



Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

February 18, 2020

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 Public Defender Commission for your review.

The Public Defender Commission is requesting two (2) positions from the Central Growth Pool established by Ark. Code Ann. §21-5-225(b). The classifications requested are listed below:

CLASSIFICATIONS REQUESTED

Title	Class Code	Grade	Range
Systems Specialist	D022C	IT06	\$57,755 - \$83,745
PD Program Coordinator	G122C	GS06	\$36,155 - \$52,424

JUSTIFICATION

The Public Defender Commission is requesting the two positions listed above from the Central Growth Pool due to a combination of factors. In the budget process for the current biennium, the Public Defender Commission requested these positions because the agency felt that it had insufficient fiscal and IT support for the number of positions within the agency. According to the agency, this situation has become more precarious as two current employees in IT and fiscal positions are out due to serious health concerns and it is not known when, or if, they will return. The agency states that this poses significant impacts to its ability to meet daily operational requirements.

The Commission has one (1) legislatively authorized IT position. This position is responsible for maintaining a secure network server which contains an enormous amount of confidential attorney-client files. These files, by requirement of the Arkansas Supreme Court, must be retained for the life of the client. The position also supports all public defender offices in the State, including the

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Capital Conflicts Office and administrative offices, provides extended network and information technology connections and maintenance within the established conflict offices in Little Rock and Fayetteville. This position provides IT support 24 hours a day, 7 days a week and is remotely notified of any issues which arise.

The Commission, through Act 871 of 2019, has taken on the Commission for Parent Counsel by providing fiscal and financial support without any new or additional positions added to the Arkansas Public Defender Commission. There are currently 3 employees charged with processing requisitions, purchase orders, procurement, goods receipt, asset management, inventory control, travel reimbursements, contact payments as well as many other responsibilities. The two employees remaining struggle to complete assigned tasks daily.

The requested positions are needed to cover the workload of the IT unit and the increased workload of integrating the Commission for Parent Counsel, situations exacerbated by the absence of the two employees mentioned previously. Positions at the Arkansas Public Defender Commission are APERS-participating and therefore have a match rate of about 23%:

	<u>Entry + Match</u>	<u>15% Above Entry + Match</u>	<u>30% Above Entry + Match</u>
System Specialist	\$71,039	\$81,694	\$92,350
PD Program Coordinator	\$44,471	\$51,141	\$57,811

The Office of Personnel Management has reviewed this request and **recommends** the approval of two (2) positions from the Central Growth Pool for the classification of Systems Specialist, D022C, grade IT06 and PD Program Coordinator, G122C, grade GS06.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Secretary, Transformation & Shared Services

02/06/20

Date

Arkansas Public Defender Commission

Capital Conflicts Attorneys

Jacqueline R. Wright
Christopher Nebben
Andrea C. Stokes
T. Scott Brisendine
Charlotte A. Bogan
Adam Jeffrey Chandler
Brennan Dunham
David R. Raupp
Tina Bowers Lee

Executive Director

Gregg Parrish

Appellate Attorney

Teri L. Chambers

Personnel Manager

Dana Cargile



February 5, 2020

Kay Barnhill, Administrator
Dept of Transformation & Shared Services
Office of Personnel Management
1509 West 7th Street, Ste. 201
Little Rock, AR 72201

Dear Ms. Barnhill,

I am requesting two (2) Central Growth Pool positions. Positions requested are as follows:

Grade IT06	D022C	Systems Specialist
Grade GS06	G122C	PD Program Coordinator

The Commission has found itself in an unfortunate and rather dire situation that significantly impacts our ability to meet daily operational standards and requirements. Further explanation and justification for this request is found below.

We currently have only one (1) legislatively authorized IT position appropriated. It is a Network Support Specialist, Grade IT06. The incumbent is seriously ill and continues to be on Family Medical Leave and utilize Catastrophic Leave as a result. It is unclear at this time if or when the employee will be cleared to return to work.

This employee's role is vital as we maintain an internal secure network server which contains an enormous amount of confidential attorney-client files. These files, by requirement of the Arkansas Supreme Court, must be retained for the life of the client. The employee likewise

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Letter to Kay Barnhill

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supports all public defender offices around the state, including our Capital Conflicts Office and administrative offices, provides extended network and information technology connections and maintenance within our established conflict offices in Little Rock and Fayetteville, and provides support for our investigators and mitigation specialists who require laptop-network access across the state. Any employee within an IT role is on call 24 hours a day, 7 days a week and is remotely notified of any issues which arise. With the migration of services through DIS at present continuing, this need is urgent.

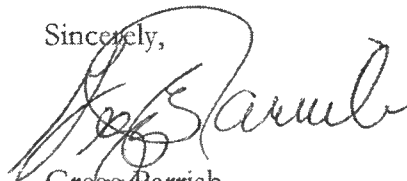
Since its inception in 1998, the Commission's workload has grown tremendously in providing support to offices throughout the state, its obligation to our employees and clients, and in its scope of responsibilities to state government. The most recent increase in responsibilities comes as a result of Act 871 of 2019 which placed the Commission for Parent Counsel within the realm of our agency requiring the Commission to provide financial support, human resource support, IT and technical support and operating assistance to the Commission for Parent Counsel. This transition occurred without any new or additional positions authorized and added an additional workload on an already over-burdened staff.

The Grade GS06 PD Program Coordinator is requested in order to accommodate the above mentioned fiscal and financial support for the Commission for Parent Counsel and provide support for increased responsibilities within my office. Our Commission's financial section currently has two (2) employees for required duties including requisitions, purchase orders, procurement, goods receipt, asset management, inventory control, travel reimbursements, contract payments as well as many other responsibilities.

The Commission's employees in these two (2) areas struggle daily to complete assigned tasks. I frequently see employees in these areas working after 6:00 p.m. in an effort just to keep up with demands. I am sincerely requesting assistance from the pool with these requested positions.

Thank you in advance for your consideration. Please feel free to contact me if you need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Gregg Parrish", written in a cursive style.

Gregg Parrish
Executive Director

GP:dc



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

Business Area 0324	Agency/Institution PUBLIC DEFENDER COMMISSION	Date 12/05/19
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Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Systems Specialist	IT06	D022C
	PD Program Coordinator	GS06	G122C

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.

Dana Cargile	Agency Personnel Rep <i>Dana Cargile</i>	Date 12-6-19
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Gregg Parrish	Agency Director <i>Gregg Parrish</i>	Date 12-6-19
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