

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

May 17, 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 request from the Arkansas Department of Corrections (DOC) for your review.

DOC requests one (1) position authorized as a new classification from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225. The classification requested and the positions being surrendered are listed below:

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
NEW	DOC Victim/Witness Coordinator	GS09	\$50,222 - \$72,821

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>VACATED</u>
22085273	Administrative Specialist II	C073C	GS03	\$26,034 – \$37,749	2/04/2023
22087006	Law Enforcement Training Instructor	T103C	GS06	\$36,155 – \$52,424	2/18/2023

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JUSTIFICATION

The Arkansas Department of Corrections is requesting one (1) position authorized as a new classification entitled DOC Victim/Witness Coordinator. The agency expresses its lack of a designated individual to support victim-centered tasks for the Division of Correction, Division of Community Correction, and the Arkansas Parole Board. The DOC Victim/Witness Coordinator will be responsible for notifying victims of offenders in custody or under supervision. These notifications include but are not limited to release from confinement, death, escape, return to custody from escape, parole hearings, parole hearing results, revocation of parole, and abscond status. As a result, the agency seeks approval to create the new title.

RECOMMENDATION

The Office of Personnel Management has reviewed this request from the Arkansas Department of Corrections and **recommends** the establishment of one (1) position authorized as a new classification with the abovementioned title and pay grade as well as the surrender of two (2) positions to the OPM surrender pool. The cost of this request is approximately \$76,427 inclusive of salary, matching, and benefits. DOC guarantees that proper funding is available, and no inequities will result from the creation and filling of this position.

Your consideration of this request is greatly appreciated.



STATE PERSONNEL DIRECTOR

5/8/23

DATE



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OFFICE OF THE SECRETARY

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North Little Rock, Arkansas 72114
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DOC.ARKANSAS.GOV

March 27, 2023

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 (DOC) is responsible for notifying victims of offenders in our custody or under supervision. These notifications include but are not limited to release from confinement, death, escape, return to custody from escape, parole hearings, parole hearing result, revocation of parole, and abscond status. Currently, there is no Department wide position to support victim centered tasks for the Division of Correction, Division of Community Correction or the Arkansas Parole Board. It is my plan to create a victim advocacy section within the DOC. As a result, I am seeking the creation of a new title, DOC Victim/Witness Coordinator, GS09 from the OPM surrender swap pool according to Arkansas Code Annotated 21-5-225(a)(1).

The DOC will surrender one (1) GS03 Administrative Specialist II, class code C073C (position number 22085273) and one (1) GS06 Law Enforcement Training Instructor, class code T103C (position number 22087006).

This request will save the DOC approximately \$17,824 per year in staff salaries. Additionally, the total number of positions in Corrections-Shared Services will decrease by one (1). Lastly, this plan creates efficiencies and an avenue to retain and recruit qualified staff for victim services.

Thank you in advance for your favorable consideration.

Joseph Profiri

A handwritten signature in blue ink, appearing to read 'Joseph Profiri'.

Secretary of Corrections



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

Business Area: 9903
 Department Name / Agency Name: Department of Corrections
 Date: 3.27.2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22085273	Administrative Specialist II	GS03	C073C
22087006	Law Enforcement Training Instructor	GS06	T103C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
DOC Victim/Witness Coordinator	GS09	

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

3/28/2023
 Date


 Department Secretary's Signature

28 MAR 23
 Date