



Department of Transformation and Shared Services
 Governor Asa Hutchinson
 Secretary Mitch Rouse
 Director Kay Barnhill

August 24, 2022

The Honorable David Wallace, Co-Chairperson
 The Honorable David Hillman, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Joint Budget Committee
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

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

The Department of Corrections requests to surrender six (6) positions and requests five (5) positions from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1). Please view the classifications to be surrendered and requested from the central growth pool below:

CLASSIFICATIONS SURRENDERED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>POSITION</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
C087C	Administrative Specialist I	22124797	GS02	\$23,335 - \$33,836
C087C	Administrative Specialist I	22085598	GS02	\$23,335 - \$33,836
C073C	Administrative Specialist II	22077632	GS03	\$26,034 - \$37,749
C073C	Administrative Specialist II	22078943	GS03	\$26,034 - \$37,749
C073C	Administrative Specialist II	22084123	GS03	\$26,034 - \$37,749
C073C	Administrative Specialist II	22084651	GS03	\$26,034 - \$37,749

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
C056C	(5) Administrative Specialist III	GS04	\$29,046 - \$42,117

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JUSTIFICATION

The agency explains that this task is essential for public safety and establishing the appropriate amount of time to be served in ADC. The agency determined that receiving the five (5) Administrative Specialist III (GS04) positions will increase opportunities regarding recruitment and retention in the Centralized Records area.

RECOMMENDATION

The Office of Personnel Management has reviewed this request from the Department of Corrections and **recommends** the surrender of six (6) positions and the request of five (5) positions from the OPM surrender pool. The anticipated cost for these positions is \$179,493.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED SERVICES

8/19/22
DATE

KB/ps:1-2



OFFICE OF THE SECRETARY

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#1421

July 28, 2022

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, Division of Correction (ADC) is experiencing difficulty in retaining staff in its Centralized Records section. The primary task for Centralized Records staff is to enter the court-imposed sentences into the department's electronic offender information management system (eOMIS). Accurate data entry of a court sentence is essential for public safety and establishing the appropriate amount of time to be served in the ADC.

The Department proposes to surrender two (2) Administrative Specialist I, GS02, C087C, (position numbers 22124797 and 22085598), four (4) Administrative Specialist II, GS03, C073C (position numbers 22077632, 22078943, 22084123, and 22084651). The salary total for the surrendered positions is \$184,734. In return, the Department is seeking five (5) Administrative Specialist III, GS04, C056C. This request increases opportunities for the recruitment and retention of applicants for these specialized roles. The salary total for the positions requested is \$177,905. This is a cost savings of \$6,829.

Thank you in advance for your favorable consideration.

Sincerely,

A handwritten signature in black ink that reads 'Solomon Graves'.

Solomon Graves

Secretary of Corrections