



Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

August 18, 2020

The Honorable David Wallace, Co-Chairperson
The Honorable Jim Wooten, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Wooten:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Human Services (DHS) for your review. DHS is requesting thirty-two (32) positions from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The forty-five (45) positions being surrendered are attached; a summary of those positions and the requested positions is below:

POSITIONS SURRENDERED				
Quantity	Code	Title	Grade	Range
21	L069C	Licensed Practical Nurse	GS06	\$36,155-\$52,425
24	E056C	Teacher Assistant	GS02	\$23,335-\$33,836

CLASSIFICATION REQUESTED				
Quantity	Code	Title	Grade	Range
25	L038C	Registered Nurse	MP01	\$63,830-88,058

DHS is requesting the attached positions in order to meet the needs of the department. The Human Development Centers' (HDC) experience with COVID has demonstrated that the authorized positions currently available to DDS do not allow the HDC's to hire best practice medical personnel. COVID and pre-pandemic day-to-day experience indicated that HDC clients are better served by an approximately 2:1 ratio of GS06 Licensed Practical Nurse (LPN) positions to MP01 Registered Nurse (RN) positions. There is approximately a 4:1 ratio currently. Experience with COVID has demonstrated the need for every HDC to have at least one dedicated infectious disease control nurse.

The Honorable David Wallace, Co-Chairperson
The Honorable Jim Wooten, Co-Chairperson
August 18, 2020
Page 2

DDS is appropriated thirty-four (34) MP01 Registered Nurse positions and all of them are currently filled. Twenty-four (24) of these employees work in an HDC and the other ten (10) work for another DDS program. The division is appropriated one hundred forty-two (142) GS06 Licensed Practical Nurse positions, and one hundred nine (109) are currently filled. All these employees except one work in an HDC.

Approval of this request allows DDS to adhere to the Arkansas Department of Health recommended best practice of employing at least three infectious disease control nurses and each of the other HDC's employing at least one. Registered nurses can perform more job functions than LPNs and are able to provide a higher quality of care due to their additional education and expertise. Each registered nurse will be able to supervise fewer LPNs allowing for better LPN training and oversight, and generally a higher quality level of care.

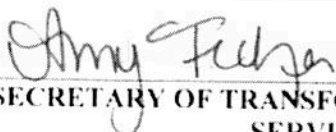
Based upon the budgetary status for each surrendered position, and DHS' assumption of an 80% reduction in current nursing contracts, the budgeted reduction is estimated to be \$24,954. As stated in DHS' letter, the cost of filling all 25 positions is approximately \$1.6 million; according to DHS, the funding for these costs is 70% federal and 30% general revenue. DHS states that sufficient funding currently exists to support this request.

OPM has reviewed this request and **recommends** approval of DHS' surrender pool request.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED
SERVICES

08/04/2020
DATE

KB/sd:1-2





Office of Human Resources

P.O. Box 1437, Slot W301 · Little Rock, AR 72203-1437
501-682-6455 · Fax: 501- 682-6553



August 5, 2020

Kay Barnhill, State Personnel Director
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, Arkansas 72203

RE: Swap Pool - DDS for FY 2021

Ms. Barnhill:

The Department of Human Services, Division of Developmental Disabilities (DDS) is requesting a swap pool of 45 positions for 25 positions. The Human Development Centers' (HDC) experience with COVID has demonstrated that the authorized titled positions currently available to DDS do not allow the HDC's to hire best practice medical personnel. Both COVID and day-to-day experience over the last few years has indicated that HDC clients would be better served by an approximately 2:1 ratio of GS06 Licensed Practical Nurse (LPN) authorized titled positions to MP01 Registered Nurse (RN) authorized titled positions. There is approximately 4:1 ratio currently.

- DDS is appropriated thirty-four (34) MP01 Registered Nurse positions and all of them are filled. Twenty-four (24) of these employees work in an HDC and the other ten (10) work for another DDS program.
- DDS is appropriated one hundred forty-two (142) GS06 Licensed Practical Nurse positions, and one hundred nine (109) are currently filled. All these employees except one work in an HDC.

DDS would receive twenty-five (25) MP01 Registered Nurse positions. DDS would turn-in twenty-one (21) budgeted GS06 Licensed Practical Nurse positions and twenty-four (24) budgeted GS02 Teachers Assistant positions.

This would allow DDS to adhere to best practices. Registered Nurses can perform more job functions than LPNs, and generally are able to provide a higher quality of care due to their additional education and expertise. Each Registered Nurse would be able to supervise fewer LPNs allowing for better LPN training and oversight, and generally a higher quality level of care.

Calculations assume entry level salary for each of the positions. There is also an assumption of an eighty percent (80%) reduction in the expenditures under current nursing contracts. Under these assumptions, the budget impact would be a cost saving of \$24,954 annual as detailed below. This is not inclusive of overtime and differentials.

Positions Received

25	MP01 Registered Nurse	(\$63,830/year)	\$1,595,750
----	-----------------------	-----------------	-------------

Positions Returned and Cost Saved

21	GS06 Licensed Practical Nurse positions	(\$36,155/year)	\$ 759,255
----	---	-----------------	------------

- The use of the \$36,155 entry level salary in this analysis underestimates the annual reduction in costs that would result from turning in the 21 Licensed Nurse Positions because the new LPN grid, built-in overtime for 12-hour shifts, and geographic and shift differentials applicable to these positions are not taken into account.

24	GS02 Teachers Assistant positions	(\$23,335/year)	\$ 560,040
----	-----------------------------------	-----------------	------------

Arkansas Healthcare Personnel Nursing Contract

Total Spend in FY2020: \$350,887.15

Assume 80% reduction

\$ 280,710

Arkansas Medical Staffing Nursing Contract

Total Spend in FY2020 \$25,873.17

Assume 80% reduction

\$ 20,699

Total Estimated Annual Reduction			\$1,536,674
----------------------------------	--	--	-------------

<u>Total Estimated Budget Savings</u>			<u>\$ 24,954</u>
---------------------------------------	--	--	------------------

The budget increase is not inclusive of overtime, differentials and fringe on these positions. The funding split is roughly 70% federal and 30% state. Should further information be required, please contact me at (501) 320-6250.

Sincerely



Damian Hicks
DHS Chief Human Resources Officer

POSITIONS SURRENDERED			
Position	Classification title	Pay Grade	Class Code
22098262	LICENSED PRACTICAL NURSE	GS06	L069C
22101345	LICENSED PRACTICAL NURSE	GS06	L069C
22111414	LICENSED PRACTICAL NURSE	GS06	L069C
22097683	LICENSED PRACTICAL NURSE	GS06	L069C
22097890	LICENSED PRACTICAL NURSE	GS06	L069C
22097912	LICENSED PRACTICAL NURSE	GS06	L069C
22098573	LICENSED PRACTICAL NURSE	GS06	L069C
22098731	LICENSED PRACTICAL NURSE	GS06	L069C
22098879	LICENSED PRACTICAL NURSE	GS06	L069C
22098920	LICENSED PRACTICAL NURSE	GS06	L069C
22099000	LICENSED PRACTICAL NURSE	GS06	L069C
22099311	LICENSED PRACTICAL NURSE	GS06	L069C
22099649	LICENSED PRACTICAL NURSE	GS06	L069C
22099802	LICENSED PRACTICAL NURSE	GS06	L069C
22100140	LICENSED PRACTICAL NURSE	GS06	L069C
22100141	LICENSED PRACTICAL NURSE	GS06	L069C
22100544	LICENSED PRACTICAL NURSE	GS06	L069C
22098722	LICENSED PRACTICAL NURSE	GS06	L069C
22100848	LICENSED PRACTICAL NURSE	GS06	L069C
22103765	LICENSED PRACTICAL NURSE	GS06	L069C
22109393	LICENSED PRACTICAL NURSE	GS06	L069C
22097472	TEACHER ASSISTANT	GS02	E056C
22097879	TEACHER ASSISTANT	GS02	E056C
22098046	TEACHER ASSISTANT	GS02	E056C
22098474	TEACHER ASSISTANT	GS02	E056C
22098508	TEACHER ASSISTANT	GS02	E056C
22099118	TEACHER ASSISTANT	GS02	E056C
22099167	TEACHER ASSISTANT	GS02	E056C
22099534	TEACHER ASSISTANT	GS02	E056C
22099538	TEACHER ASSISTANT	GS02	E056C
22099721	TEACHER ASSISTANT	GS02	E056C
22099734	TEACHER ASSISTANT	GS02	E056C
22099735	TEACHER ASSISTANT	GS02	E056C
22099851	TEACHER ASSISTANT	GS02	E056C
22151071	TEACHER ASSISTANT	GS02	E056C
22151072	TEACHER ASSISTANT	GS02	E056C
22102035	TEACHER ASSISTANT	GS02	E056C
22100456	TEACHER ASSISTANT	GS02	E056C
22100477	TEACHER ASSISTANT	GS02	E056C
22100582	TEACHER ASSISTANT	GS02	E056C
22100613	TEACHER ASSISTANT	GS02	E056C
22100744	TEACHER ASSISTANT	GS02	E056C
22100881	TEACHER ASSISTANT	GS02	E056C
22100906	TEACHER ASSISTANT	GS02	E056C

22100972	TEACHER ASSISTANT	GS02	E056C
----------	-------------------	------	-------

Position Classification title Pay Grade Class Code