



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

February 23, 2023

The Honorable Breanne Davis, Co-Chairperson
 The Honorable Jim Wooten, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Senator Davis and Representative Wooten:

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

DOC requests to obtain seven (7) positions from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1). The classifications requested and position being surrender are listed below:

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>POSITION COUNT</u>
R032C	HR Resources Program Representative	GS05	\$32,405 - \$46,987	4
R025C	HR Resources Analysts	GS06	\$36,155 - \$52,424	3

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>DATE VACATED</u>
22077489	Payroll Technician	A097C	GS04	\$29,046 - \$42,116	10/15/2022
22087014	Payroll Technician	A097C	GS04	\$29,046 - \$42,116	OCCUPIED
22078949	Human Resources Specialists	R036C	GS04	\$29,046 - \$42,116	12/13/2022
22086458	Human Resources Specialists	R036C	GS04	\$29,046 - \$42,116	OCCUPIED
22162721	Human Resources Specialists	R036C	GS04	\$29,046 - \$42,116	OCCUPIED
22083666	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,116	1/7/2023
22086505	Benefits Technician	R037C	GS04	\$29,046 - \$42,116	11/12/2022
22086465	Fiscal Support Analyst	A091C	GS05	\$32,405 - \$46,987	OCCUPIED
22124783	Payroll Services Specialist	A090C	GS05	\$32,405 - \$46,987	OCCUPIED

Office of Personnel Management

501 Woodlane Street, Suite 205 * Little Rock, AR 72201 * 501.682.1753

The Honorable Breanne Davis, Co-Chairperson
The Honorable Jim Wooten, Co-Chairperson
February 23, 2023
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JUSTIFICATION

The Arkansas Department of Corrections (DOC) Human Resources sector of Shared Services continuously contends with high turnover and retention rates with employees in grades GS04 and GS05 due to lower salaries. These employees are tasked with hiring, employee benefits, and payroll functions which are essential to agency operations.

The turnover rate for the classifications listed is 21.43% for the past year. To resolve the high turnover issue, DOC requests higher-graded positions to attract and retain new hires. Therefore, DOC is requesting four (4) GS05 Human Resources Program Representatives, class code R032C, and three (3) GS06 Human Resources Analysts, class code R02SC from the OPM surrender swap pool

RECOMMENDATION

The Office of Personnel Management has reviewed this request from the Department of Corrections and **recommends** the requests to obtain seven (7) positions and the surrender of nine (9) positions to the OPM surrender pool. The Department of Corrections states that these positions will result in a savings of approximately \$26,524 because the department is eliminating 2 traditionally filled positions.

Your consideration of this request is appreciated.

Kary K. Brunkell

STATE PERSONNEL DIRECTOR

2/16/23

DATE



1737

OFFICE OF THE SECRETARY

1302 Pike Avenue, Suite C

North Little Rock, Arkansas 72114

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DOC.ARKANSAS.GOV



February 6, 2023

Ms. Kay Barnhill

Director, Office of Personnel Management, TSS

501 Woodlane Street, Suite 205

Little Rock, AR 72201

RE: Surrender/Swap Pool Request

Dear Ms. Barnhill,

The Arkansas Department of Corrections (DOC), Human Resources section of Shared Services continuously contends with turnover and retention issues with employees in grades GS04 and GS05. These employees are tasked with Employment (hiring), Employee Benefits, and Payroll functions. In response to these issues, the DOC is requesting four (4) GS05 Human Resources Program Representative, class code R032C and three (3) GS06 Human Resources Analysts, class code R025C from the OPM surrender swap pool according to Arkansas Code Annotated 21-5-225(a)(1).

The DOC will surrender one (1) GS04 C056C Administrative Specialist III, one (1) GS04 R037C Benefits Technician, three (3) GS04 R036C Human Resource Specialists, two (2) GS05 Payroll Services Specialists, and two (2) GS04 A097C Payroll Technicians.

This request will save the DOC about \$28,508 per year in staff salaries. Additionally, this plan creates efficiencies and an avenue to retain and recruit qualified employees. Lastly, the total amount of positions in Corrections-Shared Services will decrease by two.

Thank you in advance for your favorable consideration.


Joseph Profiri

Secretary of Corrections



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

Business Area
 9903

Department Name / Agency Name
 Corrections

Date
 2.6.2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22086465	PAYROLL SERVICES SPECIALIST	GS05	A090C
22124783	PAYROLL SERVICES SPECIALIST	GS05	A090C
22087014	PAYROLL TECHNICIAN	GS04	A097C
22162721	HUMAN RESOURCES SPECIALIST	GS04	R036C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Human Resources Program Representatives	GS05	R032C
Human Resources Analyst	GS06	R025C

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

2/6/2023
 Date


 Department Secretary's Signature

2/9/23
 Date



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

Business Area Department Name / Agency Name Date
9903 Corrections 2.6.2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22083666	ADMINISTRATIVE SPECIALIST III	GS04	C056C
22086505	BENEFITS TECHNICIAN	GS04	R037C
22078949	HUMAN RESOURCES SPECIALIST	GS04	R036C
22086458	HUMAN RESOURCES SPECIALIST	GS04	R036C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Human Resources Program Representatives	GS05	R032C
Human Resources Analyst	GS06	R025C

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- E. No current employee will be displaced by this action.


HR Administrator's Signature

2/6/2023
Date


Department Secretary's Signature

2/3/23
Date



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

Business Area
9903

Department Name / Agency Name
Corrections

Date
2.6.2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22077489	PAYROLL TECHNICIAN	GS04	A097C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Human Resources Program Representatives	GS05	R032C
Human Resources Analyst	GS06	R025C

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- E. No current employee will be displaced by this action.


 HR Administrator's Signature

2/6/2023
 Date


 Department Secretary's Signature

2/7/23
 Date