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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.

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

CLASSIFICATION REQUESTED				
CLASS CODE	**TITLE**	**GRADE**	**# REQUESTED**	**SALARY RANGE**
SCP09C	Corrections Program Manager	SGS10	1	$76,335 - $112,976

POSITIONS SURRENDERED					
POSITION NUMBER	**TITLE**	**CLASS CODE**	**GRADE**	**SALARY RANGE**	**LAST DATE VACATED**
22158555	Administrative Analyst	PAS01P	SGS05	$47,397 - $70,148	01/17/2026
22133829	User Support Specialist	IUS04P	IST02	$45,392 - $74,060	7/25/2026

JUSTIFICATION

The Arkansas Department of Corrections is requesting the above Corrections Program Manager position to function as the department-wide Terminal Agency Coordinator (TAC). Traditionally, the Department of Corrections has operated with two active TACs: one for the Division of Correction and another for the Division of Community Correction. Currently, the department plans to consolidate these roles into a single TAC position.

The responsibilities of this position will require significant technical expertise and personnel experience to act as the liaison between the Department of Corrections and the Arkansas Crime Information Center (ACIC). Furthermore, this role will be responsible for over 3,500 employees and will ensure compliance with all Criminal Justice Information Services (CJIS) guidelines and mandatory training requirements.

The establishment of the requested position will streamline job efficiency and improve service delivery and the employee experience. Approval of this request will result in no additional cost.

RECOMMENDATION

OPM has reviewed the request and **recommends** the approval of one (1) surrender pool position.

Your consideration of this request is greatly appreciated.

Kay Barnhill TB 11/14/26

STATE PERSONNEL DIRECTOR **DATE**

KB/rw:1-2

Positions Requested							
Business Area	**# of Positions**	**Class Code**	**Title**	**Grade**	**Salary Range**	***Estimated Cost**	**Funding Source(s) %**
9903	1	SCP09C	Corrections Program Manager	SGS10	$76,335 - $112,976	$106,869.00	100% GR
Total Estimated Cost of the New Positions including 40% match						$	106,869.00
Total Cost to General Revenue						$	106,869.00

Positions Surrendered								
Business Area	**Position Number**	**Class Code**	**Title**	**Grade**	**Date Vacated**	**Position Budgeted Y/N**	****Estimated Savings**	**Funding Source(s) %**
0480	22158555	PAS01P	Administrative Analyst	SGS05	1/17/2026	Y	$ 74,898.96	100% GR
9903	22133829	IUS04P	User Support Specialist	IST02	7/25/2026	Y	$ 64,184.26	100% GR
Total Estimated Savings							$	139,083.22
Estimated Savings to General Revenue							$	139,083.22

exit salary was 53,499.26 (6758)

exit salary was 45,845.9 (101894)

Total Estimated Cost to the Agency	**$**	**(32,214.22)**
Total Estimated Cost to General Revenue	**$**	**(32,214.22)**
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 14, 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 Corrections Program Manager position (SCP09C) to serve as the Terminal Agency Coordinator (TAC) for the Department of Corrections. It will be responsible for 3500+ employees, making sure they follow all CJIS guidelines and mandatory training. We will surrender two positions – Administrative Analyst (PAS01P) and User Support Specialist IUS04P). There will be a cost savings of $6,564.82.

The role of the TAC in Arkansas is defined at a high level as:

Terminal Agency Coordinators.

- The chief official of each interface agency will designate a Terminal Agency Coordinator (TAC) to act as the primary contact person for that agency.
- The TAC should have completed Arkansas Crime Information Center (ACIC) training requirements and shall:
  - Serve as liaison between the interface agency and ACIC, actively participating in meetings and providing input on system functions;
  - Receive documents and materials from ACIC and distribute them to all appropriate personnel, including briefing the chief official when appropriate;
- Inform ACIC on personnel matters, including:
  - The names of individuals attending ACIC training classes;
  - Changes in operator assignments; and
  - Changes in TAC designation; and
- Assist ACIC personnel in record audits, security checks, and other matters within the interface agency.

Traditionally, we have had two TACs; one for the Division of Correction and one for the Division of Community Correction. Combining these two into one role will streamline the job and make the experience for employees more seamless.

Your consideration and approval of this request are respectfully requested to ensure we are following CJIS guidelines.

Sincerely,

Lindsay Wallace

Lindsay Wallace
Secretary of Corrections