



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskens

August 21, 2024

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), Post Prison Transfer Board (PPTB) for your review.

The DOC, PPTB request the reinstatement of a position held pursuant to Act 796. Please view the classification to be reinstated below.

ACT 796 CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>DATE VACATED</u>
C073C	22153197	Administrative Specialist II	GS03	\$32405 - \$46,987	4/18/2018

JUSTIFICATION

The Arkansas Department of Corrections, Post Prison Transfer Board (PPTB), expresses its need to reinstate the Administrative Specialist II position, which has been vacant for at least two (2) years. The Administrative Specialist II is responsible for researching and preparing special reports, examining and verifying documents, and performing general office duties. Due to the vacancy, current PPTB investigators have been obligated to assume the responsibilities of hearing staff, which currently causes the board members to divert attention from their primary job duties. The agency expresses that hiring a suitable candidate for this position is a crucial component of enhancing the board's overall operational efficiency and satisfying legal obligations.

RECOMMENDATION

The Office of Personnel Management has examined this request submitted by the Department of Corrections and **recommends** the reinstatement of the GS03 Administrative Specialist II (C073C)

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position #22153197, as per Act 796. The salary total for the position to be reinstated and filled is \$55,574, which will be funded by general revenue. The agency assures our office that it has the necessary funds to fulfill this request.

Your consideration of this request is greatly appreciated.

	
SECRETARY OF TRANSFORMATION & SHARED SERVICES	DATE

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Arkansas Post-Prison Transfer Board

1302 Pike Ave, Suite D • NLR, AR 72114 • (501) 682-3850
Governor Sarah Huckabee Sanders
Chairwoman Lona McCastlain

June 13, 2024

RE: Vacant Administrative Specialist II Position

Office of Personnel Management:

As the recently appointed Chairwoman, I am identifying areas of inefficiency and restructuring job duties to align with current processes and the new requirements set forth in the Protect Act. Retaining the vacant Administrative Specialist II position is crucial for the efficiency and effectiveness of our operations. The primary job function of this position is docket preparation for our agency's various caseloads, which includes the caseloads of the Board's seven commissioners, board investigators, clemency dockets, appeals, and other types of caseloads.

Retaining the vacant position is essential for our operations. Without this position filled, our board investigators have been compelled to assume the duties of our hearing staff, significantly stretching their capacity and detracting from their primary responsibilities. Additionally, our parole services supervisor, who also aids in this process, has been managing an exceptionally high workload, which has strained our caseload scheduling processes.

The passage of the Protect Act has further compounded these challenges by adding new duties to our staff, including increased responsibilities for our investigators, who now also handle the overflow of hearing docket and caseload preparation. This lower-level position has experienced turnover in the past, prompting our past administration to stop pursuing advertisement of this position and preventing us from maintaining stability in this role. Our new administration at the board is actively restructuring to address these issues, and filling this position is a critical part of our strategy to improve overall operational efficiency, fulfill statutory duties, and enhance staff well-being.

This position is listed on our current appropriation act for fiscal year 2025. I urge the Office of Personnel Management to allow our agency to reopen and advertise this position.

Sincerely,

Lona H. McCastlain, Chairwoman
Post-Prison Transfer Board