



Department of Shared Administrative Services
Office of Personnel Management

Policy Title: Job Series Career-Path Adjustments

Policy Number: 75

Authority: Ark. Code Ann. § 21-5-203 and § 21-5-208

Issued Date: January 21, 2026

The Uniform Classification and Compensation Act establishes the official classifications (job titles) and grades for the executive branch departments/agencies. Every classification is assigned to a [Job Family and grouped into a Job Series](#). As newly created titles are legislatively approved throughout the fiscal year, the Office of Personnel Management (OPM) is responsible for assigning each new title to a Job Family and Job Series.

Job Family—A group of related occupations. There are seventeen (17) Job Families:

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|-------------------------------|------------------------------|
| 1. Communication | 10. Medical |
| 2. Education | 11. Procurement |
| 3. Executive | 12. Program Operations |
| 4. Financial | 13. Recreation & Hospitality |
| 5. Human Resources | 14. Safety & Security |
| 6. Information Technology | 15. Sciences |
| 7. Inspectors & Investigators | 16. Social Services |
| 8. Legal | 17. Trades |
| 9. Lottery | |

Job Series—A subcategory within a Job Family that groups classifications with similar types of work or similar skills and knowledge. Within a Job Series, a classification is designated as one of the following:

- **Career-Path.** The classification is eligible for career-path progression.
- **Competitive.** The classification involves some form of competitive process. The department/agency must have a vacant position.
- **Independent.** The classification is not eligible for career-path advancement due to the nature of the job.
- **Appointed.** The classification is an appointed position by the Governor, a board/commission, or by the Department Secretary or Agency Director.

Example of a Job Family and Job Series:

Family	Series	Title	Grade	Class Code	Min.	Max	Designation
Communication	Marketing	Marketing Director	SPC05	CMA02C	\$ 85,943	\$ 127,195	Competitive
		Marketing Supervisor/Expert	SGS06	CMA04P	\$ 52,137	\$ 77,163	Career-path
		Marketing Coordinator	SGS05	CMA01P	\$ 47,397	\$ 70,148	Career-path
		Marketing Specialist	SGS04	CMA03P	\$ 43,088	\$ 63,770	Career-path
	Media	Broadcast Editor	SGS07	CME01P	\$ 57,351	\$ 84,879	Career-path
		Editor	SGS07	CME02P	\$ 57,351	\$ 84,879	Career-path
		Graphic Artist	SGS07	CME03P	\$ 57,351	\$ 84,879	Career-path
		Producer	SGS07	CME06P	\$ 57,351	\$ 84,879	Career-path
		Media Specialist	SGS05	CME04P	\$ 47,397	\$ 70,148	Career-path
		Media Technician	SGS04	CME05P	\$ 43,088	\$ 63,770	Career-path
		Chief of Communications II	SPC07	CPR02C	\$ 103,991	\$ 153,907	Competitive
		Chief of Communications I	SPC06	CPR01C	\$ 94,537	\$ 139,915	Competitive
	Public Relations	Government Affairs Specialist	SPC05	CPR03C	\$ 85,943	\$ 127,195	Competitive
		Public Information Manager	SGS09	CPR06C	\$ 69,395	\$ 102,705	Competitive
		Public Information Supervisor/Expert	SGS08	CPR08P	\$ 63,086	\$ 93,367	Career-path
		Interpreter	SGS07	CPR04I	\$ 57,351	\$ 84,879	Independent
		Public Information Coordinator	SGS07	CPR05P	\$ 57,351	\$ 84,879	Career-path
		Public Information Specialist	SGS06	CPR07P	\$ 52,137	\$ 77,163	Career-path
		Training Manager	SGS10	CTR03C	\$ 76,335	\$ 112,976	Competitive
	Training	Change Management Analyst	SGS08	CTR01P	\$ 63,086	\$ 93,367	Career-path
		Training Supervisor/Expert	SGS08	CTR04P	\$ 63,086	\$ 93,367	Career-path
		Trainer	SGS07	CTR02P	\$ 57,351	\$ 84,879	Career-path



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Requests

A Department Secretary/Agency Director (or Chief of Staff designee) may request a vacant position or employee move upward or downward within the Job Series using the [Job Series Career-Path Adjustment Request Form](#). Additional documentation may be submitted with the form. Requests to move a vacant position upward in the job series should be limited, and OPM will only approve these requests for unique situations. OPM cannot approve an upward adjustment request above the highest graded classification designated as Career-Path within a Job Series.

A request to change a position to a classification outside of the authorized position's job series is not permitted under this process and may be considered for the [Classification Realignment](#) process.

If a position's authorized classification is designated as Competitive, and the position is being used as a lower classification within the same job series, OPM may consider a request to restore the position to its authorized classification.

Justification

For requests involving unfilled positions, the department/agency must provide detailed information about why the position should be utilized as another classification within the job series.

For requests involving filled positions, the department must, at a minimum, provide the following:

- The employee has satisfied the eligibility requirements, if the request is to move to a higher level within the series; and
- The employee's satisfactory job performance justifies changing the classification within the job series.

The department/agency must provide OPM with detailed information that the eligibility requirements for the next career-path level have been met. The eligibility requirements vary depending on the job; however, the general criteria includes the competencies gained (i.e. learning new skills, becoming more knowledgeable of the job) and any additional responsibilities the employee has been assigned.

Supervisor/Expert and Manager titles

Requests to change a position to a Supervisor/Expert title must state whether the employee will be serving in a supervisory role or as an expert. If in a supervisory role, the requesting department/agency must include the organizational chart of the positions that will be supervised.

Requests to restore a position to a Manager title must include an organizational chart with all the supervisor positions and their direct reports.

OPM review

All job series career-path adjustment requests must be submitted to OPM for final approval. OPM may request additional information as part of the review and decision-making process. The effective date of any approved adjustment will be the date specified by OPM.



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Promotion / Demotion Actions

An approved upward or downward adjustment within the same job series is considered a promotion or demotion.

A promotion may be accompanied by an up to 10% increase in the employee's base salary. A promotion to a Career-Path designated position within the same job series is keyed as a Promotion – Job Series. A promotion to a Competitive designated position within the same job series is keyed as a Promotion – Competitive. All other promotion actions are keyed as Promotion – Up to 10%.

A demotion will result in a 10% reduction in the employee's base salary. In limited circumstances, OPM may approve a Secretary's/Director's request to reduce the employee's base salary by less than 10%.