



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

OFFICE OF PERSONNEL MANAGEMENT  
**Administrator's Office**  
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February 20, 2014

Senator Uvalde Lindsey, Co-Chairperson  
Representative Andrea Lea, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Bureau of Legislative Research  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Arkansas Department of Veterans Affairs (ADVA) is requesting the establishment of a labor market rate of \$74,858, which is maximum of grade C125, for the classification of Nursing Home Administrator, L008C.

ADVA has also requested a salary adjustment to this labor market rate for current incumbent Martin (Kriss) Schaffer.

**JUSTIFICATION:**

Mr. Schaffer has a bachelor's degree in political science/English, associate's degree in nursing, and 30.4 years of experience as a nursing home administrator. He has been employed with ADVA since January 6, 2014, with an annual salary of \$62,719 due to a misunderstanding of the starting pay rate. Prior to this, he was employed with Greenhurst Nursing Center with an annual salary of \$120,000 as a nursing home administrator/co-owner. His work experience includes managing daily operations of the nursing home and handling all personnel-related issues such as hiring/firing, scheduling, and training of employees. The agency's request is based on Mr. Schaffer's leadership and experience in nursing home administration.

The turnover data for this classification has been 100% in the Fayetteville Veterans Home within the past year. According to the Bureau of Labor Statistics, the 2012 median salary for the medical and health services manager job class was \$88,670; this includes nursing home administrators.

Based on analysis of the job classification, along with Mr. Schaffer's education and related experience, the Office of Personnel Management **recommends approval** of the requested labor market rate of \$74,858, maximum of grade C125, and movement of Mr. Schaffer to this rate. This represents a \$45,142 or 37.6% decrease in his previous full-time annual salary.

Senator Uvalde Lindsey, Co-Chairperson  
Representative Andrea Lea, Co-Chairperson  
February 20, 2014  
Page 2 of 2

Your consideration of this request is appreciated.

Sincerely,



Kay B. Terry  
State Personnel Administrator



Chief Fiscal Officer of the State

FEB 14 2014

Date

KBT/cls:1-2



## STATE OF ARKANSAS

### Department of Veterans Affairs

2200 Fort Roots Drive, Bldg. 65, Rm. 119  
North Little Rock, AR 72114-1756  
Phone: (501) 370-3820 / Fax: (501) 370-3829

Mike Beebe  
Governor

Alicia (Cissy) Rucker  
Director

February 13, 2014

Ms. Kay Barnhill Terry  
Administrator  
Office of Personnel Management  
1509 West 7<sup>th</sup> Street, Room 201  
Little Rock, AR 72201

**RE: Labor Market Rate Request - Fayetteville Veterans Home Administrator -  
Position# 22133598.**

Dear Ms. Terry:

The Fayetteville Veterans Home Administrator is a critical leadership role for our agency and for the Home itself. The fact that Mr. Kriss Schaffer is the third Administrator of the Home during the past sixteen months makes continuity in this role even more important.

ADVA has successfully navigated a period of crisis at the Fayetteville Veterans Home and operations are now beginning to stabilize. We therefore would like to take reasonable measures to retain Mr. Kriss Schaffer as the Administrator. Already, Mr. Schaffer is proving invaluable. He is an experienced professional with leadership skills, proven success in nursing home administration, nursing knowledge, and effective business and communication skills.

ADVA respectfully requests a labor market rate for this position, equal to the maximum pay for this pay grade, in order to align the pay with that of other comparable positions within the State of Arkansas and within the local labor market.

The Arkansas Department of Human Services AHC Nursing Home Administrator (position# 22098750) pay rate is \$85,611.55 per year.

The Bureau of Labor Statistics cites \$88,580 as the 2012 median salary for the medical and health service manager job class, which includes nursing home administrators.

The lowest ten percent of workers in this classification earned less than \$53,940 per year in 2012; while the top ten percent earned more than \$150,560.

Mr. Schaffer was the Administrator of Greenhurst Nursing Center, a skilled residential nursing facility, from 1982 until 2012; and he earned in excess of \$120,000 per year in that position.

The job outlook for nursing home administrators over the next decade is well above average, indicating that pay for this sector must be competitive in order to retain talent.


Mr. Schaffer believed that he would be hired at the maximum pay rate for this position, based upon his experience and competitive compensation requirements for this job class.

I assured him that we would request the maximum pay rate for his position as soon as possible. Mr. Schaffer accepted the Administrator position at less than the maximum salary due to our urgent need to fill this position with the most qualified applicant, which he was.

Mr. Schaffer is an asset to ADVA and his leadership will have a direct and real impact on the success of the Fayetteville Veterans Home.

Your favorable consideration of this request is appreciated.

Sincerely,

  
Cissy Rucker  
Director



DEPARTMENT OF FINANCE AND ADMINISTRATION  
**Office of Personnel Management**  
**Special Entry Rate Request - Labor Market Conditions**

Print Form

Clear Form

Submit by E-mail

Agency Name Arkansas Department of Veterans Affairs						
Class Title Nursing Home Administrator		Grade C125		Class Code L008C		
Current Entry Salary/Pay Level 62,719.07	Requested Entry Salary/Pay Level 74,858.00	Institutions Only Number of Positions			Agencies Only Number of Positions	
		Auth	Budgeted	Filled	Auth	Filled
					1	1

☒ If current employee is to be moved to the requested rate attach OPM 095.

Filled Positions by Pay Level				
Entry	Base	Mid-Point	Max	Career
		1		

Agency/Institution Personnel Representative <i>[Signature]</i>	Date 2/13/2014
Agency/Institution Head <i>[Signature]</i>	Date 2/13/2014

**OFFICE OF PERSONNEL MANAGEMENT - ACTION**

Attach Salary Survey:	
Reviewed by	Reviewed by:
OPM Personnel Representative	Date
Classification and Compensation Manager	Date

