



STATE OF ARKANSAS
**Department of Finance
and Administration**

**OFFICE OF PERSONNEL MANAGEMENT
Classification & Compensation**
1509 West Seventh Street, Suite 205
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Little Rock, Arkansas 72203-3278
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January 13, 2016

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, 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 submits a request from the Arkansas Parole Board for your review.

The Arkansas Parole Board is requesting the creation of a new classification, Parole Board Victim Input Coordinator, Grade C118. Additionally, the Arkansas Parole Board is requesting one (1) position from the central growth pool at the new classification. The central growth pool is established by Ark. Code Ann. §21-5-225(b), which states:

- (1) The office shall establish and maintain a central growth pool of two hundred (200) career service positions at grade C130 and one hundred (100) professional and executive positions at grade N922 to be used to establish additional positions in state agencies of the proper classification and grade when the state agency does not have sufficient positions available with the appropriate classification and grade to meet an agency's mandated responsibilities.*
- (2) Central growth pool positions are to be used by the state agencies if the personnel services needs exceed the number of positions in a classification authorized by the General Assembly and were not anticipated at the time of the passage of the agency's operating appropriation act.*
- (3) No position established under this section may exceed a salary rate in excess of the highest rate established by grade in the requesting agency's appropriation act.*
- (4) The agency shall provide justification to the office for the need to allocate positions from the central growth pool.*
- (5) Titles shall not be assigned to the agency from the central growth pool until specific positions are requested by the agency, recommended by the office, and reviewed by the Personnel Committee.*
- (6) If the new classifications are necessary for any of these additional positions, the office may assign the appropriate title and grade after review by the Personnel Committee.*

(7) *If an agency requests any central growth pool position to be continued during the subsequent fiscal year, the position must be requested as a new position in the agency's subsequent fiscal year budget request.*

<u>CLASSIFICATION REQUESTED</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>NO. OF POSITIONS</u>
Parole Board Victim Input Coordinator	N/A	C118	1

JUSTIFICATION

Before determining whether to release an inmate on parole, the Parole Board is required by Ark. Code Ann. §16-90-1113 to conduct a victim impact hearing if the victim requests such a hearing. Currently, these duties are being fulfilled by the Executive Assistant to the Chairman, but the recent growth in the state's prison population has resulted in a corresponding increase in victim impact hearings conducted by the Parole Board. The caseload is large enough that it can no longer be sufficiently managed on a part-time basis by existing personnel. The duties for which the new classification is requested are sufficiently unique to justify the creation of a new classification.

The Office of Personnel Management has reviewed the agency's request and **recommends** the creation of the requested classification of Parole Board Victim Input Coordinator, Grade C118. The Office of Personnel Management also **recommends** the establishment of one (1) central growth pool position at the new classification. Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

JAN 08 2016

Date

ARKANSAS PAROLE BOARD



ASA HUTCHINSON
Governor

JOHN FELTS
Chairman

105 WEST CAPITOL - SUITE 500
LITTLE ROCK, ARKANSAS 72201
Phone: (501) 682-3850
FAX: (501) 683-5381
www.paroleboard.arkansas.gov

January 7, 2016

Department of Finance and Administration, Office of Personnel Management
Attn: Mrs. Kay Barnhill-Terry, State Personnel Administrator
1509 West 7th Street, Suite 201
P.O. Box 3278
Little Rock, AR 72203-3278

I am requesting a growth pool position, a Parole Board Victim Input Coordinator (Grade C118 / Entry \$33,861). The Parole Board Victim Input Coordinator will be responsible for facilitating the involvement of victims of crime in the parole process and organizing victim input hearings; pursuant to A.C.A § 16-90-1113. This position will be governed by state and federal laws and Parole Board policy. Currently these duties are being fulfilled by the Executive Assistant to the Chairman.

This position requires the formal educational equivalent of a bachelor's degree in Criminal Justice or a related field; plus two years of experience in parole, adult corrections, social work, or a related field.

The recent growth in the state's prison population has resulted in a corresponding increase in the Board's victim input caseload. The incumbent can no longer perform the responsibilities of this role which are spelled out in statute and meet the essential functions of their current title.

If additional information is needed please contact my office.

Sincerely,

A handwritten signature in black ink, appearing to read "John Felts".

John Felts, Chairman

JF/mf

cc: Mr. Solomon Graves, Board Administrator
Mrs. Mahogany Franklin, Business Operations Manager
Ms. Kelly Eichler, Policy Director, Office of Governor Asa Hutchinson



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
323	Arkansas Parole Board	01/07/16

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
	N/A		

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Parole Board Victim Input Coordinator	C118	

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
<i>Mahogany Franklin</i>	<i>01/07/2016</i>

Agency Director	Date
<i>John Feltz, Good Administrator for John Feltz</i>	<i>1/7/16</i>