



November 17, 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 Department of Corrections for your review.

The Arkansas Department of Corrections (DOC), Division of Community Correction (DCC) request 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>POSITION NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
22083927	Administrative Specialist II	C073C	GS03	\$26,034 - \$37,749
22125193	DOC Deputy Warden	T015C	GS10	\$56,039 - \$81,256

**CLASSIFICATION REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
T004C	DCC Program Adm Parole & Probation Services	GS11	\$62,531 - \$90,669

**JUSTIFICATION**

The Arkansas Department of Corrections (DOC), Division of Community Correction (DCC) supervises six Residential Treatment Centers regionally located throughout the state of Arkansas. The centers are former hospitals or jails which are older facilities and require more maintenance each year. As a result, there is an increased responsibility for renovation and construction projects. DCC recently purchased a former juvenile detention facility in Batesville which will require 14-18 months of construction to renovate.

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The Department proposes to surrender a DOC Deputy Warden (GS10) and an Administrative Specialist II (GS03), and request one DCC Program Administrator of Parole and Probation Services. The DCC Program Administrator of Parole and Probation Services will function as an Assistant Director of Maintenance and Construction for DCC. A full-time specialized knowledge and skill set is required for the construction and maintenance projects. ACC is a member of the American Correctional Association (ACA), and proper facility maintenance is a mandatory standard for passing ACA audits. To comply with the added responsibilities and assist the director with the renovation project, DCC is requesting a Program Administrator of Parole and Probation Services (GS11) position. The estimated cost of this action is \$56,531.

**RECOMMENDATION**

The Office of Personnel Management has reviewed this request from the Department of Corrections and **recommends** approval to surrender two positions (GS03 & GS10), to receive one (GS11) position from the surrender pool. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



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SECRETARY OF TRANSFORMATION & SHARED SERVICES

11/15/2021  
DATE

KB/ps:1-2



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**OFFICE OF THE SECRETARY**

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October 8, 2021


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

Dear Ms. Barnhill,

The Arkansas Department of Corrections (DOC), Division of Community Correction (ACC) supervises six Residential Treatment Centers regionally located throughout the state of Arkansas. The centers are former hospitals or jails. These are older facilities and require more maintenance each year. Secondly, ACC owns five Parole/Probation offices located in Camden, Hope, Fort Smith, Harrison and West Memphis, as well as the DOC Headquarters building. As a result, there is an increased responsibility for renovation and construction projects. Lastly, ACC recently purchased a former juvenile detention facility in Batesville which will require 14-18 months of construction to renovate.

The Department proposes to surrender a DOC Deputy Warden, GS10, T015C (position number 22125193) and an Administrative Specialist II, GS03, C073C (position number 22083927) and request one DCC Program Administrator of Parole and Probation Services. The DCC Program Administrator of Parole and Probation Services would function as an Assistant Director of Maintenance and Construction for ACC. A full-time specialized knowledge and skill set is required for the construction and maintenance projects. ACC is a member of the American Correctional Association (ACA), and proper facility maintenance is a mandatory standard for passing ACA audits.

Thank you in advance for your consideration.

  
Solomon Graves  
Secretary  
Arkansas Department of Corrections

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

Business Area      Department Name / Agency Name      Date  
0485      Arkansas Department of Corrections-Division of Community Correction      10.11.2021

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22083927	ADMINISTRATIVE SPECIALIST II	GS03	C073C
22125193	DOC DEPUTY WARDEN	GS10	T015C


**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
DCC Program Admr Parole & Probation Svcs	GS11	T004C

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



Date

10/11/2021

Department Secretary's Signature



Date

10/11/21