



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 request from The Arkansas Department of Corrections for your review.

The Arkansas Department of Corrections, Division of Corrections (DOC) is requesting one (1) position from the OPM Growth Pool established by Ark. Code Ann. §21-5-225 along with the establishment of one (1) new classification. The classification requested is listed below:

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
NEW	DOC Chief of Staff	SE02	\$120,543 - \$157,100

JUSTIFICATION

This position is tasked with supervising human resources, training, finance, communications, and Legal Services. As the second in command to the Secretary of Corrections, the incumbent of the new title will be tasked with directly supervising information technology, policy development, criminal detention facilities review, and offender database development and research. The DOC Chief of Staff will also participate in a management planning team to formulate and implement department policies and long-range goals/objectives for the accomplishment of the agency's mission. Therefore, the agency requests the new title and the appropriate grade based on the duties associated with the classification.

Office of Personnel Management

501 Woodlane Street, Suite 205 * Little Rock, AR 72201 * 501.682.1753



OFFICE OF THE SECRETARY

1302 Pike Avenue, Suite C
North Little Rock, Arkansas 72114
Phone: (501) 682-3309 | Fax: (501) 534-3958
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February 14, 2023

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

RE: Labor Market Rate

Ms. Barnhill Act 910, the Transformation and Efficiencies Act of 2019 created the Department of Corrections (DOC). The DOC is comprised of the Division of Correction, Division of Community Correction, Arkansas Sentencing Commission, Arkansas Correctional School System, Criminal Detention Facilities Review Committees, the Parole Board, and the State Council for Interstate Commission for Adult Supervision. It is my vision is to create a legal services section to serve the entire Department. Essential to the success of the reorganization plan for legal services section is recruitment and retention of well qualified legal counsel. Currently legal counsel occupies the classification title ADC Assistant Director. This is a request for a Labor Market Rate of mid-point salary of \$106,436 for position number 22087284, ADC Assistant Director, GS14, Class Code N048N.

Your consideration of this request is appreciated.

Joseph Profiri

A handwritten signature in blue ink, appearing to read 'Joseph Profiri'.

Secretary of Corrections



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January 26, 2023

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

RE: Pool Position Request

Dear Ms. Barnhill,

The Transformation and Efficiencies Act of 2019 created the Department of Corrections (DOC) as a cabinet level department. The DOC is comprised of the Division of Correction, Division of Community Correction, Arkansas Sentencing Commission, Arkansas Correctional School System, Criminal Detention Facilities Review Committees, the Parole Board, and the State Council for Interstate Commission for Adult Supervision. Combined, the DOC has over 6,000 authorized positions.

After the passage of the Transformation and Efficiencies Act, cabinet level departments established the Chief of Staff position. For the DOC, the Chief of Staff is the second in command to the Secretary of Corrections. Currently, the Chief of Staff directly supervises Information Technology, Policy Development, Criminal Detention Facilities Review, and Offender Database Development and Research. Indirectly, the position supervises Human Resources, Training, Finance, Communications, and Legal Services.

In the past, the DOC used existing GS position titles for the Chief of Staff. The DOC is requesting a new title of DOC Chief of Staff with a grade of SE04. The cost of this request is approximately \$195,000, inclusive of salary, matching, and benefits. The DOC has sufficient funding to support this pool position request.

Thank you in advance for your favorable consideration.

Joseph Profiri

A handwritten signature in blue ink, appearing to read 'Joseph Profiri'.

Secretary of Corrections



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

Business Area	Department Name / Agency Name	Date
9903	Corrections	1.26.2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
	N/A		

Classification(s) Requested

Classification Title	Pay Grade	Class Code
DOC Chief of Staff	SE04	U

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

1.26.2023
Date


Department Secretary's Signature

1-30-2023
Date