



Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

April 20, 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 Ark. Code Ann. §21-5-225(a)(1). The classification requested, along with the position being surrendered, is listed below:

POSITION SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22150798	ADH Public Health Section Chief III	L025C	GS10	\$56,039 - \$81,256

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
L026C	ADH Nursing Program Coordinator	MP02	\$71,403 - \$99,964

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JUSTIFICATION

The Arkansas Department of Health is requesting the above position in order to meet the needs of the Arkansas Trauma System. The Trauma System is responsible for providing oversight of the establishment of the trauma system for the state, designating trauma hospitals and monitoring the participation of emergency medical services in the trauma system. The requested position will serve as the Trauma Section Chief which is responsible for providing guidance and supervision to Trauma System staff as well as establishing and implementing new processes and plans.

In order to properly fulfill the duties of the Trauma Section Chief, it is imperative that the incumbent possess advanced medical knowledge. Currently, the position which serves as the Trauma Section Chief does not require sufficient medical training. The requested classification requires a license as a Registered Nurse as well as three years of nursing experience. Along with ensuring the incumbent within the requested position has the necessary knowledge and skills required to perform the duties of the Trauma Section Chief, the addition of this position will establish a career path for medical professionals within the Trauma System. The estimated cost for this surrender request is \$18,897 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 listed above.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED SERVICES

3/16/2022

DATE

KB/ca:1-2

1239



Arkansas Department of Health

4815 West Markham Street • Little Rock, Arkansas 72205-3867 • Telephone (501) 661-2000
Governor Asa Hutchinson
José R. Romero, MD, Secretary of Health

Memorandum

Date: March 04, 2022
To: Kay Barnhill, Director of the Office of Personnel Management
From: J. Don Adams, Deputy Director for Administration *jea*
Subject: Request for Surrender Pool Position

This memorandum serves as an intent to request an ADH Nursing Program Coordinator Grade MP02, Class Code L026C. This position will replace the current position of ADH Public Health Section Chief III Grade GS10, Class Code L025C. This position will be surrendered to the Pool once the MP02 position has been approved for Agency use.

In 2009, the Arkansas legislature passed Act 393 of 2009 to develop a new trauma system for the state. In this Act, the positions for the trauma system were written into the statute for 18 positions. The Trauma Section Chief provides leadership for the Section's actions and making decisions based on rules and regulations and statutory authority. Since the beginning of the new Section a nurse has always been used as the Section Chief due to the fact, they hold clinical knowledge in trauma and hospital administration. In the past with the old pay grade a Registered Nurse was considered a grade C120 and a Section Chief III was considered a grade C123 which allowed for a Registered Nurse to receive this position as a promotion. With the new pay scale, it changed this dynamic for promotion of trained Trauma Nurse Coordinators to advance to the leadership position in the Section. With increasing complexity involving hospital administration this position benefits greatly by having an experienced Registered Nurse as the selected candidate.

The Trauma Section sits within the Office of Preparedness and Emergency Response Systems at ADH. The Section's primary role is to oversee the development of the trauma system for Arkansas. These activities include designation of trauma hospitals across the state, oversee emergency medical services involvement in the system and provides funds to stakeholders to meet all rules and regulations needed for the system to function. The trauma budget holds \$26 million and grants most of those funds for system development and enhancement.



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	3/4/2022

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22150798	ADH PUBLIC HEALTH SECTION CHIEF III	GS10	L025C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
ADH NURSING PROGRAM COORD	MP02	L026C

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 3/8/22

Department Secretary's Signature  Date 3-4-22