

# PLANNING BUDGETING & ADMINISTRATIVE SYSTEM

## Personnel Committee Report

Line	Business Area	Agency Name
1	0480	DEPARTMENT OF CORRECTION

3	FY17 Authorized Positions	Base Level	Agency Request	Executive Recommendation	Legislative Recommendation
4	4829	4708	4771	4729	0

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6	Additional Positions Requested and Recommended						
7	Position	Class Code	Title	Grade	Agency Request	Executive Recommendation	Legislative Recommendation
8	X4800024	M048C	SUBSTANCE ABUSE PROGRAM LEADER	C116	Y	N	
9	X4800001	T075C	ADC/DCC CORPORAL	C113	Y	N	
10	X4800023	M048C	SUBSTANCE ABUSE PROGRAM LEADER	C116	Y	N	
11	X4800021	M048C	SUBSTANCE ABUSE PROGRAM LEADER	C116	Y	N	
12	X4800022	M048C	SUBSTANCE ABUSE PROGRAM LEADER	C116	Y	N	
13	X4800002	T075C	ADC/DCC CORPORAL	C113	Y	N	
14	X4800008	C073C	ADMINISTRATIVE SPECIALIST II	C109	Y	N	
15	X4800007	C087C	ADMINISTRATIVE SPECIALIST I	C106	Y	N	
16	X4800005	T075C	ADC/DCC CORPORAL	C113	Y	N	
17	X4800003	T075C	ADC/DCC CORPORAL	C113	Y	N	
18	X4800004	T075C	ADC/DCC CORPORAL	C113	Y	N	
19	X4800020	M048C	SUBSTANCE ABUSE PROGRAM LEADER	C116	Y	N	
20	X4800012	M009C	LICENSED CERTIFIED SOCIAL WORKER	C121	Y	N	
21	X4800013	M009C	LICENSED CERTIFIED SOCIAL WORKER	C121	Y	N	
22	X4800011	M009C	LICENSED CERTIFIED SOCIAL WORKER	C121	Y	N	
23	X4800009	M009C	LICENSED CERTIFIED SOCIAL WORKER	C121	Y	N	
24	X4800010	M009C	LICENSED CERTIFIED SOCIAL WORKER	C121	Y	N	
25	X4800014	M009C	LICENSED CERTIFIED SOCIAL WORKER	C121	Y	N	
26	X4800018	M048C	SUBSTANCE ABUSE PROGRAM LEADER	C116	Y	N	

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### Additional Positions Requested and Recommended

Position	Class Code	Title	Grade	Agency Request	Executive Recommendation	Legislative Recommendation
X4800019	M048C	SUBSTANCE ABUSE PROGRAM LEADER	C116	Y	N	
X4800017	M048C	SUBSTANCE ABUSE PROGRAM LEADER	C116	Y	N	
X4800015	M009C	LICENSED CERTIFIED SOCIAL WORKER	C121	Y	N	
X4800016	T054C	ADC/DCC LIEUTENANT	C117	Y	N	
Total Number of New Positions				23	0	0
Total Number of Authorized Positions including Additionls				4771	4729	0

### Eliminated Positions Request

Position	Class Code	Title	Grade	Agency Request	Executive Recommendation	Legislative Recommendation
22125051	A098C	FISCAL SUPPORT SPECIALIST	C112	N	Y	
22133827	A098C	FISCAL SUPPORT SPECIALIST	C112	N	Y	
22086471	V024C	ADC PROPERTY OFFICER	C111	N	Y	
22086469	A097C	PAYROLL TECHNICIAN	C112	N	Y	
22085687	A098C	FISCAL SUPPORT SPECIALIST	C112	N	Y	
22085723	R037C	BENEFITS TECHNICIAN	C112	N	Y	
22086463	A097C	PAYROLL TECHNICIAN	C112	N	Y	
22084261	C073C	ADMINISTRATIVE SPECIALIST II	C109	N	Y	
22086460	C073C	ADMINISTRATIVE SPECIALIST II	C109	N	Y	
22125017	C087C	ADMINISTRATIVE SPECIALIST I	C106	N	Y	
22085619	R038C	HUMAN RESOURCES ASSISTANT	C110	N	Y	
22086477	M078C	VOLUNTEER SERVICES COORDINATOR	C111	N	Y	
22085346	R038C	HUMAN RESOURCES ASSISTANT	C110	N	Y	

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## Personnel Committee Report

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Eliminated Positions Request						
Position	Class Code	Title	Grade	Agency Request	Executive Recommendation	Legislative Recommendation
22085596	R038C	HUMAN RESOURCES ASSISTANT	C110	N	Y	
22162750	M009C	LICENSED CERTIFIED SOCIAL WORKER	C121	Y	Y	
22162751	T033C	ADC/DCC MAJOR	C120	Y	Y	
22158530	S010C	ADC INDUSTRY PROGRAM MANAGER	C119	N	Y	
22162749	T015C	ADC/DCC DEPUTY WARDEN	C124	Y	Y	
22154813	A007C	AUDIT MANAGER	C129	N	Y	
22162748	D017C	INFORMATION SYSTEMS SECURITY SPECIALIST	C126	Y	Y	
22084452	T015C	ADC/DCC DEPUTY WARDEN	C124	N	Y	
22158539	P044C	ADC SALES REPRESENTATIVE	C114	N	Y	
22162747	T075C	ADC/DCC CORPORAL	C113	N	Y	
22077600	A098C	FISCAL SUPPORT SPECIALIST	C112	N	Y	
22162773	M057C	CHAPLAIN	C115	Y	Y	
22125023	X128C	CORRECTIONAL UNIT ACCREDITATION SPEC	C116	N	Y	
22158541	S027C	ADC INDUSTRIAL SUPERVISOR II	C116	N	Y	
22133759	R031C	INSTITUTION HUMAN RESOURCES COORDINATOR	C115	N	Y	
Total Number of Eliminated Positions				5	28	0

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Reclassification of Positions												
Position	Currently Authorized			Agency Request			Executive Recommendation			Legislative Recommendation		
	Class Code	Title	Grade	Class Code	Title	Grade	Class Code	Title	Grade	Class Code	Title	Grade
22086784	A091C	FISCAL SUPPORT ANALYST	C115				R032C	HUMAN RESOURCES PROGRAM REPRES	C115			
22158555	T059C	ADC/DCC FOOD PREPARATION MANAGE	C116				C037C	ADMINISTRATIVE ANALYST	C115			



# **PLANNING BUDGETING & ADMINISTRATIVE SYSTEM** **Personnel Committee Report**

<b>Line</b>	<b>Business Area</b>	<b>Agency Name</b>
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Reclassification of Positions												
Position	Currently Authorized			Agency Request			Executive Recommendation			Legislative Recommendation		
	Class Code	Title	Grade	Class Code	Title	Grade	Class Code	Title	Grade	Class Code	Title	Grade
22086515	S027C	ADC INDUSTRIAL SUPERVISOR II	C116				E046C	TRAINING INSTRUCTOR	C116			
22086505	A098C	FISCAL SUPPORT SPECIALIST	C112				R037C	BENEFITS TECHNICIAN	C112			
22158538	G216C	ADC INMATE GRIEVANCE COORDINATOR	C114				M065C	RECREATIONAL ACTIVITY SUPERVISOR	C114			
22125059	M057C	CHAPLAIN	C115				V015C	PURCHASING SPECIALIST	C115			
22087190	L033C	PSYCHOLOGICAL EXAMINER	C121				M009C	LICENSED CERTIFIED SOCIAL WORKER	C121			
22087184	L033C	PSYCHOLOGICAL EXAMINER	C121				M088C	LICENSED MASTER SOCIAL WORKER	C120			
22087183	L033C	PSYCHOLOGICAL EXAMINER	C121				M088C	LICENSED MASTER SOCIAL WORKER	C120			
22124783	T103C	LAW ENFORCEMENT TRAINING INSTRUCTOR	C118				A090C	PAYROLL SERVICES SPECIALIST	C115			
22158540	R021C	BUDGET ANALYST	C119				A066C	INTERNAL AUDITOR	C119			
22133740	L033C	PSYCHOLOGICAL EXAMINER	C121				M044C	ASSOCIATE PROFESSIONAL COUNSELOR	C117			
<b>Total Number of Reclassified Positions</b>				<b>0</b>			<b>12</b>			<b>0</b>		

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Notes												
<p>The report shows an authorized total of 4,829 positions, which includes 77 positions from Act 104, which is a General Improvement bill. The Executive Recommendation provides for the elimination of all 77 of these positions, including 5 listed on the Eliminated Positions portion of this report. The Executive Recommendation also provides for the elimination of an additional 23 positions in the same section, which brings the agency to a total number of 4,729 authorized positions. The 5 positions, which were originally part of the 77 positions in the Government Improvement bill, had been moved to their operating appropriation. This is why they show up in the Eliminated Positions section. The other 72 positions do not show up in the report and are being eliminated with the sunset Act 104 at the end of Fiscal Year 2017.</p>												

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**2017 - 2019 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT**

0480 Correction, Department of

ACT#: 266

SECTION#: 13

**CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)**

**EXECUTIVE RECOMMENDATION**

REGULAR SALARIES - CONTINGENT POSITIONS. There is hereby established for the Department of Correction - Contingent Positions for the ~~2016-2017~~2017-2018 fiscal year, the following maximum number of regular employees.

**AGENCY REQUEST**

CONTINGENT POSITIONS - MEDICAL SERVICES

ITEM CLASS		MAXIMUM	MAXIMUM ANNUAL
		NO. OF	SALARY RATE
		EMPLOYEES	FISCAL YEAR
NO.	CODE TITLE		<del>2016-2017</del> 2017-2018
(01)	CHIEF OF MEDICAL SERVICES	1	\$225,000
(02)	CHIEF OF DENTAL SERVICES	1	175,000
(03)	PHYSICIANS SPECIALIST	15	170,000
(04)	CHIEF OF PHARMACY	1	125,000
(05)	CHIEF OF NURSING SERVICES	1	90,000
(06)	UNIT/FACILITY MEDICAL MGR	15	90,000
(07)	RNP/PA	13	85,000
(08)	DIR OF MEDICAL RECORDS	1	75,000
PATIENT CARE -			
(09)	L011N DENTIST	15	GRADE N916
(10)	L016N REGISTERED PHARMACIST	3	GRADE N911
(11)	L019C REGISTERED NURSE COORD	13	GRADE C123
(12)	L027C REGISTERED NURSE SUPV	45	GRADE C122
(13)	L064C RADIOLOGY TECHNICIAN	8	GRADE C114

**2017 - 2019 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT**

0480 Correction, Department of

ACT#: 266

SECTION#: 13

CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)			EXECUTIVE RECOMMENDATION
(14) L069C LICENSED PRACTICAL NURSE	180	GRADE C113	
(15) B111C LABORATORY TECHNICIAN	3	GRADE C110	
PATIENT CARE - CLASSIFIED POSITIONS			
(16) L071C DENTAL HYGIENIST	8	GRADE C113	
(17) C056C ADMINISTRATIVE SPEC III	11	GRADE C112	
(18) C053C MEDICAL RECORDS TECH	26	GRADE C112	
(19) C073C ADMINISTRATIVE SPEC II	9	GRADE C109	
(20) L081C DENTAL ASSISTANT	14	GRADE C109	
CLASSIFIED - NON-PATIENT CARE			
(21) CHIEF PSYCHIATRIC SERV.	1	\$400,000	
(22) VP OPERATIONS	1	\$200,000	
(23) REGIONAL MANAGER	3	\$120,000	
(24) PSYCHIATRIC SPECIALIST	6	GRADE N919	
(25) FISCAL DIVISION MANAGER	1	GRADE C127	
(26) INFO SYSTEMS COORDINATOR	1	GRADE C124	
(27) POLICY DEVELOP. COORDINATOR	1	GRADE C117	
(28) ACCOUNTANT I	1	GRADE C116	
(29) BUYER	2	GRADE C116	
(30) COMPUTER SUPPORT TECH	1	GRADE C115	
(31) INSTITUTIONAL HR COORDINATOR	1	GRADE C115	
(32) HR SPECIALIST	1	GRADE C113	
(33) FISCAL SUPPORT SPECIALIST	1	GRADE C112	
(34) NURSING ASSISTANT	53	GRADE C110	
(35) ACCOUNTING TECH	4	GRADE C109	
(36) PURCHASING ASSISTANT	1	GRADE C106	

**2017 - 2019 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT**

0480 Correction, Department of

ACT#: 266

SECTION#: 13

**CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)**

**EXECUTIVE RECOMMENDATION**

GRAND TOTAL CONTINGENT EMPLOYEES      462

If the agency requests continuation of a "Growth Pool" position(s) as established herein during the next fiscal year, the position(s) must be requested as a new position(s) in the agency's budget request.

The provisions of this section shall be in effect only from July 1, ~~2016~~ 2017 through June 30, ~~2017~~ 2018.



**2017 - 2019 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT**

**0480 Correction, Department of**

**ACT#: 266**

**SECTION#: 14**

<b>CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)</b>	<b>EXECUTIVE RECOMMENDATION</b>
<p>MEDICAL/MENTAL HEALTH SERVICES - CONTINGENCY POSITIONS. If it has been determined by the Board of Corrections that the Department cannot continue a medical contract with a private provider and the Board deems it necessary to utilize Department staff to provide the required services, the Department is allowed, upon notification of the Chief Fiscal Officer of the State and after seeking prior review by the Arkansas Legislative Council or Joint Budget Committee, to utilize the contingent positions for medical services contained in this Act and make the appropriate transfers from the Professional Fees and Services line item contained in Section 3 of this Act to Regular Salaries, Personal Services Matching and various Maintenance and General Operations classifications. Further, the Department may utilize the service(s) of a state-based or national-based Professional Recruitment Service, or network, as may be necessary to recruit, fill, or maintain the occupancy of the positions stated herein.</p> <p>The provisions of this section shall be in effect only from July 1, <del>2016</del> <u>2017</u> through June 30, <del>2017</del> <u>2018</u>.</p>	<p align="center">AGENCY REQUEST</p>



**2017 - 2019 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT**

**0480 Correction, Department of**

**ACT#: 266**

**SECTION#: 19**

**CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)**

**EXECUTIVE RECOMMENDATION**

HOLIDAY COMPENSATION. The Department of Correction is authorized to pay employees for hours of unused holidays in the employee's holiday account following the end of the calendar year. Payments of unused Holiday hours must be processed on or before June 1st in each fiscal year. Employees terminating employment from the Department of Correction will be eligible for all holiday pay accrued. This request is contingent on approval by the Chief Fiscal Officer of the State after the Director of the Department of Correction has verified that sufficient revenues are available to make such payments to employees who have served in the following classifications, with the exception that those employees wishing to accrue banked hours be allowed the option to bank unused holiday hours in the employee's holiday account, not to exceed one-hundred fifty (150) hours:

**AGENCY REQUEST**

Class

<u>Code</u>	<u>Title</u>	<u>Grade</u>
T033C	ADC/DCC MAJOR	GRADE C120
T048C	ADC/DCC CAPTAIN	GRADE C118
T054C	ADC/DCC LIEUTENANT	GRADE C117
T065C	ADC/DCC CORRECTIONAL SERGEANT	GRADE C115
S044C	FOOD PREPARATION MANAGER	GRADE C114
T075C	ADC/DCC CORPORAL	GRADE C113
T083C	ADC/DCC CORRECTIONAL OFFICER I	GRADE C112
S056C	FOOD PREPARATION SUPERVISOR	GRADE C111

The provisions of this section shall be in effect only from July 1, ~~2016~~  
2017 through June 30, ~~2017~~ 2018.