



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

OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office
1509 West Seventh Street, Suite 201
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www.dfa.arkansas.gov

August 6, 2014

Senator Uvalde Lindsey, Co-Chairperson
Representative Andrea Lea, 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 DCC is requesting one position from the central growth pool established by Arkansas Code 21-5-225 (b) which states:

- (1) The office shall establish and maintain a central growth pool of two hundred (200) career service positions at grade C130 and one hundred (100) professional and executive positions at grade N922 to be used to establish additional positions in state agencies of the proper classification and grade when the state agency does not have sufficient positions available with the appropriate classification and grade to meet an agency's mandated responsibilities.*
- (2) Central growth pool positions are to be used by the state agencies if the personnel services needs exceed the number of positions in a classification authorized by the General Assembly and were not anticipated at the time of the passage of the agency's operating appropriation act.*
- (3) No position established under this section may exceed a salary rate in excess of the highest rate established by grade in the requesting agency's appropriation act.*
- (4) The agency shall provide justification to the office for the need to allocate positions from the central growth pool.*
- (5) Titles shall not be assigned to the agency from the central growth pool until specific positions are requested by the agency, recommended by the office, and reviewed by the Personnel Committee.*
- (6) If the new classifications are necessary for any of these additional positions, the office may assign the appropriate title and grade after review by the Personnel Committee.*

- (7) *If an agency requests any central growth pool position to be continued during the subsequent fiscal year, the position must be requested as a new position in the agency's subsequent fiscal year budget request.*

The agency is requesting the classification listed below:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
ADC Construction Maintenance Coordinator	S094C	C124

JUSTIFICATION

The purpose of this request is to aid the agency in achieving efficiency in handling the oversight and management of all maintenance and construction projects for the re-entry division within the Department of Community Correction.

This division is in the beginning stages of establishing a program modeled after the Delancey Street Foundation in California. This program is the leading self-help organization for former substance abusers, ex-convicts and others who are in need of various rehabilitation services.

Currently the immediate focus for this position will be on demolition and materials salvage in Pine Bluff, where there are 600 buildings or houses within the city limits that are in need of demolition and cleanup. Salvageable materials will be removed and sold to generate funds to maintain the operations. Offenders will be used and trained in the proper techniques and safety measures to ensure demolition is completed according to state guidelines and regulations. The requested position will ensure the operation of the demolition and salvage work is completed correctly.

After review of the request and the proposed job duties, the Office of Personnel Management **recommends** the approval of DCC's request for one growth pool position, ADC Construction Maintenance Coordinator, S094C, at a grade C124. The cost of approving this request is approximately \$45,377, which is the entry level of C124, excluding fringe benefits and insurance.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay B. Terry
State Personnel Administrator



Chief Fiscal Officer of the State

JUL 30 2014

Date



Arkansas Community Correction

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

July 11, 2014

Mr. Kay Terry
1509 West Seventh Street
Suite 201 DFA Building
Little Rock, AR 72201

Dear Ms. Terry,

Arkansas Community Correction (ACC) is requesting one ADC Construction Maintenance Coordinator (S094C), Grade C124, from the Central Growth Pool.

This position will report to the Re-entry division director and will be responsible for the oversight and management of all maintenance and construction projects for the Re-entry division within ACC. Job duties for this position will include but not limited to, construction site management, estimating materials and costs, negotiating and administering contracts, bidding, and close-outs of projects.

The Re-entry Division is in the beginning stages of establishing a program that is being modeled after certain parts of the Delancey Street Foundation in San Francisco, California. The Delancey Street Foundation is the country's leading residential self-help organization for former substance abusers, ex-convicts, and others who are in need of various rehabilitation services. ACC believes that by adjusting the original Delancey Street plan; the program will shift from an employment program to a training program and not only provide marketable job skills for offenders but also life skills, GED courses, and job readiness skills. The revised plan will be a training program to equip offenders with at least two marketable job skills and basic job readiness skills to take into the workplace.

Currently, the immediate focus for this position will be on demolition and materials salvage in Pine Bluff where there are approximately 600 buildings or houses within the city limits that are in need of demolition and clean up. Salvageable materials will be removed and sold to generate funds for sustained operation. Offenders will be used and trained in the proper techniques and safety measures to ensure demolition is completed according to State guidelines and regulations. The requested position from the DFA growth pool will ensure the general operation of the demolition and material salvage work gets completed correctly. The end product of this program will be multi-faceted. Not only will opportunities for offenders to receive vocational and occupational training be increased, but sustainable businesses through these re-entry programs will be developed to help stimulate local economy. Replication of this program statewide is

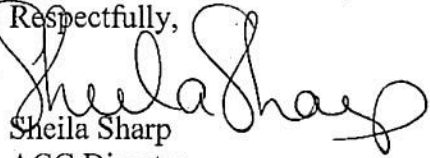
Arkansas Community Correction

July 7, 2014

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planned to further expand the reach of these training opportunities and businesses. This is a considerable step in working towards an effective approach to reducing recidivism.

Respectfully,


Sheila Sharp
ACC Director



Arkansas Community Correction

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

July 18, 2014

Mr. Kay Terry
1509 West Seventh Street
Suite 201 DFA Building
Little Rock, AR 72201

Dear Ms. Terry,

Arkansas Community Correction (ACC) is requesting one ADC Construction Maintenance Coordinator (S094C), Grade C124, from the Central Growth Pool.

Due to the recent biennial request for 2016 - 2017, ACC cannot surrender any positions at this time. All budgeted vacant positions are in the process of being filled.

Respectfully,

Chad Brown
Human Resources Administrator



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

Business Area

Agency/Institution

Date

0485

Arkansas Department of Community Correction

7/11/2014

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
NA	NA	NA	NA

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
1	ADC Construction Maintenance Coordinator	C124	S094C

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