



STATE OF ARKANSAS
**Department of Finance
 and Administration**

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
 1509 West Seventh Street, Suite 201
 Post Office Box 3278
 Little Rock, Arkansas 72203-3278
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October 15, 2014

Senator Uvalde Lindsey, Co-Chairperson
 Representative Andrea Lea, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request for the establishment of one OPM pool position for the Arkansas Department of Health (ADH).

The positions to be surrendered from the agency are as follows:

Position Number	Class Code	Title	Grade
22105783	L026C	ADH Nursing Program Coordinator	C123
22111431	L083C	Health Services Specialist	C108

The position requested from the OPM Surrender Pool is listed below:

Class Code	Title	Grade	Entry
L009C	Nurse Manager	C125	\$47,646

JUSTIFICATION

ADH requests the establishment of one surrender pool position and will, in turn, relinquish one ADH Nursing Program Coordinator and one Health Services Specialist position. By surrendering these two positions, the agency will save approximately \$16,359 in salaries alone.

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The Chronic Disease Prevention and Control Branch will use this position to develop, implement, and monitor nursing programs geared toward the control of breast and cervical cancer. This position will provide direct case management of breast and cervical cancer patients, as well as advise health practices to improve the data and care management of high risk chronic disease patients. The candidate who eventually fills this position must have expanded clinical knowledge and skills to include all of the preventative health screening recommendations and methodologies, as well as Affordable Care Act standards.

After review of the request, the Office of Personnel Management **recommends** the approval of the establishment of the requested position through the OPM Surrender Pool for FY15. Your consideration of this request is greatly appreciated.

Sincerely,



Kay B. Terry
State Personnel Administrator



Chief Fiscal Officer of the State

SEP 24 2014

Date

KBT/sd:1-2



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
0645	Arkansas department of Health	9/17/2014

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22105783	ADH Nursing Program Coordinator	C123	L026C
22111431	Health Services Specialist	C108	L083C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Nurse Manager	C125	L009C

I Hereby Certify / Understand That:

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

Agency Personnel Rep	Date
<i>Joye Walker</i>	9-17-14

Agency Director	Date
<i>Supers</i>	9-18-14



Arkansas Department of Health

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

Governor Mike Beebe

Nathaniel Smith, MD, MPH, Director and State Health Officer

September 17, 2014

Ms. Kay Terry, State Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, Arkansas 72203

Dear Ms. Terry,

Re: Pool Position, Nurse Manager, Class Code L009C, Grade C125

The Arkansas Department of Health, Center for Health Advancement is requesting a pool position, Nurse Manager, Class Code L009C, grade C125. In exchange for the Nurse Manager, we will turn in two positions: 22105783, ADH Nursing Program Coordinator (grade C123, class code L026C) and 22111431, Health Services Specialist I (grade C108, class code L083C).

The Chronic Disease Prevention and Control Branch Nurse Manager position will be responsible for a large network of nurses, physicians, clinics, local health units, providers, management groups and others. The position will develop, implement and monitor a nursing program geared to the control of breast and cervical cancer and other chronic diseases. The focus of this position is to 1) direct case management of breast and cervical cancer patients and 2) advise health practices to improve data and care management of high risk chronic disease patients. The position is critical to the success of the breast and cervical cancer screening, diagnosis and treatment services, cardiovascular and diabetes screening services and quality improvement initiatives among private medical clinical groups.

As the Chronic Disease Prevention and Control Branch programs move to population-focused and evidence-based interventions, the higher level skills required for a nurse manager are needed to adequately serve the citizens of the State. The nurse in this position must have expanded clinical knowledge and skills to include all of the preventive health screening recommendations and methodologies and Affordable Care Act standards.

Attached is the Office of Personnel Management, Request for Pool Position form. Your consideration of this request is greatly appreciated. If you should have any questions regarding this matter or need further information, please contact me at (501) 280-4545.

Sincerely,

Ann Purvis
Deputy Director for Administration
Arkansas Department of Health

AP: JW: ma

Attachment

cc: Joyce Watson
File