



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

OFFICE OF PERSONNEL MANAGEMENT
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March 18, 2015

Senator Bart Hester, Co-Chairperson
 Representative Douglas House, 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 submits a request from the Arkansas Board of Examiners in Counseling for your review.

The Board has requested to obtain a pool position from the Office of Personnel Management growth pool established by Arkansas Code 21-5-225 (b) from Act 688 of 2009, 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 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 state agencies if the personnel service 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.*

CLASSIFICATION REQUESTED

CLASS CODE

GRADE

Administrative Specialist III

C056C

C112

JUSTIFICATION

The Arkansas State Board of Examiners in Counseling ensures the quality of Counseling and Marriage and Family Therapy practitioners providing mental health services to the citizens of Arkansas through regulation of title and practice of the persons licensed by the Board. The Board currently has three full time employees and is in need of an additional full time position to

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handle the workload of issuing new licenses and renewing current ones. The Board also has to conduct background checks on potential licensees.

The Office of Personnel Management has reviewed this request and **recommends** the establishment of the requested growth pool position at the agency requested classification of C056, Administrative Specialist III, Grade C112.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill Terry
State Personnel Administrator



Chief Fiscal Officer of the State

MAR 18 2015

Date



ARKANSAS BOARD OF EXAMINERS IN COUNSELING



December 29, 2014

RECEIVED

DEC 30 2014

**OFFICE OF PERSONNEL MGMT
CLASS & COMP**

Ms. Kay Terry
State Personnel Administrator
Department of Finance & Administration
1509 West 7th St.
Little Rock, AR 72201

Re: Growth Pool Position Request

Dear Ms. Terry:

The Arkansas Board of Examiners in Counseling protects the public of Arkansas and ensures the quality of Counseling and Marriage and Family Therapy practitioners providing mental health services to the citizens of Arkansas through regulation of title and practice of the persons licensed by the Board, A.C.A. §17-27-101 et seq.

The Board currently monitors over 3500 licensed practitioners in the state and this number increases annually. Licensure renewals occur every two years and the renewal periods are staggered, meaning one-half of licensees currently renew in June of every year. The Board receives over 200 new applications each year; 75% or more will sit for interviews with the Board and receive their LAC/LAMFT with the required 3000 hours of supervised practice. There are more than 2000 renewals and the Board is approaching 1000 Associate counselors in Supervision. Thus, the workload is expanding rapidly.

Our current workforce of three (3 - the Executive Director, a Fiscal Analyst and one Administrative Analyst) needs a new, full-time member to be trained in all aspects of this Agency's licensure operations essential for the efficient operation of the Agency in the future & to competently regulate the title and practice for the mandated regulatory functions of the Agency. This includes everything from telephone inquiries, records collection, file review & maintenance, background checks, preparation for Board meetings, supervision monitoring and other critical responsibilities. In short, we need someone who can become this Agency's 'institutional memory', to be able to take over the daily operations of the office in the future.

The appropriation for this request is available and unencumbered. Appropriations for the Agency are supported from fees collected by the Agency from licensure applications, renewals and specializations. This agency has typically relied on part-time help to fill this requirement but we have grown beyond that capacity and need a full-time position, surrendering our two part time positions. Please note that the Board is not requesting any increase in licensure fees for the 2015 - 2017 Biennium to support this additional staff member and the Agency will be reducing utilization of the two (2) part-time positions we have traditionally over-used to the point of exhaustion of hours.

Thanks for you kind attention to this rather urgent request.

Respectfully,

Michael D. Loos, Ph.D., LPC/S
Executive Director