



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: November 21, 2025

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. 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%.