance to the APB. The position that will be surrendered is currently occupied. The incumbent will move into the newly created position of Executive Administrator if this is approved.

The Office of Personnel Management has reviewed this request and **recommends** the approval of one (1) pool position from the OPM central growth pool, approval of one (1) pool position from the OPM surrender pool, and surrender of one (1) position to be permanently frozen and removed from the agency's appropriation act during the next budget cycle. Additionally, the Office of Personnel Management **recommends** establishment of the new classification of Executive Administrator, grade N903.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



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Chief Fiscal Officer of the State

SEP 06 2016

Date

KB/ca:1-2

# ARKANSAS PAROLE BOARD



ASA HUTCHINSON  
Governor

JOHN FELTS  
Chairman

105 WEST CAPITOL - SUITE 500  
LITTLE ROCK, ARKANSAS 72201  
Phone: (501) 682-3850  
FAX: (501) 683-5381  
[www.paroleboard.arkansas.gov](http://www.paroleboard.arkansas.gov)

August 26, 2016

ATTN: Kay Terry  
State Personnel Administrator  
DFA Office of Personnel Management  
P.O. Box 3278  
Little Rock, AR 72203

RE: Justification for Requesting Pool Positions

Dear Mrs. Terry:

The Arkansas Parole Board is hereby requesting two Administrative Specialist II (C109) positions and one Executive Administrator (N903)—NEW TITLE—position in exchange for surrendering one Parole Board Program Administrator (C128) and one Revocation Hearing Judge (N902) position. The APB is seeking to reorganize the agency to create a more efficient workflow and to create more of a career path to encourage retention of employees. If granted this request, the APB would remain within its appropriated budget and would actually be expending less money on the three acquired positions than it is currently spending on the two proposed surrender positions.

It is the goal of the APB that the granting of this request will allow for more administrative support for the Revocation Hearing Judges while also creating a position to supervise the Revocation Hearing Judges currently supervised by the Chairman. In 2015, the Chairman was given the responsibility of overseeing the six Commissioners of the Arkansas Parole Board. Implementing an executive supervisory position (Executive Administrator) to oversee the Revocation Hearing Judges, as well as the administrative support staff, will allow the Chairman the additional time to dedicate to the performance of his current job duties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John Felts".

John Felts, Chairman



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

Business Area	Agency/Institution	Date
0323	Arkansas Parole Board	08/26/16

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
2209-5168	Revocation Hearing Judge	N902	G023N
2215-3197	Arkansas Parole Board Program Administrator	C128	G247C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	Administrative Specialist II	C109	C073C
	Administrative Specialist II	C109	C073C
	Executive Administrator	N903	

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
<i>Janice Bost</i>	8-26-17

Agency Director	Date
<i>Don Jelts</i>	8/26/16

CURRENT BUDGETED AMOUNTS

N902	\$84,500
C128	\$60,616.19
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	\$145,116.19

POOL POSITION REQUESTS

Requesting:	N903 NEW TITLE	\$75,000
Surrendering:	N902 Revocation Hearing Judge	\$84,500

Requesting:	C109 Administrative Specialist II	\$21,827
	C109 Administrative Specialist II	\$21,827
Surrendering:	C128 Parole Board Program Administrator	\$60,616.19

Total Request:	\$118,654
Total Surrender:	\$145,116.19

Difference of \$26,462.19

**CLASS TITLE:** EXECUTIVE ADMINISTRATOR

**GRADE:** N903

**CLASS SUMMARY**

Position is responsible for overseeing professional and support staff functions and for conducting legal research, writing legal documents for use in litigation, and providing legal assistance to the Arkansas Parole Board. This position is governed by state and federal laws and agency/institution policy.

**TYPICAL FUNCTIONS**

Supervises Revocation Hearing Judges and support staff by interviewing and submitting recommendations for employment, assigning and reviewing work, evaluating job performance, and overseeing disciplinary actions. Coordinates training programs for DCC Parole/Probation Officers intended to educate on the parole revocation processes. Advises the Board regarding applicable laws, policies, performance measures and standards for the release and revocation of adult offenders. Coordinates the process of developing agency standards, performance measures, and policies for the release and revocation of adult offenders. Performs regular audits and reviews of operations to ensure compliance with applicable law, policies and standards. Monitors the development and implementation of system enhancements. Assists with the development, administration and management of the agency budget, and assists in drafting legislation. Develops internal administrative directives and memoranda regarding agency policy and procedures. Acts as liaison to the Office of Attorney General regarding pending and/or potential litigation. Acts as liaison to legislative committees and staff, other state agencies, and national associations. Serves as legal advisor to the Board and support staff on applicable state and federal laws. Attends legal seminars and conferences in an effort to continue legal education. Interprets goals, policies, and programs so as to accurately communicate the agency mission. Coordinates media coverage for significant programs or events to ensure the accuracy and completeness of information. Conducts Revocation Hearings and Parole Hearings on an as needed basis. Performs other duties as assigned.

**SPECIAL JOB DIMENSIONS**

Occasional in state and out of state travel is required.

**KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of parole and correctional programs, and the laws relating to both. Knowledge of parole and revocation hearing procedures. Knowledge of supervisory practices and procedures. Knowledge of the Electronic Offender Management Information System (eOMIS) program. Ability to work with public and incarcerated felons. Ability to research, analyze, interpret, and apply legislation and case related information. Knowledge of state and federal budget, accounting, procurement, and human resource management. Ability to interpret and present budget findings and legislative proposals to the Board, supervisory personnel, legislative committees, and staff. Ability to conduct litigation, as well as, preside over hearings. Ability to compile and understand detailed information and interpret statistical data and prepare reports.

**MINIMUM QUALIFICATIONS**

Licensed to practice law and admitted to the Arkansas State Bar pursuant to ACA 16-22-201; plus seven years of legal experience, including three years in a supervisory capacity and at least four years of experience in the criminal justice field.