

# EXHIBIT C.2



## Department of Finance and Administration

OFFICE OF PERSONNEL MANAGEMENT

Administrator's Office

1509 West Seventh Street, Suite 201

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Little Rock, Arkansas 72203-3278

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[www.dfa.arkansas.gov/personnel-management](http://www.dfa.arkansas.gov/personnel-management)

December 18, 2018

Senator John Cooper, Co-Chairperson  
Representative Les Eaves, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Legislative Council  
State Capitol Building, Room 315  
Little Rock, Arkansas

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Community Corrections (DCC) for your review.

DCC is requesting one (1) position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classification being requested is an existing title. The positions being surrendered are listed below:

<u>POSITION SURRENDERED</u>	<u>TITLE</u>	<u>GRADE</u>	<u>RANGE</u>
22077421	Administrative Analyst	GS06	\$36,155-\$52,424
22083807	DCC Planning & Mgmt Svcs Administrator	GS10	\$56,039-\$81,256

### CLASSIFICATIONS REQUESTED

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>	<u>RANGE</u>
DB Specialist	D012C	IT08	\$71,704-\$103,970

### JUSTIFICATION

DCC is requesting to surrender the positions listed above and requests one (1) Database Specialist, IT08 from the position pool.

DCC serves as the state correctional system's primary source of data and information regarding the adult correctional population. Currently, this is the only state correctional agency utilizing a fully developed business intelligence asset and is increasingly consulted by external stakeholders for data and information needs. The agency is working towards greater efficiencies in state

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Representative Les Eaves, Co-Chairperson  
December 18, 2018  
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government by increasing the level of analytic maturity within the agency to facilitate data-driven, evidence-based decision making, and strategic planning. The agency is requesting the Database Specialist position to maintain the quality of information assets required by the agency to best supervise adult offenders in the state. The agency states that it has funding to cover this request.

OPM has reviewed this request and **recommends** the approval of one (1) pool position and the requested title. Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



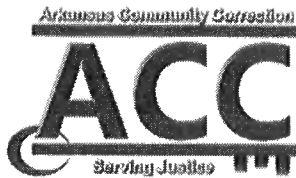
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**Chief Fiscal Officer of the State**

**Date**

**KB/sp: 1-2**



Arkansas Community Correction  
Two Union National Plaza  
105 W. Capitol Ave., 2<sup>nd</sup> Floor  
Little Rock, AR 72201  
Phone: (501) 682-9510 Fax: (501) 682-9513

Ms. Kay Barnhill  
State Personnel Administrator  
Office of Personnel Management  
1509 West Seventh Street  
Little Rock, Arkansas 72201

Request for Pool Position: Database Specialist (IT08)

Dear Ms. Barnhill:

Arkansas Community Correction serves a primary source of data and information for the state's adult correctional population. As the only state correctional agency with a fully developed business intelligence asset, this agency is increasingly called upon to meet the data and information needs of external stakeholders as a representative of the state correctional system.

In addition, as ACC strives to answer the Governor's call for greater efficiency in State government, we recognize the importance of increasing the level of analytic maturity within the agency to facilitate data-driven, evidence-based decision making and strategic planning. We also believe that internal capacity building in this area through competitive recruitment and retention strategies will reduce our dependence on external vendors and consultants, resulting in an efficiency that is both more sustainable and scalable.

As two examples of these points, the increased activities of the individual hired into our Planning & Management Services Administrator position last year have: 1) resulted in a new formulation of officer supervision caseloads that will allow management to more efficiently evaluate and allocate staff resources; and 2) eliminated our need to contract with an external consultant for our yearly recidivism report at a cost savings to the agency of \$15,000 annually.

The knowledge, skills, and abilities necessary to successfully develop and maintain the quality information asset that we require as an agency to best supervise adult offenders in the state, and by extension protect and serve the citizens of Arkansas, is not currently represented in the title nor compensation afforded the position tasked with that responsibility. Accordingly, ACC proposes a solution that would more appropriately reflect these responsibilities through the designation of a new classified position, Database Specialist (IT08). Through the surrender of two classified positions with a combined salary and match of \$116,164 the proposed solution comes at a total savings to the State of \$27,244 annually.

Your favorable consideration of this request is appreciated. Please do not hesitate to contact me at [kevin.murphy@arkansas.gov](mailto:kevin.murphy@arkansas.gov) or 501.683.5793 if you require any additional information.

Sincerely,

Kevin Murphy, *Interim Director*  
Arkansas Community Correction



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

Business Area	Agency/Institution	Date
0485	Arkansas Community Correction	

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22083807	DCC PLANNING & MGMT SVCS ADMINSTRATOR	GS10	G046C
22077421	ADMINISTRATIVE ANALYST	GS06	C037C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	DATABASE SPECIALIST	IT08	D012C

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
Sonia Wallace	

Agency Director	Date
Kevin Murphy	



**Department of Finance & Administration  
Office of Budget**

**FORM PACERT**

**CERTIFICATION OF FUNDING FOR PERSONNEL ACTIONS**

Agencies must complete this form for personnel actions involving director's discretion under the Uniform Classification & Compensation Act for either incumbents or new hires. By completing this form, your agency certifies that sufficient agency funds exist and are available during the current fiscal year, and are expected to be available on an ongoing basis, to cover the requested salary adjustment. Agencies requesting discretionary increases will not be eligible for additional Merit Adjustment Fund disbursements to cover the costs of such increases. For adjustments affecting more than one position, please attach a spreadsheet with the information below listed for each position. A signed copy of this form must be attached.

<b>1. Business Area/Agency:</b>		0485 - Arkansas Community Correction	
<b>2. Type of Action Requested:</b>		Surrender Pool	
<b>3. Employee Name:</b>			
<b>4. Employee Personnel Number (if any):</b>			
<b>5. Position Number:</b>		22073807/22077421(Surrendered) - New (Requested)	
<b>6. Job Title:</b>			
<b>7. Class Code:</b>		<b>8. Grade:</b>	
G046C/C037C (Surrendered)		GS10/GS06 (Surrendered) -	
<b>9. Current Salary:</b>		\$ 92,194	
<b>10. Requested Salary:</b>		\$ 71,704	
<b>11. Change in Salary:</b>		(\$ 20,490)	
<b>12. Change in Personal Services Match:</b>		(\$ 4,920)	
<b>13. Total Budgetary Impact:</b>		(\$ 25,410)	
<b>14. Fund Center:</b>			
<b>15. Cost Center:</b>		345582	
<b>16. Funding Source:</b>		General Revenue Fund	
<b>17. Current Budget for Appropriation:</b>		\$49,835,824	
<b>18. Certified Funding for Appropriation:</b>		\$49,835,824	

Justification:

The duties, tasks, and responsibilities associated with the agency's planning and management services administrator position have changed significantly. In order to retain, and in the future recruit, an individual of sufficient qualification, experience, and ability for this position, the agency proposes to surrender two budgeted positions totaling \$92,194 for one budgeted position totaling \$71,704 at a total cost savings to the State of \$20,490.

By signing this document, I certify that sufficient agency funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Merit Adjustment Fund.

\_\_\_\_\_  
Agency Director

\_\_\_\_\_  
Date