

PLANNING BUDGETING & ADMINISTRATIVE SYSTEM
Personnel Committee Report

Ex. N1

Line	Business Area	Agency Name
1	9903	DEPARTMENT OF CORRECTIONS - ADMINISTRATION AND SHARED SERVICES

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3	FY25 Authorized Positions	Base Level	Agency Request	Executive Recommendation	Legislative Recommendation
4	215	211	219	215	0

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Growth Pool, MFG Positions							
Position	Class Code	Title	Grade	Pool or MFG	Agency Request	Executive Recommendation	Legislative Recommendation
22181583	U083U	DOC CHIEF FISCAL OFFICER	SE01	P	Y	Y	
22181125	D052C	SOFTWARE SUPPORT ANALYST	IT05	P	Y	Y	
22181126	D052C	SOFTWARE SUPPORT ANALYST	IT05	P	Y	Y	
22181736	N261N	DOC MENTAL HEALTH ADMINISTRATOR	GS14	P	Y	Y	
22181584	N258N	DOC APPLIED RESEARCHER	GS13	P	Y	Y	
22181733	G347C	DOC CONTINUOUS IMPROVEMENT ADMINISTRATOR	GS13	P	Y	Y	
22181734	V043C	DOC CHIEF PROCUREMENT OFFICER	GS13	P	Y	Y	
22181731	T129C	DOC CHIEF TRAINING OFFICER	GS12	P	Y	Y	
22181732	G346C	DOC POLICY ADMINISTRATOR	GS12	P	Y	Y	
22181735	G348C	DOC CHIEF OF INVESTIGATIONS	GS12	P	Y	Y	
22181233	G342C	DOC VICTIM/WITNESS COORDINATOR	GS09	P	Y	Y	
22181079	R025C	HUMAN RESOURCES ANALYST	GS06	P	Y	Y	
22181080	R025C	HUMAN RESOURCES ANALYST	GS06	P	Y	Y	
22181081	R025C	HUMAN RESOURCES ANALYST	GS06	P	Y	Y	
22181075	R032C	HUMAN RESOURCES PROGRAM REPRESENTATIVE	GS05	P	Y	Y	
22181076	R032C	HUMAN RESOURCES PROGRAM REPRESENTATIVE	GS05	P	Y	Y	
22181077	R032C	HUMAN RESOURCES PROGRAM REPRESENTATIVE	GS05	P	Y	Y	

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1	9903	DEPARTMENT OF CORRECTIONS - ADMINISTRATION AND SHARED SERVICES

Growth Pool, MFG Positions							
Position	Class Code	Title	Grade	Pool or MFG	Agency Request	Executive Recommendation	Legislative Recommendation
22181078	R032C	HUMAN RESOURCES PROGRAM REPRESENTATIVE	GS05	P	Y	Y	
Total Number of Growth Pool Positions					18	18	0
Total Number of MFG Positions					0	0	0

Eliminated Positions Request						
Position	Class Code	Title	Grade	Agency Request	Executive Recommendation	Legislative Recommendation
22083678	M088C	LICENSED MASTER SOCIAL WORKER	GS08	N	Y	
22083969	C073C	ADMINISTRATIVE SPECIALIST II	GS03	N	Y	
22085642	C073C	ADMINISTRATIVE SPECIALIST II	GS03	N	Y	
22084605	V030C	SHIPPING & RECEIVING CLERK	GS02	N	Y	
Total Number of Eliminated Positions				0	4	0

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
22083734	V036C	AGENCY PROCUREMENT ADMINISTRATOR	GS10				P013C	PUBLIC INFORMATION COORDINATOR	GS07			
22077358	V007C	PROCUREMENT COORDINATOR	GS08				X062C	QUALITY ASSURANCE COORDINATOR	GS08			
22083965	T065C	DOC CORRECTIONAL SERGEANT	GS08				X133C	DOC INTERNAL AFFAIRS INVESTIGATOR	GS06			
22085354	T065C	DOC CORRECTIONAL SERGEANT	GS08				X133C	DOC INTERNAL AFFAIRS INVESTIGATOR	GS06			
22086806	T065C	DOC CORRECTIONAL SERGEANT	GS08				X133C	DOC INTERNAL AFFAIRS INVESTIGATOR	GS06			
22086807	T065C	DOC CORRECTIONAL SERGEANT	GS08				X133C	DOC INTERNAL AFFAIRS INVESTIGATOR	GS06			
22086808	T065C	DOC CORRECTIONAL SERGEANT	GS08				X133C	DOC INTERNAL AFFAIRS INVESTIGATOR	GS06			

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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
22112833	T065C	DOC CORRECTIONAL SERGEANT	GS08				X133C	DOC INTERNAL AFFAIRS INVESTIGAT	GS06			
22125050	A062C	RETIREMENT COORDINATOR	GS08				R014C	PERSONNEL MANAGER	GS08			
22085408	T075C	DOC CORPORAL	GS07				R031C	INSTITUTION HUMAN RESOURCES CC	GS05			
22087009	R024C	ASSISTANT PERSONNEL MANAGER	GS07				A089C	ACCOUNTANT I	GS07			
22077624	X133C	DOC INTERNAL AFFAIRS INVESTIGAT	GS06				E051C	STAFF DEVELOPMENT SPECIALIST	GS05			
22077505	C024C	DOC RECORDS SUPERVISOR	GS05				V015C	PURCHASING SPECIALIST	GS05			
22086814	V014C	BUYER	GS05				C022C	BUSINESS OPERATIONS SPECIALIST	GS05			
22125059	V015C	PURCHASING SPECIALIST	GS05				M058C	DOC PROGRAM SPECIALIST	GS05			
22158560	X128C	CORRECTIONAL UNIT ACCREDITATIO	GS05				R032C	HUMAN RESOURCES PROGRAM REPRE	GS05			
Total Number of Reclassified Positions				0			16			0		

Notes

Notes

2025 - 2027 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT

9903 Department of Corrections

ACT#: 49

SECTION#: 16

CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)

EXECUTIVE RECOMMENDATION

~~MEDICAL/MENTAL HEALTH SERVICES — CONTINGENCY POSITIONS. If it has been determined by the Board of Corrections that the Department of Corrections 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 the Inmate Care & Custody appropriation 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.~~

~~—The provisions of this section shall be in effect only from July 1, 2024-2025 through June 30, 2025-2026.~~

AGENCY REQUEST

2025 - 2027 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT

9903 Department of Corrections

ACT#: 49

SECTION#: 19

CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)

EXECUTIVE RECOMMENDATION

HOLIDAY COMPENSATION. The Department of Corrections is authorized to pay employees for hours of unused holidays in the employee's holiday account. Payments of unused Holiday hours must be processed on or before June 1st in each fiscal year. Employees terminating employment from the Department of Corrections will be eligible for all holiday pay accrued. This request is contingent on approval by the Chief Fiscal Officer of the State after the Secretary of the Department of Corrections 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:

Class

<u>Code</u>	<u>Title</u>	<u>Grade</u>
T033C	ADC/DCC MAJOR	GRADE GS09
T048C	ADC/DCC CAPTAIN	GRADE GS08
T054C	ADC/DCC LIEUTENANT	GRADE GS07
T059C	ADC/DCC FOOD PREPARATION MANAGER	GRADE GS07
TO65C	ADC/DCC CORRECTIONAL SERGEANT	GRADE GS06
T070C	ADC/DCC FOOD PREPARATION SUPERVISOR	GRADE GS06
T075C	ADC/DCC CORPORAL	GRADE GS05
T083C	ADC/DCC CORRECTIONAL OFFICER I	GRADE GS04

The provisions of this section shall be in effect only from July 1, ~~2024~~ 2025 through June 30, ~~2025~~ 2026.

AGENCY REQUEST

2025 - 2027 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT

9903 Department of Corrections

ACT#: 49

SECTION#: 21

CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)

EXECUTIVE RECOMMENDATION

COUNTY JAIL REIMBURSEMENT FUND YEAR-END FUND BALANCE CARRY FORWARD. Notwithstanding any law pertaining to the transfer of year-end fund balances or any law to the contrary, any funds which remain in the County Jail Reimbursement Fund at the end of a fiscal year shall remain in the County Jail Reimbursement Fund and made available to fund appropriations authorized by law payable from the County Jail Reimbursement Fund for the following fiscal year.

Any carry forward of unexpended balance of funding as authorized herein, may be carried forward under the following conditions:

- (1) Prior to June 30, ~~2024~~ 2025 the Agency shall by written statement set forth its reason(s) for the need to carry forward said funding to the Department of Finance and Administration Office of Budget;
- (2) The Department of Finance and Administration Office of Budget shall report to the Arkansas Legislative Council all amounts carried forward from the first fiscal year to the second fiscal year by the September Arkansas Legislative Council or Joint Budget Committee meeting which report shall include the name of the Agency, Board, Commission or Institution and the amount of the funding carried forward from the first fiscal year to the second fiscal year, the program name or line item, the funding source of that appropriation and a copy of the written request set forth in (1) above;
- (3) Each Agency, Board, Commission or Institution shall provide a written report to the Arkansas Legislative Council or Joint Budget Committee containing all information set forth in item (2) above, along with a written statement as to the current status of the project, contract, purpose etc. for which the carry forward was originally requested no later than thirty (30)

AGENCY REQUEST

2025 - 2027 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT

9903 Department of Corrections

ACT#: 49

SECTION#: 21

CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)

EXECUTIVE RECOMMENDATION

days prior to the time the Agency, Board, Commission or Institution presents its budget request to the Arkansas Legislative Council/Joint Budget Committee; and

(4) Thereupon, the Department of Finance and Administration shall include all information obtained in item (3) above in the budget manuals and/or a statement of non-compliance by the Agency, Board, Commission or Institution.

The provisions of this section shall be in effect only from July 1, ~~2024-2025~~ through June 30, ~~2025~~ 2026.

2025 - 2027 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT

9903 Department of Corrections

ACT#: 49

SECTION#: 34

CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)

EXECUTIVE RECOMMENDATION

~~REGULAR SALARIES CONTINGENT POSITIONS.~~ There is hereby established for the Department of Corrections Contingent Positions for the 2024-2025-2025-2026 fiscal year, the following maximum number of regular employees.

AGENCY REQUEST

~~CONTINGENT POSITIONS - MEDICAL SERVICES~~

		MAXIMUM ANNUAL	
		MAXIMUM	SALARY RATE
ITEM	CLASS	NO. OF	FISCAL
YEAR			

NO.	CODE	TITLE	EMPLOYEES	2024-2025	2025-2026
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{01}		CHIEF OF MEDICAL SERVICES	1		\$225,000
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{02}		CHIEF OF DENTAL SERVICES	1		175,000
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{03}		PHYSICIANS SPECIALIST	15		170,000
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{04}		CHIEF OF PHARMACY	1		125,000
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{05}		CHIEF OF NURSING SERVICES	1		90,000
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{06}		UNIT/FACILITY MEDICAL MGR	15		90,000
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{07}		RNP/PA	13		85,000
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{08}		DIR OF MEDICAL RECORDS	1		75,000
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~~PATIENT CARE~~

{01}	L005N	PSYCHIATRIST	1		GRADE MP08
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{02}	L008N	PHYSICIAN STAFF	1		GRADE MP07
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{03}	L013N	DENTAL DIRECTOR	1		GRADE MP06
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{04}	L011N	DENTIST	16		GRADE MP06
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{05}	L016N	REGISTERED PHARMACIST	3		GRADE MP05
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{06}	L003C	PSYCHOLOGIST - PT	1		GRADE MP03
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2025 - 2027 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT

9903 Department of Corrections

ACT#: 49

SECTION#: 34

CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)	EXECUTIVE RECOMMENDATION
{07} L009C NURSE MANAGER 1 GRADE MP03	
{08} L019C REGISTERED NURSE COORD 13 GRADE MP02	
{09} L027C REGISTERED NURSE SUPERVISOR 45 GRADE MP02	
{10} L032C REGISTERED NURSE HOSPITAL 7 GRADE MP01	
{11} L033C PSYCH. EXAMINER 1 GRADE GS09	
{12} L024N PSYCHIATRIC DIRECTOR 1 GRADE GS09	
{13} L064C RADIOLOGY TECHNICIAN 8 GRADE GS07	
{14} M026C LICENSED SOCIAL WORKER 6 GRADE GS07	
{15} L069C LICENSED PRACTICAL NURSE 205 GRADE GS05	
{16} B111C LABORATORY TECHNICIAN 3 GRADE GS04	
PATIENT CARE - CLASSIFIED POSITIONS	
{01} L071C DENTAL HYGIENIST 9 GRADE GS05	
{02} L081C DENTAL ASSISTANT 15 GRADE GS04	
{03} C056C ADMINISTRATIVE SPEC III 13 GRADE GS04	
{04} C053C MEDICAL RECORDS TECH 26 GRADE GS03	
{05} C073C ADMINISTRATIVE SPEC II 9 GRADE GS03	
NON-PATIENT CARE - CLASSIFIED POSITIONS	
{01} CHIEF PSYCHIATRIC SERV. 1 \$400,000	
{02} VP OPERATIONS 1 200,000	
{03} REGIONAL MANAGER 3 120,000	
{04} PSYCHIATRIC SPECIALIST 6 GRADE MP08	
{05} A014C FISCAL DIVISION MANAGER 1 GRADE GS12	
{06} D030C INFO SYSTEMS COORDINATOR 1 GRADE IT07	
{07} G238C ADMINISTRATOR 1 GRADE GS09	
{08} A089C ACCOUNTANT I 1 GRADE GS07	

2025 - 2027 REQUEST FOR SPECIAL LANGUAGE IN APPROPRIATION ACT

9903 Department of Corrections

ACT#: 49

SECTION#: 34

CURRENT SPECIAL LANGUAGE (WITH AGENCY REQUEST)	EXECUTIVE RECOMMENDATION
{09} G178C POLICY DEVELOPMENT COORDINATOR 1 GRADE GS06	
{10} V014C BUYER 2 GRADE GS05	
{11} R031C INSTITUTIONAL HR COORDINATOR 1 GRADE GS05	
{12} D079C COMPUTER SUPPORT TECH 1 GRADE IT02	
{13} R036C HR SPECIALIST 1 GRADE GS04	
{14} A098C FISCAL SUPPORT SPECIALIST 1 GRADE GS04	
{15} A101C ACCOUNTING TECH 4 GRADE GS04	
{16} C065C SECRETARY/ADMIN ASSISTANT 1 GRADE GS04	
{17} L082C NURSING ASSISTANT 53 GRADE GS02	
{18} V029C PURCHASING ASSISTANT 1 GRADE GS01	
GRAND TOTAL CONTINGENT EMPLOYEES 514	
<p>_____ 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.</p> <p>_____ The provisions of this section shall be in effect only from July 1, 2024-2025 through June 30, 2025-2026.</p>	