



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

August 24, 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.

DOC, Division of Community Correction (DCC) requests six (6) positions from the OPM central growth pool Arkansas Code Annotated § 21-5-225(b). Please view the classifications requested below:

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
C056C	(2) Administrative Specialist III	GS04	\$29,046 - \$42,116
M059C	(2) DOC Advisors	GS05	\$32,405 - \$46,987
T045C	(2) DCC Parole/Probation Officers	GS07	\$40,340 - \$58,493

JUSTIFICATION

DOC, DCC expresses that the division was awarded five hundred thousand dollars (\$500,000) in general revenue to fund the six (6) positions in the two (2) specialty courts in Poinsett and Sharp Counties. The specialty courts target medium to high-risk offenders with substance abuse complications. These individuals receive intensive treatment by the internal outpatient counselors also known as the DOC Advisors 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 the two 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 two (2) GS04 Administrative Specialist III class code C056C, two (2) GS05 DOC Advisors class code M059C, and two (2) GS07 DCC Parole/Probation Officers class code T045C from the OPM central growth pool. The department expects a minimum salary cost of \$286,405.86.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED SERVICES

DATE

KB/ps:1-2



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OFFICE OF THE SECRETARY

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DOC.ARKANSAS.GOV



July 22, 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 (ACC) 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 outpatient in-house counselors (DOC Advisors) and assigned to a DCC Parole/Probation officer with a caseload ratio of 40:1. Each specialty court requires one (1) DCC Parole/Probation Officer, one (1) DOC Advisor, and one (1) Administrative Specialist III.

Governor Hutchinson gave the Arkansas Department of Corrections, Division of Community Correction (ACC) \$500,000 in general revenue to fund two (2) specialty courts in Poinsett and Sharp Counties.

ACC is requesting two (2) Parole/Probation Officers, GS07, class code T045C, two (2) DOC Advisors, GS05, class code M059C, and two (2) Administrative Specialist III positions, GS04, class code C056C from the OPM Central growth pool. These positions will enable expansion of the two Specialty Courts in rural areas of the state.

Your consideration of this request is appreciated.

A handwritten signature in black ink that reads 'Solomon Graves'.

Solomon Graves
Secretary of Corrections



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

Business Area	Department Name / Agency Name	Date
0485	Division of Community Correction	7.21.2022

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 (2)	GS07	T045C
Administrative Specialist III (2)	GS04	C056C
DOC Advisor (2)	GS05	M059C

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

7/22/22
 Date


 Department Secretary's Signature

7/22/22
 Date