



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

July 19, 2023

The Honorable Breanne Davis, Co-Chairperson
 The Honorable Mark Berry, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Senator Davis and Representative Berry:

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

ADH is requesting six (6) positions from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1) along with one (1) position from the OPM growth pool established by Arkansas Code Annotated § 21-5-225(b)(1). The classifications requested and positions being surrendered are listed below:

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>LAST DATE VACATED</u>
22079885	ADH Dietetics Licensing Board Secretary	X141C	GS01	\$22,880 - \$31,900	2/4/2022
22095542	ADH Opticians Board Secretary Treasurer	X184C	GS03	\$26,034 - \$37,749	Occupied
22095600	ADH ASBCE Executive Director	X087C	GS06	\$36,155 - \$52,424	Occupied
22095528	ADH APB Administrative Director	X140C	GS06	\$36,155 - \$52,424	Occupied
22079883	ADH Bd of Optometry Executive Director	X145C	GS06	\$36,155 - \$52,424	Occupied
22077912	Administrative Specialist III	C056C	GS04	\$29,046 - \$42,116	Occupied

Office of Personnel Management

501 Woodlane Street, Suite 205 * Little Rock, AR 72201 * 501.682.1753

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CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
L091C	ADH Public Health Section Chief I	GS08	5	\$45,010 - \$65,264
C037C	Administrative Analyst	GS06	1	\$36,155 - \$52,424
C072C	Administrative Support Specialist	GS04	1	\$29,046 - \$42,116

JUSTIFICATION

ADH is requesting the above positions in order to upgrade leadership positions of boards and commissions within the department. Currently, the majority of administrative positions appropriated to boards and commissions are graded GS08 or higher. The purpose of this request is to compensate the employees overseeing the operations of these boards and commissions at a comparable rate. Approval of the requested pool positions will resolve this compensation issue allowing all director positions to start at grade GS08. Once approved, the new positions will be assigned to the corresponding business areas from which the associated positions were surrendered.

Although the surrendered C056C, Administrative Specialist III position is not specifically noted to be a director, this position is responsible for performing duties that ensure the proper functioning of the ADH Tobacco Settlement Commission. Approval of the higher graded, C037C, Administrative Analyst position will properly compensate the current incumbent for the duties assigned. ADH has also requested one (1) C072C, Administrative Support Specialist located within the Arkansas Board of Examiners in Speech Language Pathology and Audiology. Currently, the employee assigned the duties is in an extra help position. Approval of the requested position will allow the employee to move to a regular, full-time position with benefits. Approval of this request will result in an anticipated cost of approximately \$88,350, including matching. This amount accounts for promotions of current incumbents, the establishment of one (1) growth pool position, as well as the movement of an extra help employee to a regular position with no salary change.

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RECOMMENDATION

The Office of Personnel Management has reviewed the request and **recommends** the approval of six (6) surrender pool positions, including five (5) positions authorized as L091C, ADH Public Health Section Chief I and one (1) C037C, Administrative Analyst, as well as one (1) growth pool position authorized as C072C, Administrative Support Specialist. Your consideration of this request is greatly appreciated.

Kary K. Burnell

STATE PERSONNEL DIRECTOR

7/6/23

DATE

KB/ca:1-3



Arkansas Department of Health

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

Governor Sarah Huckabee Sanders

Renee Mallory, RN, BSN, Interim Secretary of Health

Jennifer Dillaha, MD, Director



TO: Kay Barnhill, State Personnel Administrator
Department of Transformation and Shared Services

FROM: Don Adams, Deputy Director of Administrative Operations
Arkansas Department of Health

DATE: May 25, 2023

RE: Request to Change Boards and Commissions Pay Grades

Several regulatory licensing boards under the Arkansas Department of Health currently have director positions in GS06 or lower. Overtime, these positions occasionally become vacant and must be filled to meet the needs of licensees and the ensure the duties of these boards are accomplished. As ADH has worked with these boards and assisted in posting these vacant positions to fill needed roles, ADH has found it difficult to attract qualified candidates due to the grade and amount of compensation that these positions are currently graded. ADH has reviewed other similar positions of board directors under its authority. Similar boards of like size in relation to the number of supervisory staff, number of licensees, and assigned duties are currently grade 8 or higher. ADH requests these positions be graded at a level of GS08. This will help with retention and future recruitment when a vacancy occurs. If this is approved; ADH will send the current positions listed back to OPM surrender pool. These positions are and will continue to be Director positions.

Below are the positions that ADH are requesting to be considered:

OPM JOB TITLE	POSITION #	GRADE	PROPOSED GRADE
ADH DIETETICS LICENSING BOARD SECRETARY	22079885	GS01	GS08
ADH OPTICIANS BOARD SECRETARY TREASURER	22095542	GS03	GS08
ADH ASBCE EXECUTIVE DIRECTOR	22095600	GS06	GS08
ADH APB ADMINISTRATIVE DIRECTOR	22095528	GS06	GS08
ADH BD OF OPTOMETRY EXECUTIVE DIRECTOR	22079883	GS06	GS08

The position below is more of an administrative position that ADH would like to request to be considered.

ADH AR TOBACCO SETTLEMENT COM ADMIN	22077912	GS04	GS06
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ADH

MAY 25 2023

Class & Comp

The position listed below is an extra help position that we would like to request a fulltime position in the same classification and grade. We would like to request this from the growth pool.

ADH AR SPEECH LANG PATH AND AUD BOARD	22079233	GS04	GS04
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We respectfully request a review of the pay grades being upgraded for current and future directors for the Boards and Commissions.



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

Business Area	Department Name / Agency Name	Date
0270	Arkansas Department of Health-AR Dietetics Licensing Board	05/25/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22079885	ADH Dietetics Licensing Board Secretary	GS01	X141C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
ADH Public Health Section Chief	GS08	L091C

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

Department Secretary's Signature

Date

5-25-23



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

Business Area	Department Name / Agency Name	Date
0279	Arkansas Department of Health-AR State Board of Dispensing Opticians	05/25/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22095542	ADH Opticians Board Secretary Treasurer	GS03	X184C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
ADH Public Health Section Chief	GS08	L091C

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

Business Area	Department Name / Agency Name	Date
0265	Arkansas Department of Health-AR State Board of Chiropractic Examiners	05/25/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22095600	ADH Board of Chiropractic Examiners Executive Director	GS06	X087C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
ADH Public Health Section Chief	GS08	L091C

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

Business Area Department Name / Agency Name Date
0289 Arkansas Department of Health-AR State Board of Examiners of Psychology 05/25/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22095528	ADH Arkansas Psychology Board Administrative Director	GS06	X140C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
ADH Public Health Section Chief	GS08	L091C

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

Business Area Department Name / Agency Name Date
0280 Arkansas Department of Health-AR State Board of Optometry 05/25/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22079883	ADH Board of Optometry Executive Director	GS06	X145C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
ADH Public Health Section Chief	GS08	L091C

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

Business Area	Department Name / Agency Name	Date
0334	Arkansas Department of Health-AR Tobacco Settlement Commission	05/25/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22077912	Administrative Specialist III	GS04	C056C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Administrative Analyst	GS06	C037C

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

Business Area	Department Name / Agency Name	Date
0292	Arkansas Department of Health-AR Examiners Speech Language	05/25/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22079233	Extra Help - Administrative Support Specialist	GS04	C072C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
Administrative Support Specialist	GS04	C072C

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