

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskien

Director Kay Barnhill

October 18, 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 three (3) positions from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1). The classifications requested and positions being surrendered are listed below:

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
L013C	ADH Branch Manager	GS11	3	\$62,531 - \$90,669

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>
22106190	Environmental Health Manager	X013C	GS10	\$56,039 - \$81,256	Occupied
22106567	ADH Public Health Section Chief III	L025C	GS10	\$56,039 - \$81,256	Occupied
22104697	ADH Public Health Administrator	L016C	GS10	\$56,039 - \$81,256	Occupied

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JUSTIFICATION

ADH is requesting the above positions in order to correct a classification discrepancy within the department. Currently, the incumbents in the three (3) surrendered positions are performing the duties of the ADH Branch Manager classification, which is grade GS11. These employees are responsible for overseeing the administrative, financial and human resources functions of the assigned branch. Although these employees are performing these duties, they are occupying positions authorized at the GS10 pay grade. The addition of the requested positions will allow the department to properly classify and compensate these employees. Approval of this request will result in an anticipated cost of approximately \$25,923, including matching. This amount accounts for promotions of the three current incumbents within the surrendered positions.

RECOMMENDATION

The Office of Personnel Management has reviewed the request and **recommends** the approval of three (3) surrender pool positions. Your consideration of this request is greatly appreciated.

Kay K. Burnell 10/3/23
STATE PERSONNEL DIRECTOR DATE

KB/ca:1-2



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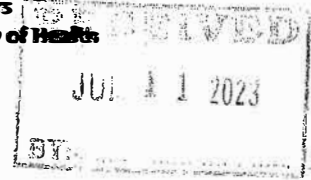
Arkansas Department of Health

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Governor Sarah Huckabee Sanders

Renee Mallory, RN, BSN, Interim Secretary of Health

Jennifer Dillaha, MD, Director



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

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

DATE: July 5, 2023

RE: Request to Upgrade three GS10 Positions to ADH Branch Manager GS11 (L013C)

Currently, there exists an inconsistency within the ADH, where three individuals who fulfill the duties and responsibilities of ADH Branch Managers are not in ADH Branch Manager positions. They are currently in GS10 positions. The ADH Branch Manager is a GS11 position. This discrepancy undermines the recognition and compensation these individuals deserve for their vital role in overseeing the daily operations of their respective branches. By upgrading these individuals to ADH Branch Managers, we align the job classification with the actual responsibilities and ensure consistency in recognizing the level of authority and expertise required for effective branch management.

These individuals carry out the crucial task of overseeing the daily operations of their respective branches, which often comprise multiple sections within the ADH. Their responsibilities include managing Branch budgets, grants, memorandum of agreements, and supervising staff members.

They understand all aspects related to the different sections within their purview. They must possess in-depth knowledge of public health practices, regulations, and policies to function as an ADH Branch Manager. Additionally, they serve as agency representatives at legislative meetings, advocating for the department's goals and priorities.

Given the complex and demanding nature of the ADH Branch Manager role for which these employees function, it becomes evident that their responsibilities align with a higher grade than their current GS10 positions. Upgrading these individuals to ADH Branch Manager acknowledges the significant managerial and leadership duties they undertake and the breadth of knowledge required to ensure the efficient functioning of their branches. And most importantly, it eliminates staffing inconsistency.

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

OPM JOB TITLE	POSITION #
ENVIRONMENTAL HEALTH MANAGER	22106190
ADH PUBLIC HEALTH SECTION CHIEF III	22106567
ADH PUBLIC HEALTH ADMINISTRATOR	22104697

We respectfully request these three individuals be moved to ADH Branch Manager positions. We will surrender their current GS10 positions to the Pool.



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

Business Area

0645

Department Name / Agency Name

Arkansas Department of Health

Date

07/05/2023

Position(s) to be Surrendered

Position/Item Number

22104697

Classification Title

ADH Public Health Administrator

Pay Grade

GS10

Class Code

L016C

Classification(s) Requested

Classification Title

ADH Branch Manager

Pay Grade

GS11

Class Code

L013C

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

7/5/23

Department Secretary's Signature

Date

7-5-23



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

Business Area
0645

Department Name / Agency Name
Arkansas Department of Health

Date
07/05/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22106190	Environmental Health Manager	GS10	X013C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
ADH Branch Manager	GS11	L013C

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

Business Area

0645

Department Name / Agency Name

Arkansas Department of Health

Date

07/05/2023

Position(s) to be Surrendered

Position/Item Number

22106567

Classification Title

ADH Public Health Section Chief III

Pay Grade

GS10

Class Code

L025C

Classification(s) Requested

Classification Title

ADH Branch Manager

Pay Grade

GS11

Class Code

L013C

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