



Department of Transformation and Shared Services
 Governor Asa Hutchinson
 Secretary Mitch Rouse
 Director Kay Barnhill

August 24, 2022

The Honorable David Wallace, Co-Chairperson
 The Honorable David Hillman, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Joint Budget Committee
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Health for your review.

The Arkansas Department of Health (ADH) is requesting one (1) position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1) along with the establishment of one (1) new classification. The classification requested, along with the position being surrendered, are listed below:

POSITION SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22106614	Epidemiologist	L028C	GS09	\$50,222 - \$72,821

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
NEW	ADH Certified Tumor Registrar Manager	GS12	\$69,776 - \$101,175

The Honorable David Wallace, Co-Chairperson
 Office of Personnel Management
 501 Woodlane Street, Suite 205 * Little Rock, AR 72201 * 501.682.1753
 TRANSFORM.AR.GOV

The Honorable David Hillman, Co-Chairperson
August 24, 2022
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JUSTIFICATION

ADH is requesting the above position in order to meet the needs of the department. ADH is responsible for maintaining the Arkansas Central Cancer Registry (ACCR), which is a collection of cancer information used to perform cancer investigations and assist in research studies related to early detection and prevention. ACCR is funded through a grant from the Centers for Disease Control and Prevention and in order to adhere to grant requirements a Certified Tumor Registrar must be a part of the staff managing the ACCR.

Currently, the incumbent within the surrendered position has served as the Certified Tumor Registrar. This position was vacated in March 2022. ADH has advertised this position multiple times through ARCareers as well as other outlets and has not received qualified applicants. ADH is requesting the new classification listed above in order to recruit a qualified applicant pool. If approved, this position will be responsible for managing Certified Tumor Registrar service contracts, reviewing data quality, performing audits, and assisting state cancer reports when necessary.

The estimated cost for this surrender request is \$24,051, including matching, and the department has current funding for this action.

After review of the request, the Office of Personnel Management **recommends** the approval of one (1) surrender pool position along with the establishment of one (1) new classification listed above.

Your consideration of this request is greatly appreciated.

Sincerely,

Kay Barnhill, Director
Office of Personnel Management

SECRETARY OF TRANSFORMATION & SHARED SERVICES

DATE

KB/ca:1-2



Arkansas Department of Health

1383

4815 West Markham Street • Little Rock, Arkansas 72205-3867 • Telephone (501) 661-2000

Governor Asa Hutchinson

Renee Mallory, RN, BSN, Interim Secretary of Health

Jennifer Dillaha, MD, Director



MEMORANDUM

TO: Kay Barnhill, State Personnel Administrator
Department of TSS, Office of Personnel Management

FROM: Don Adams, Deputy Director for Administration *jad*
Arkansas Department of Health

DATE: May 25, 2022

Subject: Surrender Pool Position Request

The Arkansas Department of Health's, Center of Public Health Practice, Health Statistics Branch, Arkansas Central Cancer Registry, is requesting the creation of a new classified position to support the Arkansas Central Cancer Registry. The job specification for the new classification and HR-1158 functional job description is attached. The position is titled:

- ADH Certified Tumor Registrar Manager, Grade GS12, Class Code TBD

The agency would like to surrender the following position in order to receive this position.

- 22106614, ADH Public Health Section Chief II, GS09, Class Code L029C, Pay Grade GS09

Justification is as follows:

The Arkansas Department of Health (ADH) manages the Arkansas Central Cancer Registry (ACCR) in accordance with 42 USC § 280e. The ADH Health Statistics Branch maintains the ACCR, which is federally funded by the Centers for Disease Control and Prevention (CDC)'s National Program of Cancer Registries (NPCR), National Cancer Prevention and Control Program grant. This grant requires, as part of the core staff, a Quality Assurance/Education Program Manager who is a qualified, experienced Certified Tumor Registrar (CTR).

Currently, the ACCR's Quality Assurance/Education Program Manager is classified as an ADH Public Health Section Chief II, GS09. The position was advertised on ARCareers multiple times. Concurrently, it was posted on the North American Association of Central Cancer Registries (NAACCR) website and the position's advertisement was disbursed by the Arkansas Cancer Coalition and the Arkansas Cancer Tumor Registrar Association to their respective members. The position was

jad



Department of Transformation and Shared Services
 Office of Personnel Management
 Request for Pool Position

Business Area	Department Name / Agency Name	Date
0645	Arkansas Department of Health	5/25/2022

Position(s) to be Surrendered

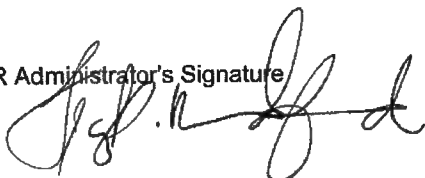
Position/Item Number	Classification Title	Pay Grade	Class Code
22106614	ADH Public Health Section Chief II	GS09	L029C

Classification(s) Requested


Classification Title	Pay Grade	Class Code
ADH Certified Tumor Registrar Manager	GS12	TBD

I hereby certify that:

- A. The position requested is critical to the operation of this Agency 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.
- E. No current employee will be displaced by this action.

HR Administrator's Signature


Date
 5/31/22

Department Secretary's Signature
 COS

Date 5-31-22



CERTIFICATION OF FUNDING FOR PERSONNEL ACTIONS

Agencies must complete this form for personnel actions involving director's discretion under the Uniform Classification & Compensation Act for either incumbents or new hires. By completing this form, your agency certifies that sufficient agency funds exist and are available during the current fiscal year, and are expected to be available on an ongoing basis, to cover the requested salary adjustment. Agencies requesting discretionary increases will not be eligible for additional Performance Pay Fund disbursements to cover the costs of such increases. For adjustments affecting more than one position, please attach a spreadsheet with the information below listed for each position. A signed copy of this form must be attached.

1. Business Area/Agency:	0645/Arkansas Department of Health		
2. Type of Action Requested:	Surrender Pool		
3. Employee Name:			
4. Employee Personnel Number (if any):			
5. Position Number:	22106614		
6. Job Title:			
7. Class Code:	L029C	8. Grade:	GS09
9. Current Salary:			\$ 64,722
10. Requested Salary:			
11. Change in Salary:			(\$ 64,772)
12. Change in Personal Services Match:			
13. Total Budgetary Impact:			(\$ 64,772)
14. Appropriation:			
15. Cost Center:	ABCG0022		
16. Funding Source:	610213		
17. Current Budget for Appropriation:			
18. Certified Funding for Appropriation:			

Justification:

The Health Statistics Branch, Arkansas Central Cancer Registry (ACCR) would like to surrender the ADH Public Health Section II position in exchange for a newly created position, ADH Certified Tumor Registrar Manager GS12. The ACCR is federally funded by the Centers for Disease Control and Prevention (CDC)'s National Program of Cancer Registries (NPCR), National Cancer Prevention and Control Program grant. This grant requires, as part of the core staff, a Quality Assurance/Education Program Manager who is a qualified, experienced Certified Tumor Registrar (CTR). The ACCR needs a higher level position to assist in the recruitment and retention of qualified CTR Manager.

By signing this document, I certify that sufficient agency funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Performance Pay Fund.

J. D. Adams
Agency Director
*Deputy Director
Interim COS*

5-31-22
Date



CERTIFICATION OF FUNDING FOR PERSONNEL ACTIONS


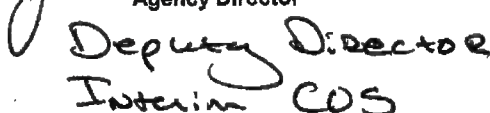
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1. Business Area/Agency:	0645/Arkansas Department of Health		
2. Type of Action Requested:	Growth Pool		
3. Employee Name:			
4. Employee Personnel Number (if any):			
5. Position Number:			
6. Job Title:			
7. Class Code:		8. Grade:	GS12
9. Current Salary:			
10. Requested Salary:			
11. Change in Salary:			\$ 69,776
12. Change in Personal Services Match:			
13. Total Budgetary Impact:			\$ 69,776
14. Appropriation:			
15. Cost Center:	ABCG0022		
16. Funding Source:	610213		
17. Current Budget for Appropriation:			
18. Certified Funding for Appropriation:			

Justification:

The Health Statistics Branch, Arkansas Central Cancer Registry (ACCR) would like to surrender the ADH Public Health Section II position in exchange for a newly created position, ADH Certified Tumor Registrar Manager GS12. The ACCR, is federally funded by the Centers for Disease Control and Prevention (CDC)'s National Program of Cancer Registries (NPCR), National Cancer Prevention and Control Program grant. This grant requires, as part of the core staff, a Quality Assurance/Education Program Manager who is a qualified, experienced Certified Tumor Registrar (CTR). The ACCR needs a higher level position to assist in the recruitment and retention of qualified CTR Manager.

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Agency Director

Deputy Director
Interim COS

5-31-22
Date



ADH Certified Tumor Registrar Manager

Class Code: XXXXX Grade: GS12

FLSA Status: E

Date: 05/25/2022

Revised Date: XX/XX/XX

STATE OF ARKANSAS JOB DESCRIPTION

SUMMARY:

The position is responsible for evaluating data quality, performing audits, managing Certified Tumor Registrar (CTR) service contracts, and providing technical assistance and training to state cancer reporters. This position is responsible for developing and coordinating a CTR state-wide education program. This position supervises CTR support staff and CTR contractors; provides project management; and communicates Arkansas Central Cancer Registry (ACCR) goals and policies in meetings, committees, conferences, and workgroups. This position is governed by state and federal laws and agency/institution policy.

TYPICAL FUNCTIONS:

Supervises and directs the activities of CTR support staff, CTR contractors, and programs engaged in carrying out ACCR objectives, utilizing knowledge of agency purposes, rules, regulations, procedures, and practices.

Develops CTR contracts and budgets and coordinates all activities with CTR contractors; including pathology clearance, death clearance, tumor and patient consolidation, HL-7 review, edits, meaningful use reporting, abstracting, case reviews, and audits.

Monitors the effectiveness of CTR support staff and CTR contractor activity and conducts annual performance evaluations.

Conducts interviews and hiring, conducts disciplinary actions as needed, prepares and conducts meetings, and assists ACCR staff with preparation of reports.

Manages and coordinates all CTR program aspects of quality assurance and training for the cancer registry; and provides training and development opportunities for ACCR staff, CTR contractors, and state cancer registry reporters to meet the needs of NPCR and NAACCR standard setters.

Compiles training documents for state registries related to case-finding, abstracting, and submission to the cancer registry.

Provides quality control of cancer abstracting and case finding tasks across the state and monitors facility reporting compliance.

Provides technical support to ACCR staff, CTR contractors, and state registrars/sate cancer registry reporters.

Performs CTR activities, including, but not limited to, abstracting, pathology clearance, death clearance, tumor and patient consolidation, HL-7 review, edits, meaningful use reporting, abstracting, case reviews, and audits.

Maintains knowledge of federal and state policies and procedures, national cancer registration standards, medical coding standards, including any updates and principles.

Develops strategic plans to meet the needs of the NPCR grant and identifies goals and objectives to improve operations.

Skilled and knowledgeable of computer software and current cancer registry management systems needed to perform job duties (i.e., SEER*DMS, PP, Word, Excel, etc).

Demonstrates ability in the following skills: self-management, self-improvement, agility, professional communication, teamwork, conflict resolution, time management, organizational, and problem-solving.

Protects confidentiality of all information.

Recognizes and uses lines of authority.

Performs other duties as assigned.

SPECIAL JOB DIMENSIONS:

In-state and out-of-state travel may be required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of state and federal law and regulations, methodology, and practices relating to administering public health programs.

Knowledge of college level anatomy and physiology, as well as medical terminology.

Knowledge of national cancer registry standards and medical coding standards.

Knowledge of computer software and cancer registry management systems (i.e., SEER*DMS, PP, Word, Excel, etc.)

Ability to develop, implement, interpret, and apply state and federal laws and administrative and operational policies related to service areas.

Ability to interpret, analyze, and resolve complex administrative and personnel problems.

Ability to monitor the effectiveness of public health programs and services.

Ability to analyze data and produce recommendations.

Ability to communicate effectively by preparing and presenting oral and written reports.

Ability to supervise and evaluate personnel and program performance.

Ability to review and analyze financial data and develop budgets.

Ability to plan multiple program components.

Ability to make effective decisions and produce results through strategic planning and the implementation/evaluation of programs and policies.

MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education equivalent of a bachelor's degree in public health, public administration, health sciences, or related field; plus, four (4) years of work experience in public health program operations, including two (2) years in a managerial or supervisory capacity; or the formal education equivalent of an associate's degree in Health Information Management (HIM), Cancer Registry Management (CRM) or Cancer Information Management (CIM) from an NCRA-Accredited program, or related field; plus six (6) years of work experience in public health program operations, including two (2) years in a managerial or supervisory capacity.

CERTIFICATES, LICENSES, REGISTRATIONS:

Certified Tumor Registrar (CTR) certification from the National Cancer Registrars Association (NCRA) required.

Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.