Ex. C

Department of Shared Administrative Services
Governor Sarah Huckabee Sanders
Secretary Leslie Fisken

November 18, 2026

The Honorable Breanne Davis, Co-Chairperson
The Honorable Les Warren, 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 Warren:

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

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

CLASSIFICATION REQUESTED				
CLASS CODE	**TITLE**	**GRADE**	**# REQUESTED**	**SALARY RANGE**
PQA02C	Quality Assurance Manager	SGS09	1	$69,395 - $105,705

POSITIONS SURRENDERED					
POSITION NUMBER	**TITLE**	**CLASS CODE**	**GRADE**	**SALARY RANGE**	**LAST DATE VACATED**
22084962	Maintenance Technician	TMA05P	SGS03	$39,171 - $57,973	02/13/2026
22084658	Maintenance Technician	TMA05P	SGS03	$39,171 - $57,973	N/A

JUSTIFICATION

DOC is requesting the above Quality Assurance Manager position to provide additional management within the Construction and Maintenance unit to lead quality audits and support various project initiatives.

The responsibilities of this position will require significant expertise in construction and maintenance to ensure compliance with the rules and regulations set forth by the Department of Building Authority (DBA), the Arkansas Department of Finance Authority (ADFA), and the American Correctional Association (ACA). Furthermore, this role will be responsible for managing and directing six Construction Managers within the Construction and Maintenance Division.

The establishment of the requested position will ensure the effective management of maintenance requirements and construction needs across all Department of Corrections locations. Approval of this request will result in no additional cost.

RECOMMENDATION

OPM has reviewed the request and **recommends** the approval of one (1) position in the classification of Quality Assurance Manager, SGS09, from the surrender pool.

Your consideration of this request is greatly appreciated.

Kay Barnhill
STATE PERSONNEL DIRECTOR

11/06/24
DATE

KB/rw:1-2

Positions Requested							
Business Area	**# of Positions**	**Class Code**	**Title**	**Grade**	**Salary Range**	***Estimated Cost**	**Funding Source(s) %**
0480	1	PQA02C	Quality Assurance Manager	SGS09	$69,395 - $102,705	$ 97,153.00	100% GR
Total Estimated Cost of the New Positions including 40% match						$	97,153.00
Total Cost to General Revenue							

Positions Surrendered								
Business Area	**Position Number**	**Class Code**	**Title**	**Grade**	**Date Vacated**	**Position Budgeted Y/N**	****Estimated Savings**	**Funding Source(s) %**
0480	22084962	TMA05P	Maintenance Technician	SGS03	2/13/2026	Y	$ 54,839.37	100% GR
0480	22084658	TMA05P	Maintenance Technician	SGS03	12/9/2025	Y	$ 54,839.37	100% GR
Total Estimated Savings							$	109,678.74
Estimated Savings to General Revenue							$	109,678.74

Total Estimated Cost to the Agency	**$**	**(12,525.74)**
Total Estimated Cost to General Revenue	**$**	**(12,525.74)**
Total Authorized Position Adjustment		**-1**

* The Estimated Cost calculation is based upon the ~~Midpoint~~ **Entry rate** of the salary range, plus 40% matching.

** The Estimated Savings calculation is based upon the exit salary plus 40% match, only if a position has been vacant less than 1 year from the date of the request. Otherwise, savings is solely based on ~~$6,600~~ **$7,920** provided to EBD for all budgeted positions.

***** If it is expected that the salary provided to the employee hired into a new position will be higher than the entry rate, then the expected salary shall be used in lieu of the entry rate of the grade.**

SARAH HUCKABEE SANDERS
GOVERNOR

ARKANSAS DEPARTMENT OF CORRECTIONS
1302 Pike Avenue, Suite C
North Little Rock, AR 72114

OFFICE OF THE
SECRETARY

August 17, 2026

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

Dear Ms. Barnhill,

The Department of Corrections is requesting a Quality Assurance Manager position (PQA02C) to assist with managing the Construction and Maintenance unit. We will surrender two Maintenance Technician (TMA05P) positions. This will be a cost to the agency of $10,791.26 but will provide additional management within the Construction and Maintenance unit to assist with various projects.

The role of the Quality Assurance Manager position will be:

- Responsible for the Management and direction of the six Construction Manager's in the Construction and Maintenance Division.
- Approve and deny purchase requisitions by adhering to the Office of State Purchasing, Department of Corrections and Construction Division regulations and procedures.
- Assists the Assistant Director of Maintenance and Construction with completing the yearly budget as well as helping the division stay on budget with regards to purchasing.
- Works closely with suppliers and vendors to get cost-effective quotes and prices and to ensure that materials and components meet all standards.
- Design, standardize, implement and continuously improve all internal controls, workflow procedures, quality assurance, policies and procedures across the organization.
- Assist the Division Engineer with all construction and maintenance projects and helps to ensure they abide by all Department of Building Authority (DBA), Arkansas Department of Finance Authority (ADFA) and American Correctional Association (ACA) rules and regulations.
- Manage and ensure the quality and progress of all construction and maintenance projects.
- Lead comprehensive internal and external quality audits, including ACA, Air Light and Sound and Security Audits, inspections, and evaluations to identify potential issues.
- Coordinate corrective and preventive actions, including maintenance fixes, based on audit findings to reduce risks and improve quality performance.

- Assist the Assistant Director with analyzing the existing bed space and coming up with ideas to expand the number of beds, either by expanding existing structures and infrastructure or by creating new opportunities in new spaces.

Your consideration and approval of this request are respectfully requested to ensure we are able to manage the maintenance needs of all Department of Corrections locations and construction needs.

Sincerely,

Lindsay Wallace

Lindsay Wallace
Secretary of Corrections