



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

OFFICE OF PERSONNEL MANAGEMENT
Classification & Compensation
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EXHIBIT G.2

December 14, 2016

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, 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 from the Northwest Technical Institute (NTI) for your review.

The NTI is requesting one (1) position from the central growth pool established by Ark. Code Ann. §21-5-225(b) which states:

- (1) The office shall establish and maintain a central growth pool of two hundred (200) career service positions at grade C130 and one hundred (100) professional and executive positions at grade N922 to be used to establish additional positions in state agencies of the proper classification and grade when the state agency does not have sufficient positions available with the appropriate classification and grade to meet an agency's mandated responsibilities.*
- (2) Central growth pool positions are to be used by the state agencies if the personnel services needs exceed the number of positions in a classification authorized by the General Assembly and were not anticipated at the time of the passage of the agency's operating appropriation act.*
- (3) No position established under this section may exceed a salary rate in excess of the highest rate established by grade in the requesting agency's appropriation act.*
- (4) The agency shall provide justification to the office for the need to allocate positions from the central growth pool.*
- (5) Titles shall not be assigned to the agency from the central growth pool until specific positions are requested by the agency, recommended by the office, and reviewed by the Personnel Committee.*
- (6) If the new classifications are necessary for any of these additional positions, the office may assign the appropriate title and grade after review by the Personnel Committee.*

(7) If an agency requests any central growth pool position to be continued during the subsequent fiscal year, the position must be requested as a new position in the agency's subsequent fiscal year budget request.

The institution is requesting the classification listed below:

<u>Classification Requested</u>	<u>Class Code</u>	<u>Grade</u>	<u>Number of Positions</u>
Nurse Instructor	L036C	C121	1

The purpose of this request is to better serve and meet the needs of the students in the community. NTI is the administering body for Allied Health programs. Their plan is to become the premier producer of Licensed Practical Nurses, Surgical Technologist, Certified Nursing Assistant and Phlebotomist. NTI has experienced tremendous growth in the healthcare industry. The creation of this position will create significant opportunities for students located across Northwest Arkansas and surrounding communities. NTI has no full time instructor positions available for this opportunity.

This Nurse Instructor position will be responsible for developing and presenting nursing and health care training programs, revising instructional materials while attending in-service trainings and professional workshops.

The Office of Personnel Management has reviewed the institute's request and **recommends** the approval of one (1) pool position for the classification of Nurse Instructor, L036C of grade C121. Your consideration of this request is appreciated.

Sincerely,


Kay Barnhill
State Personnel Administrator

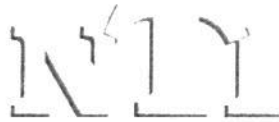


Chief Fiscal Officer of the State

DEC - 2 2016

Date

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NORTHWEST TECHNICAL INSTITUTE

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Ms. Kay Barnhill,
State Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
5907 West 7th St.
Little Rock, AR 72201

11/28/2016

Re: Central Growth Pool Request

Dear Ms. Barnhill,

Northwest Technical Institute, Arkansas leader in vocational education, has placed its self in a position to become the Northwest region's premier producer of Licensed Practical Nurses, Surgical Technologist, Certified Nursing Assistants and Phlebotomist. Our Allied Health programs continue to run at capacity. Waiting lists are generated for all our healthcare related programs. The only limitations on the Allied Health programs are classroom space and Nurse Instructors. Additionally the Northwest Region is experiencing unprecedented growth in the healthcare industry. Arkansas Children's hospital is investing over \$400 million in a state-of-the-art hospital, Mercy Northwest is investing nearly a quarter-million dollars in capital projects and Washington Regional is investing \$65 million on hospital expansion. Over the next 10 years, healthcare related job growth for our region is predicted to grow annually at 2.3%.

As our programs expand and opportunities expand in the Northwest Region, our talent resources have become stretched and cannot meet the immediate needs of our students and the healthcare related businesses in the area. Northwest Technical Institute has an immediate need and is requesting a Nurse Instructor position from the Central Growth pool. This position is a Class Code L036C, and Grade C121. We currently have no available full-time instructor positions for this opportunity. Additionally, there is no way these duties can be absorbed by current Northwest Technical Institute personnel.

I have attached a Position Classification Questionnaire in order to more firmly establish the needs of the position.

If I can answer any questions or provide any further information, please do not hesitate to contact me.

Respectfully,

A handwritten signature in black ink, appearing to read 'Mike Hamley', with a long horizontal line extending to the right.

Mike Hamley,
Vice President Finance and Operations

Enc:
CC: File

Arkansas Department of Career Education : An Equal Opportunity Employer : www.nwti.edu