



STATE OF ARKANSAS
**Department of Finance
 and Administration**

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
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September 17, 2014

Senator Uvalde Lindsey, Co-Chairman
 Representative Andrea Lea, Co-Chairman
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Human Services, Division of Youth Services (DHS/DYS), for your review.

The DHS/DYS is requesting to obtain two (2) pool positions from the position pool and two (2) positions from the growth pool established by Arkansas Code 21-5-225 (a) (1). The classifications requested along with the positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22102519	Grants Specialist	G214C	C114
22100976	Administrative Specialist II	C073C	C109

CLASSIFICATIONS REQUESTED

DHS Program Administrator (1)	G099C	C122
Quality Assurance Coordinator (3)	X062C	C119

JUSTIFICATION

The Arkansas Department of Human Services, Division of Youth Services (DHS/DYS), is requesting to surrender the two positions listed above and requests one DHS Program Administrator, grade C122, and one Quality Assurance Coordinator, grade C119, from the position pool. In addition, the agency also requests two positions from the growth pool for the classification of Quality Assurance Coordinator, X062C, grade C119.

The division has undergone critical reorganization, in order to meet mandates set forth in Act 1296 of the 79th Arkansas General Assembly. Legislation requires DYS to develop and implement preventative services and intervention programs, aimed at reducing the number of juvenile offenders. The Community Prevention Unit is directly tasked with developing these programs to ensure continuum care for troubled youth in Arkansas. DYS currently has 13 community-based providers, eight DYS Regional Facilities, 12 Specialized Residential, and three Specialized Program contracts located throughout the state that require monthly monitoring.

The position of DHS Program Administrator will be responsible for providing direct supervision to nine employees in the Prevention and Program Development unit. In addition, the three Quality Assurance Coordinators will serve as program monitors and community-based service managers for all DYS contract program providers. Collectively, these four positions will aid in identifying and correcting inefficiencies, as well as, decreasing state costs and providing effective services for clients.

The turnover rate in DHS for the DHS Program Administrator has been 4 out of 55 positions, or 7.27%, and 1 out of 10 positions, or 10%, for the classification Quality Assurance Coordinator in the past fiscal year. The request of these four positions will not require the agency to request additional revenue to fund these positions.

The Office of Personnel Management has reviewed this request and **recommends** the approval of pool positions for the classifications DHS Program Administrator (1), G099C, grade C122, and Quality Assurance Coordinator (3), X062C, grade C119.

Sincerely,



Kay B. Terry
State Personnel Administrator



Chief Fiscal Officer of the State

SEP - 8 2014

Date

KBT



Division of Administrative Services

Office of Finance Administration

Human Resources/Personnel

P.O. Box 1437, Slot WG-1 Little Rock, AR 72203-1437

501-682-6455 Fax: 501-683-4351



July 24, 2014

Ms. Kay Terry
State Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, Arkansas 72203

RE: Supplemental Pool Position Request
Division of Youth Services

Ms. Terry:

The Division is requesting two (2) positions from the Office of Personnel Management's position pool established by Arkansas Code 21-5-225 (a) (1). In addition, two (2) positions are being requested from the Central Growth Pool established by Arkansas Code 21-5-225 (b) (1). The need for these positions is to complete organizational restructuring and to address critical gaps in site monitoring.

The requested positions are:

Number of Position(s)	Authorized Job Title	Class Code	Grade
1	DHS Program Administrator	G099C	C122
1	Quality Assurance Coordinator	X062C	C119

In exchange for the requested positions, the division offers the surrendering of the following two (2) positions:

Position # Surrender	Authorized Job Title	Class Code	Grade
22102519	Grants Specialist	G214C	C114
22100976	Administrative Specialist II	C073C	C109

From the growth pool, the division is asking for:

Number of Position(s)	Authorized Job Title	Class Code	Grade
2	Quality Assurance Coordinator	X062C	C119

If you have any questions or need for additional information, please give me a call at (501) 683-5928. Enclosed is the justification and supporting information.

Sincerely,

George Bryant
DHS Human Resource Manager

Arkansas Department of Human Services
Division of Youth Services

Justification

The Department of Human Services' Division of Youth Services requests (4) positions from the Office of Personnel Management pool of positions. The positions requested are as follows:

- 1-DHS Program Manager - C122
- 3-Quality Assurance Coordinator - C119

The Division of Youth Services (DYS) currently serves youth between the ages of 10-21 years of age. ACT 1296 of the 79th Arkansas General Assembly requires DYS to provide the youth of this state with appropriate services and preventative programs that will help decrease the number of juvenile offenders. This includes developing programs for early intervention and prevention of juvenile delinquency. The Act also mandates for the creation of observation and assessment services which shall consist of, but not be limited to, those activities necessary to ensure appropriate recommendations for intervention.

The Division has undergone reorganization to ensure more efficient operation of the Community Services section. This is critical to sustaining the Division of Youth Services' continuum of care for the troubled youth in Arkansas. The Community Prevention Unit is directly responsible for creating and developing community programs in the area of prevention for our statewide juvenile rehabilitation program and services network. The DHS Program Administrator position will supervise the Prevention & Program Development unit, which includes the Juvenile Justice & Delinquency Prevention area and the Community Program Support area - a total of nine staff, including two C119 Program Managers.

Currently, the Youth Services Monitoring unit is staffed by one C119 Program Manager, assisted by one C117 Grants Analyst. This single monitor is unable to provide adequate coverage for all programs required to be monitored on an annual basis, which includes community-based, juvenile detention, regional juvenile treatment facilities, specialized residential facilities, and dozens of federal grant recipients. A robust monitoring program will allow inefficiencies and non-compliance to be identified and corrected early, saving the state money and ensuring efficient and effective services for our youth clients. This is a critical function of DYS which has been underserved for far too long, leading to preventable deficiencies in services which must be corrected.

The Division is requesting three (3) C119 Quality Assurance positions to serve as program monitors and community-based services managers for all DYS contracted programs and providers. There are currently thirteen (13) community based providers spread throughout the state; eight (8) DYS Regional Facilities; twelve (12) Specialized Residential; and three (3) Specialized Program contracts that require monitoring.