


Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskens

Director Kay Barnhill

October 18, 2023

The Honorable Breanne Davis, Co-Chairperson
 The Honorable Mark Berry, 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 Berry:

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

DOC requests seven (7) new classifications from the OPM growth pool established by Arkansas Code Annotated § 21-5-225(a)(1) along with six (6) new positions. The new classifications requested are listed below:

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
NEW	DOC Assistant Director of Correctional Programs & Re-entry	GS14	\$86,887 - \$125,986
NEW	DOC Mental Health Administrator	GS14	\$86,887 - \$125,986
NEW	DOC Continuous Improvement Administrator	GS13	\$77,862 - \$112,899
NEW	DOC Chief Procurement Officer	GS13	\$77,862 - \$112,899
NEW	DOC Policy Administrator	GS12	\$69,776 - \$101,175
NEW	DOC Chief Training Officer	GS12	\$69,776 - \$101,175
NEW	DOC Chief of Inspections and Investigations	GS12	\$69,776 - \$101,175

JUSTIFICATION

During the 2023 Legislative Session, the Arkansas Legislature passed The Protect Arkansas Act. The Act mandates that the Secretary of Corrections examine organizations' strategic plans under the Department of Corrections (DOC) to guarantee compliance with a balanced correctional strategy. The agency stated that implementing and fulfilling the strategic plan and vision for the DOC depend heavily on the realignment of staff and responsibilities. DOC has submitted the minimum qualifications that support the new titles requested. OPM has also recommended to cross-grade the current position #22159122 authorized as DOC Shared Services Chief GS14 class code N130N to the new title DOC Assistant Director of Correctional Programs & Re-entry GS14. The remaining six (6) new titles will require six (6) pool positions.

Office of Personnel Management

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

The Honorable Breanne Davis, Co-Chairperson
The Honorable Mark Berry, Co-Chairperson
October 18, 2023
Page 2.

Although not required, the department has identified positions that will not be filled due to this request. Those positions are listed below:

POSITIONS NOT USED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>LAST DATE VACATED</u>
22159122	DOC Shared Services Chief	N130N	GS14	\$86,887 - \$125,986	07/07/2023
22124781	ADC Health Service Administrator	N136N	GS12	\$69,776 - \$101,175	8/4/2023
22139720	DCC Treatment Administrator	M001C	GS11	\$62,531 - \$90,669	7/31/2023
22086506	Program Eligibility Coordinator II	M018C	GS08	\$45,010 - \$65,264	9/30/2023
22083678	Licensed Master Social Worker	M088C	GS08	\$45,010 - \$65,264	8/19/2023
22077516	Policy Development Coordinator	G178C	GS06	\$36,155 - \$52,424	2/18/2023
22086574	Administrative Analyst	C037C	GS06	\$36,155 - \$52,424	4/1/2023
22177352	DOC Correctional Officer I	T083C	GS06	\$36,155 - \$52,424	Never filled
22112849	ADC Inmate Grievance Coord	G216C	GS05	\$32,405 - \$46,987	4/1/2023
22084249	ADC Inmate Grievance Coord	G216C	GS05	\$32,405 - \$46,987	4/1/2023
22078968	ADC Inmate Grievance Coord	G216C	GS05	\$32,405 - \$46,987	4/1/2023
22084672	ADC Inmate Grievance Coord	G216C	GS05	\$32,405 - \$46,987	4/1/2023
22085590	Administrative Specialists I	C087C	GS02	\$23,335 - \$33,835	11/27/2021

If filled, these positions would have a combined cost of \$595,183.

RECOMMENDATION

OPM has reviewed this request from the DOC and **recommends** the request to obtain seven (7) new titles with six (6) new positions from the OPM growth pool. OPM also recommends that the agency not utilize the twelve (12) positions above to assist in the reduction of cost. The cost of this request is approximately \$595,183. The agency guarantees our office that it possesses sufficient funding to support this growth pool position request.

Your consideration of this request is appreciated.


STATE PERSONNEL DIRECTOR

10/12/23
DATE

KB/ps:1-2

DOC Chief Training Officer (GS12)

The formal education equivalent of a bachelor's degree in criminal justice, business administration, public administration, psychology, education, or a related field; plus, five years of experience in training or a related field, including four years of supervisory experience. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB-RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

DOC Policy Administrator (GS12)

The formal education equivalent of a bachelor's degree in business administration, political science, public administration, Criminal Justice, or related field; plus, five years of professional level experience in public health policy, governmental affairs, or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB-RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

DOC Chief Procurement Officer (GS13)

The formal education equivalent of a bachelor's degree in business administration, public administration, accounting, or related field; plus, five years of experience in purchasing or a related area, including three years in a supervisory capacity. OTHER JOB-RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE

DOC Continuous Improvement Administrator (GS13)

The formal education equivalent of a bachelor's degree in human resource management, business, economics, sociology or public administration, or related field; plus, five years of experience in community or program development or research activities, including two years in a managerial or supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB-RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

DOC Chief of Investigations (GS12)

The formal education equivalent of a bachelor's degree in social work, sociology, psychology, criminal justice, criminology, or a related field; plus, five years of experience in investigations, including two years in a supervisory capacity. OTHER JOB-RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

DOC Mental Health Administrator (GS14)

The formal education equivalent of a bachelor's degree in public administration, health care administration, social work, business administration, or a related field; plus, five years of progressively more responsible experience in behavioral health care administration and/or management or a related field, including three years in a professional managerial capacity. OTHER JOB-RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

DOC Assistant Director of Correctional Programs and Re-entry GS 14

The formal education equivalent of a bachelor's degree in criminal justice, sociology, psychology, business administration, or a related field; plus, seven years of experience in correctional security, law enforcement, or a related field, including four years in a supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB-RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.



SARAH HUCKABEE SANDERS
GOVERNOR

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RECEIVED
SEP 25 2023

ARKANSAS DEPARTMENT OF CORRECTIONS
OFFICE OF THE SECRETARY

1302 Pike Avenue, Suite C
North Little Rock, AR 72114



JOE PROFIRI
SECRETARY

September 18, 2023

Ms. Kay Barnhill
Director, Office of Personnel Management, TSS
501 Woodlane Street, Suite 205
Little Rock, AR 72201

RE: Pool/Surrender/Swap Positions Request

Ms. Barnhill,

The Protect Arkansas Act (The Act) was passed by the Arkansas Legislature during the 2023 Legislative Session. Among other things, the Act requires the Secretary of Corrections ensure compliance with a balanced correctional plan by reviewing strategic plans of entities within the Department of Corrections (DOC). Realignment of staff and responsibilities is key to the implementation and success of my strategic plan and vision for the DOC.

I am requesting the creation of the following new positions and titles in furtherance of my objectives:

1. DOC Chief Training Officer (GS12)
2. DOC Policy Administrator (GS12)
3. DOC Chief Procurement Officer (GS13)
4. DOC Continuous Improvement Administrator (GS13)
5. DOC Chief of Inspections and Investigations (GS12)
6. DOC Mental Health Administrator (GS14).

The cost of this request is approximately \$593,301.17, inclusive of salary, matching, and insurance.

I will surrender the following twelve (12) positions, with a combined value of approximately \$595,183.75:

- four (4) ADC Inmate Grievance Coordinators, GS05, class code G216C,
- one (1) Licensed Master Social Worker, GS08, class code M088C,
- one (1) Policy Development Coordinator, GS06, class code G178C,
- one (1) ADC Health Service Administrator, GS12, class code N136N,
- one (1) Program Eligibility Coordinator II, GS08, class code M018C,
- one (1) DCC Treatment Administrator, GS11, class code M001C,
- one (1) Administrative Analyst, GS06, class code C037C,
- one (1) Administrative Specialist I, GS02, class code C087C, and
- one (1) DOC Correctional Officer I, GS06, class code T083C.

I am also seeking to cross grade DOC Shared Services Chief GS14, class code N130N to a new title of DOC Assistant Director of Correctional Programs and Re-entry which is no cost to the department.

This request will save approximately \$1,882.52 per year and reduce the number of authorized positions by six (6). Your consideration of this request is appreciated.

Yours truly,

A handwritten signature in black ink, appearing to read "Joe Profiri". The signature is stylized with a large, looped "J" and "P".

Joe Profiri
Cabinet Secretary
Secretary of Corrections



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

Business Area Department Name / Agency Name
9903/0480/0485 Corrections

Date
9.18.2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22018968, 22084249, 2208497, 22112649	ADC Inmate Grievance Coordinators	GS05	G216C
22083678	Licensed Master Social Worker	GS08	M088C
22077516	Policy Development Coordinator	GS06	G178C
22124781	ADC Health Service Administrator	GS12	N136N

Classification(s) Requested

Classification Title	Pay Grade	Class Code
DOC Chief Training Officer	GS12	T
DOC Policy Administrator	GS12	G
DOC Chief Procurement Officer	GS13	V
DOC Continuous Improvement Administrator	GS13	G

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

9.22.2023
Date


Department Secretary's Signature

22 SEP 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

9.22.2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22086506	Program Eligibility Coordinator II	GS08	M018C
22086574	Administrative Analyst	GS06	C037C
22085590	Administrative Specialist I	GS02	C087C
22177352	DOC Correctional Officer I	GS06	T083C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
DOC Chief of Investigations	GS12	
DOC Mental Health Administrator	GS14	

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

9.22.2023

Date

Department Secretary's Signature

22SEP23

Date



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

Business Area
9903

Department Name / Agency Name
Corrections

Date
9.22.2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22139720	DCC Treatment Administrator	GS11	M001C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
DOC Assistant Director of Correctional Programs and Re-Entry	GS14	N

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

9.22.2023

Date

Department Secretary's Signature

22JFP23

Date



Department of Transformation and Shared Services
Office of Personnel Management
Position Crossgrade / Downgrade Request

Business Area	Agency Name	Effective Date of Crossgrade
9903	Corrections	9.22.2023

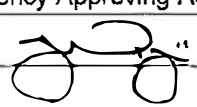
Legislative Authorized Classification	Class Code	Pay Grade
DOC Shared Services Chief	N130N	GS14

Requested Classification	Class Code	Pay Grade
DOC Assistant Director of Correctional Programs and Re-Entry	N	GS14

Position No./Line Item No.

22159122

Justification

Approved <input checked="" type="checkbox"/>	Agency Approving Authority	Date Approved
Denied <input type="checkbox"/>		22SEP23
Approved <input type="checkbox"/>	OPM Approving Authority	Date Approved
Denied <input type="checkbox"/>		

BA	Position Title	Position	Gr	Sa	Match	Insurance	Total	Req or Surrender Position	Date Vacated
480	ADC Inmate Grievance Coordinator	22112849	GS05	\$ 32,405	1.23	\$ 6,600	\$ 46,458.15	Surrender	4/1/2023
480	ADC Inmate Grievance Coordinator	22084249	GS05	\$ 32,405	1.23	\$ 6,600	\$ 46,458.15	Surrender	4/1/2023
480	ADC Inmate Grievance Coordinator	22078968	GS05	\$ 32,405	1.23	\$ 6,600	\$ 46,458.15	Surrender	4/1/2023
480	ADC Inmate Grievance Coordinator	22084672	GS05	\$ 32,405	1.23	\$ 6,600	\$ 46,458.15	Surrender	4/1/2023
480	Policy Development Coordinator	22077516	GS06	\$ 36,155	1.23	\$ 6,600	\$ 51,070.65	Surrender	2/18/2023
480	Administrative Analyst	22086574	GS06	\$ 36,155	1.23	\$ 6,600	\$ 51,070.65	Surrender	4/1/2023
480	DOC Correctional Officer I	22177352	GS06			\$ 6,600	\$ 6,600.00	Surrender	Never filled
480	Program Eligibility Coordinator II	22086506	GS08	\$ 45,010	1.23	\$ 6,600	\$ 61,962.30	Surrender	9/30/2023
9903	Licensed Master Social Worker	22083678	GS08	\$ 45,010	1.23	\$ 6,600	\$ 61,962.30	Surrender	8/19/2023
485	DCC Treatment Administrator	22139720	GS11	\$ 62,531	1.23	\$ 6,600	\$ 83,513.13	Surrender	7/31/2023
480	ADC Health Service Administrator	22124781	GS12	\$ 69,776	1.23	\$ 6,600	\$ 92,424.48	Surrender	8/4/2023
9903	DOC Shared Services Chief	22159122	GS14	\$ 86,887	1.23	\$ 6,600	\$ 113,471.01	Surrender	7/7/2023
						Total	\$ 707,907.12		
	Positions Requested								
9903	DOC Asst Dir of Correctional Prog & Re-entry	N/A	GS14			\$ 6,600	\$6,600.00	Requested	NEW
9903	DOC Mental Health Administrator	N/A	GS14	\$86,887	1.23	\$ 6,600	\$113,471.01	Requested	NEW
9903	DOC Continuous Improvement Administrator	N/A	GS13	\$77,862	1.23	\$ 6,600	\$102,370.26	Requested	NEW
9903	DOC Chief Procurement Officer	N/A	GS13	\$77,862	1.23	\$ 6,600	\$102,370.26	Requested	NEW
9903	DOC Policy Administrator	N/A	GS12	\$69,776	1.23	\$ 6,600	\$92,424.48	Requested	NEW
9903	DOC Chief Training Officer	N/A	GS12	\$69,776	1.23	\$ 6,600	\$92,424.48	Requested	NEW
9903	DOC Chief of Inspections and Investigations	N/A	GS12	\$69,776	1.23	\$ 6,600	\$92,424.48	Requested	NEW
						Total	\$602,084.97		
						Difference	\$ 105,822.15		

BA	Position Title	Position	Gr	Sa	Match	Insurance	Total	Req or Surrender Position	Date Vacated	
480	ADC Inmate Grievance Coordinator	22112849	GS05	\$ 32,405	1.23	\$ 6,600	\$ 46,458.15	Surrender	4/1/2023	will not utilize
480	ADC Inmate Grievance Coordinator	22084249	GS05	\$ 32,405	1.23	\$ 6,600	\$ 46,458.15	Surrender	4/1/2023	will not utilize
480	ADC Inmate Grievance Coordinator	22078968	GS05	\$ 32,405	1.23	\$ 6,600	\$ 46,458.15	Surrender	4/1/2023	will not utilize
480	ADC Inmate Grievance Coordinator	22084672	GS05	\$ 32,405	1.23	\$ 6,600	\$ 46,458.15	Surrender	4/1/2023	will not utilize
480	Policy Development Coordinator	22077516	GS06	\$ 36,155	1.23	\$ 6,600	\$ 51,070.65	Surrender	2/18/2023	will not utilize
480	Administrative Analyst	22086574	GS06	\$ 36,155	1.23	\$ 6,600	\$ 51,070.65	Surrender	4/1/2023	will not utilize
480	DOC Correctional Officer I	22177352	GS06			\$ 6,600	\$ 6,600.00	Surrender	Never filled	will not utilize
480	Program Eligibility Coordinator II	22086506	GS08	\$ 45,010	1.23	\$ 6,600	\$ 61,962.30	Surrender	9/30/2023	will not utilize
9903	Licensed Master Social Worker	22083678	GS08	\$ 45,010	1.23	\$ 6,600	\$ 61,962.30	Surrender	8/19/2023	will not utilize
485	DCC Treatment Administrator	22139720	GS11	\$ 62,531	1.23	\$ 6,600	\$ 83,513.13	Surrender	7/31/2023	will not utilize
480	ADC Health Service Administrator	22124781	GS12	\$ 69,776	1.23	\$ 6,600	\$ 92,424.48	Surrender	8/4/2023	will not utilize
9903	DOC Shared Services Chief	22159122	GS14	\$ 86,887	1.23	\$ 6,600	\$ 113,471.01	Surrender	7/7/2023	crossgrade
						Total	\$ 707,907.12			
	Positions Requested									
9903	DOC Asst Dir of Correctional Prog & Re-entry	N/A	GS14			\$ 6,600	\$6,600.00	Requested	NEW	New title will be crossgraded from current position 22159122
9903	DOC Mental Health Administrator	N/A	GS14	\$86,887	1.23	\$ 6,600	\$113,471.01	Requested	NEW	
9903	DOC Continuous Improvement Administrator	N/A	GS13	\$77,862	1.23	\$ 6,600	\$102,370.26	Requested	NEW	
9903	DOC Chief Procurement Officer	N/A	GS13	\$77,862	1.23	\$ 6,600	\$102,370.26	Requested	NEW	
9903	DOC Policy Administrator	N/A	GS12	\$69,776	1.23	\$ 6,600	\$92,424.48	Requested	NEW	
9903	DOC Chief Training Officer	N/A	GS12	\$69,776	1.23	\$ 6,600	\$92,424.48	Requested	NEW	
9903	DOC Chief of Inspections and Investigations	N/A	GS12	\$69,776	1.23	\$ 6,600	\$92,424.48	Requested	NEW	
						Total	\$602,084.97			
						Difference	\$ 105,822.15			