



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 Department of Corrections for your review.

The Arkansas Department of Corrections (DOC), Division of Correction (DOC) request to surrender two (2) positions to the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1). The Division of Correction also request approval to create the new title of DOC Construction Division Manager (GS11). Please view the classifications to be surrendered and created below:

CLASSIFICATIONS SURRENDERED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>POSITION</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
T075C	DOC Corporal	22086021	GS05	\$32,405 - \$46,987
S046C	Maintenance Technician	22086642	GS04	\$29,046 - \$42,116

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>POSITION</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
NEW	DOC Construction Division Manager	NEW	GS11	\$62,531 - \$90,670

JUSTIFICATION

The Arkansas Department of Corrections, Division of Correction (DOC) currently has multiple active construction projects which are operating simultaneously on daily basis. Presently, the DOC Assistant Director of Construction and entry level supervisors have

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no level of supervision that exist between the two classifications. The creation of the DOC Construction Division Manager position would enable more efficient management of projects, as well as permit the DOC Assistant Director of Construction and entry level supervisors to focus on additional tasks.

RECOMMENDATION

The Office of Personnel Management has reviewed this request from the Department of Corrections and **recommends** the surrender T075C DOC Corporal (GS05) position number 22086021, and S046C Maintenance Technician (GS04) position number 22086642 to the OPM surrender pool. The Office of Personnel Management also **recommends** approval to create the new title of DOC Construction Division Manager (GS11). The department guarantees a minimum salary cost of \$70,913.13.

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



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

Business Area	Department Name / Agency Name	Date
0480	Department of Corrections/Division of Correction	7.7.2022

Position(s) to be Surrendered


Position/Item Number	Classification Title	Pay Grade	Class Code
22086021	DOC Corporal	GS05	T075C
22086642	Maintenance Technician	GS04	S046C


Classification(s) Requested

Classification Title	Pay Grade	Class Code
DOC Construction Division Manager	GS11	


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


 Department Secretary's Signature

7.7.2022
 Date


 Date



OFFICE OF THE SECRETARY

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North Little Rock, Arkansas 72114
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DOC.ARKANSAS.GOV

July 27, 2022

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

RE: Surrender/Swap Pool Request

Dear Ms. Barnhill,

The Arkansas Department of Corrections (DOC) is requesting approval to create a new title DOC Construction Division Manager, GS11. The Department currently has a GS11 position functioning as a Construction Division Manager in the Division of Community Correction. The Department has multiple construction projects simultaneously underway daily, including a planned 500-bed expansion at our North Central Unit, the renovation of the White River Correctional Center in Batesville, and the expansion of the Mississippi County Work Release Center.

Attention to detail, on site management of staff, and an understanding of the "big picture" is required to keep projects on track. Currently there is not an adequate chain of supervision for entry level supervisors. The DOC Construction Division Manager would enable more effective supervision of projects. The DOC Construction Division Manager will have oversight on all onsite and offsite construction projects to monitor compliance with building and safety regulations, meet contractual conditions of performance, negotiate terms of agreements, draft contracts and obtain permits and licenses and analyze, manage, and mitigate risks. This position will provide support to all the coordinators and project managers.

The Department proposes to surrender a DOC Corporal, T075C, GS05 (position number 22086021) and a Maintenance Technician, S046C, GS04 (position number 22086642) and request the creation of a new DOC Construction Division Manager, GS11. This request would have a salary cost savings of \$12,746. Additionally, this request does not grow the current number of positions within the Department.

Thank you in advance for your consideration.


Solomon Graves, Secretary of Corrections