



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

**OFFICE OF PERSONNEL MANAGEMENT  
 Administrator's Office**  
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October 14, 2015

Senator Uvalde Lindsey, Co-Chairperson  
 Representative Lanny Fite, Co-Chairperson  
 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 Community Correction (DCC) for your review.

The Arkansas Department of Community Correction (DCC) has requested one position from the OPM pool established by Arkansas Code 21-5-225 (a) (1). The classification requested with the positions being surrendered are listed below:

<b><u>POSITIONS SURRENDERED</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>PAY GRADE</u></b>
22083661	Administrative Specialist II	C073C	C109
22160200	DCC/Parole/Probation Assistant Area Manager	X042C	C121
<b><u>CLASSIFICATION REQUESTED</u></b>		<b><u>CLASS CODE</u></b>	<b><u>PAY GRADE</u></b>
Department of Community Correction Program Administrator Parole & Probation Services		T004C	C128

**JUSTIFICATION**

The agency has three Department of Community Correction Program Administrator Parole & Probation Services positions. One is responsible for the statewide reentry program and two are responsible for offices statewide. The two administrators give day-to-day guidance to Area Managers and their staff and are also responsible for covering the area offices when vacancies occur. The current administrators live in Harrison and Cabot and each is responsible for one half of the state.

With the addition of another Parole & Probation Services Program Administrator the department will manage this program more efficiently. The state will be divided into three areas, rather than the current two. This will allow the administrator to better cover their areas, reduce travel

demands, and provide better assistance, and better relationships with judges and employees of the court system.

After review of the request and the proposed job duties, the Office of Personnel Management **recommends** the approval of DCC's request for one OPM pool position, Department of Community Correction Program Administrator Parole & Probation Services.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



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**Chief Fiscal Officer of the State**

OCT 06 2015

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**Date**



# Arkansas Community Correction

Two Union Nation Plaza Building  
105 West Capitol, 3<sup>rd</sup> Floor  
Little Rock, AR 72201-5731  
(501) 682-9510 (501) 682-9513

September 23, 2015

Ms. Kay Barnhill  
1509 West Seventh Street  
Suite 201 DFA Building  
Little Rock, AR 72201

Dear Ms. Barnhill,

The Department of Community Correction (DCC) is requesting one DCC Program Administrator Parole & Probation Services (T004C), Grade C128, from the Central Growth Pool. This position is critical in DCC's ability to effectively manage its Parole and Probation Offices statewide. In return, ACC is willing to surrender the following two budgeted positions:

- 22083661 – Administrative Specialist II (C073C), Grade C109
- 22160200 – DCC Parole/Probation Asst. Area Manager (X042C), Grade C121

Currently DCC has three positions classified as DCC Program Administrator of Parole & Probation Services, two of which manage Parole and Probation offices and the third managing Re-entry. With the constant change of laws and policies that affect DCC's operations, it has proven ineffective to only have two Administrator's overseeing the duties of this many employees. Currently, the Deputy Director of Parole and Probation Services has assisted by absorbing a section of the state (see Attachment 1), but with the current charge of reducing Arkansas recidivism rate this is just not practical. With the approval of this position, it will give Parole and Probation Services a third position that can better manage a third of the state (Attachment 2 provides a breakdown of how the state will be divided). These positions are responsible for daily travel which allows them to spend time in their assigned areas to make sure daily operations are moving forward accordingly, personnel actions from interviewing and hiring to administering disciplinary actions, working with Judges and the many types of Courts that our offenders are involved in, and many other functions that need special attention.

In conclusion, ACC is constantly changing and we are doing our best to adapt to those changes. This position will allow Parole and Probation Services to better manage a population of approximately 52,000 offenders on Parole and Probation.

Respectfully,

  
Sheila Sharp  
DCC Director



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

Business Area	Agency/Institution	Date
0485	Arkansas Department of Community Correction	09/23/15

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22083661	Administrative Specialist II	C109	C073C
22160200	DCC Assistant Area Manager	C121	X042C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
1	DCC Program Administrator Parole & Probation Services	C128	T004C

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
Chad Brown	9/23/2013

Agency Director	Date
Sheila Sharp	9/23/2013