



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.

DOC, Division of Community Correction (DCC) requests to surrender one (1) Administrative Specialist II GS03 position and one (1) EEO/Grievance Officer GS06 position. DCC also requests one (1) Research and Statistics Supervisor GS07 position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a). Please view the classifications to be surrendered and requested below.

CLASSIFICATIONS SURRENDERED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>POSITION</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
C073C	Administrative Specialist II	22083127	GS03	\$26,034 - \$37,749
R030C	EEO/Grievance Officer	22083147	GS06	\$36,155 - \$52,424

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
A063C	Research and Statistics Supervisor	GS07	\$40,340 - \$58,493

JUSTIFICATION

The DOC, DCC is tasked with managing six Community Correction Centers (CCCs) regionally located throughout the state of Arkansas. These licensed treatment centers are utilized in place of traditional prisons and comprised of offenders in a resident population.

The Honorable David Wallace, Co-Chairperson
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August 24, 2022
Page 2.

The Referral Coordinator oversees the analysis of eligibility of offenders sentenced to these CCCs. This individual must also ensure all offenses are thoroughly examined (current and prior) so that each offender has potential for a successful treatment at one of the CCCs. Therefore, the agency requests the Research and Statistics Supervisor GS07 position to serve as the Referral Coordinator for DCC.

RECOMMENDATION

The Office of Personnel Management has reviewed this request from DCC and **recommends** the surrender of one (1) Administrative Specialist II, GS03 position, and one (1) EEO/Grievance Officer, GS06 position, and recommends the establishment of one (1) Research & Statistics Supervisor, GS07 position from the OPM surrender pool. The anticipated cost for this position is \$41,652.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED SERVICES **DATE**

1422



OFFICE OF THE SECRETARY

1302 Pike Avenue, Suite C
North Little Rock, Arkansas 72114
Phone: (501) 682-3309 | Fax: (501) 534-3958
DOC.ARKANSAS.GOV



May 27, 2022

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

RE: OPM Surrender Pool Request

Dear Ms. Barnhill,

The Arkansas Department of Corrections (DOC), Division of Community Correction (ACC) supervises six Community Correction Centers (CCCs) regionally located throughout the state of Arkansas. These centers are licensed treatment facilities for offenders convicted of "targeted" offenses. The courts utilize the CCCs in lieu of serving sentences in a traditional prison in Arkansas. Eligibility of offenders sentenced to the CCCs is reviewed by a Referral Coordinator, who examines their offenses (current and Prior) and their potential for successful treatment at one of the centers.

The DOC proposes to surrender EEO/Grievance Officer, GS06, R030C (position number 22083147) and Administrative Specialist II, GS03, C073C (position number 22083127) for a Research and Statistics Supervisor, GS07, A063C. The combined salaries of the EEO/Grievance Officer and the Administrative Specialist II are \$68,047. The entry level salary of the Research and Statistics Supervisor is \$40,340. If approved, the Research and Statistics Supervisor will serve as the CCC Referral Coordinator for ACC. This proposal will save the Department \$27,707.

Thank you in advance for your consideration.

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

Solomon Graves
Secretary of Corrections

cc. Jerry Bradshaw, Director, Division of Community Correction
Nicholas Stewart, DOC Human Resources and Training Administrator



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

Business Area Department Name / Agency Name Date
 0485 Corrections/Division of Community Correction 5.31.2022

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22083147	EEO/Grievance Officer	GS06	R030C
22083127	Administrative Specialist II	GS03	C073C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Research and Statistics Supervisor	GS07	A063C

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

6.6.2022

Date

Department Secretary's Signature

6/10/22

Date