



STATE OF ARKANSAS
Department of Transformation
and Shared Services
Governor Asa Hutchinson
Secretary Amy Fecher

Ex. D

OFFICE OF PERSONNEL MANAGEMENT
Director Kay Barnhill
 1509 West Seventh Street, Suite 201
 Post Office Box 3278
 Little Rock, Arkansas 72203-3278
 Phone: (501) 682-1823

September 17, 2019

Senator David Wallace, Co-Chairperson
 Representative Jim Wooten, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Co-Chairs:

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 Ark. Code Ann. §21-5-225(a)(1). The classification requested along with the positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22159818	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,116
22165272	Administrative Specialist II	C073C	GS03	\$26,034 - \$37,749

CLASSIFICATIONS REQUESTED

Parole Board Investigator	X137C	GS07	\$40,340 - \$58,493
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JUSTIFICATION

The Arkansas Department of Corrections is requesting the above position in order to assist with the review process of violation reports. Currently, the Arkansas Parole Board receives 600 violation reports a month all reviewed by one Parole Board Investigator. This position will be responsible for analyzing violation reports in order to provide recommendations to the Arkansas Parole Board regarding the issuance of warrants. This position will also assist in the management

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of the 90 day Short Term Revocation Program. This program is available to only low level offenders and allows them to be placed in county jails rather than the Division of Correction which saves approximately \$32 each day. The anticipated cost of this additional position is \$40,340. In order to help offset the budgetary impact of this change, the Arkansas Department of Corrections is surrendering two positions with a budgetary value of \$58,092.

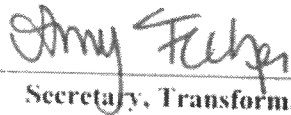
The Office of Personnel Management has reviewed this request and **recommends** the approval of one (1) position from the OPM surrender pool.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Secretary, Transformation & Shared Services

08/22/19
Date

KB/ca: 1-2





HUMAN RESOURCES
2403 East Harding Ave.
Pine Bluff, Arkansas 71601
Phone: (870) 850-8510
Fax: (870) 850-8538
Job Line: 1-888-8ADC-JOBS
www.state.ar.us/doc

Arkansas Department of Correction

August 20, 2019

Kay Barnhill, State Personnel Administrator
Office of Personnel Management
Department of Finance and Administration
P. O. Box 3278
Little Rock, AR 72203



Dear Ms. Barnhill,

The Parole Board has requested consideration to swap two Administrative positions in and are requesting a Parole Board Investigator position, and after review of the request, Secretary Kelley is in agreement with the request.

Vacant Budgeted Positions to be surrendered

22159818 Administrative Specialist III (GS04) Class Code C056C
22165272 Administrative Specialist II (GS03) Class Code C073C

Position Requested

Parole Board Investigator (GS07) Class Code X137C

This position would be responsible for reviewing Violation Reports and making recommendations to the Parole Board regarding the issuance of warrants. Violation Report reviews total 600 per month currently, and this review would help divert thousands of offenders from returning from the Division of Corrections. This position would also assist in monitoring the (90) day Short Term Revocation Program. The (90) day Short Term Revocation Program provides a short term revocation option for low level offenders by keeping the offenders in the County Jails for \$30/day, instead of spending an average of \$62/day in the Division of Corrections.

Thank you in advance for your consideration and assistance in this matter. If you have any questions feel free to contact me at 870-850-8524.

Sincerely,

Stacia Lenderman
Stacia Lenderman
ADC HR Administrator



DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
0323	Arkansas Department of Corrections/Parole Board	08/20/19

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22159818	Administrative Specialist III	GS04	C056C
22165272	Administrative Specialist II	GS03	C073C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Parole Board Investigator	GS07	X137C

I Hereby Certify / Understand That:

- A. The position requested is critical to the operation of this Agency/Institution 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/Institution.
- E. No current employee will be displaced by this action.

Agency Personnel Rep	Date
Stacia Lenderman	8-20-19

Agency Director	Date
Solomon James, DOC Chief of Staff	8/20/19