



August 24, 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 Department of Veteran's Affairs (ADVA) to obtain five positions from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1). One classification, which is also a new title, is listed below:

**POSITIONS SURRENDERED**

<b><u>POSITION NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
22094439	ADVA Division Manager	G254C	GS10	\$56,039 - \$81,256
22077872	ADVA Division Manager	G254C	GS10	\$56,039 - \$81,256
22077869	Heavy Equipment Operator	S060C	GS02	\$23,225 - \$33,835
22154802	Heavy Equipment Operator	S060C	GS02	\$23,225 - \$33,835
22133600	Nurse Manager	L009C	MP03	\$79,879 - \$113,428

**CLASSIFICATIONS REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>	<b><u>POSITION COUNT</u></b>
NEW	ADVA Division Director	GS13	\$77,862 – 112,899	2
L002C	Nursing Director	MP04	\$89,368 – 128,690	1
S046C	Maintenance Technician	GS04	\$29,046 - \$42,116	2

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## **JUSTIFICATION**

The Nursing Director position will serve as the head of nursing at the Fayetteville Veteran's Home facility to create equality between that location and the North Little Rock Veteran's Home which received a Nursing Director in April 2022. This classification has had a 100% turnover rate for each of the past five years. Due to this extreme turnover, the department is requesting a higher pay grade to attract and retain qualified applicants. These duties are currently being performed by the existing Nurse Supervisor, MP02, who has received no additional compensation for taking on significant additional duties and working many additional hours. The department intends to request an Exceptionally Well Qualified salary from OPM for that employee once they promote into the new Nursing Director position with a salary of \$110,000, or 23% above entry. Therefore, the expected cost is approximately \$35,985, including matching. ADVA is also requesting that this position be established retroactive back to July 1, 2022.

The Maintenance Technician positions will serve at the Arkansas State Veteran's Cemetery in North Little Rock. These positions will be responsible for performing all cemetery duties and would allow the department to standardize labor positions throughout cemetery personnel. Although the two positions being surrendered are authorized as Heavy Equipment Operators, they have been vacant for more than two years and were utilized as Landscape Technicians. Therefore, the expected cost is approximately \$56,693, including matching.

The ADVA Division Director positions will replace the current ADVA Division Managers, GS10. These positions are requested as an exchange due to a growing scope of responsibilities equating to senior management level. This is a new title requested, and there are two incumbents in the surrendered positions that the department plans to award a 10% promotional increase if approved. Therefore, the expected cost is approximately \$19,663, including matching.

All the positions requested were part of ADVA's biennial request as reclassifications, but the department is requesting to acquire them in the interim due to a critical need to recruit and retain staff so as not to leave the agency without appropriate oversight to run daily business. The total anticipated cost for all requests is \$116,611, including matching.

The Office of Personnel Management has reviewed these requests and **recommends** the approval of five positions from the OPM surrender pool.

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Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



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**SECRETARY OF TRANSFORMATION & SHARED  
SERVICES**

**DATE**

KB/sd:1-3



1517



ASA HUTCHINSON  
Governor

Office of the Secretary  
501 Woodlane Drive, Suite 401N, Little Rock, AR 72201  
Phone: (501) 683-1787 | Fax: (501) 682-4833

NATHANIEL (NATE) TODD  
Secretary

August 4, 2022

Ms. Kay Barnhill  
State Personnel Administrator  
Department of Transformation and Shared Services  
501 Woodlane, Suite 201  
Little Rock, AR 72201

RE: Surrender Pool Position Request – Multiple Positions

Dear Ms. Barnhill:

The ADVA respectfully requests to surrender a **Nurse Manager, L009C, MP03** position in exchange for a **Nursing Director, L002C, MP04** position from the pool.

The Director of Nursing (DON) position continues to experience an extremely high turnover rate. We have had 5 DONs within the past 5 years. This position is the cornerstone of continuity in providing the highest-level quality of care within the facility. In addition, this position is also the lead champion for ensuring Office of Long-term Care and CMS standards are maintained and the facility remains survey compliant. The market rate of pay for registered nurses even without the supervisor and additional responsibilities has sharply increased with both signing and retention bonuses. Due to this being an exempt position there are other facility nurses receiving higher total compensation due to overtime hours than the DON who is many times working more hours and also has a higher level position of responsibility. Therefore, this market requires us to offer a higher salary to attract and retain a quality competent Director of Nursing.

Lisa Gentile has served as the Acting Assistant Director (Nurse Supervisor) position since May 2022. During this time, she also began performing duties of the Director of Nursing due to health issues of the person holding that position. June 2022 she was appointed Acting Director of Nursing without additional compensation when the incumbent resigned due to health issues. Ms. Gentile is currently making \$80,744.14, in the MP02 Nursing Supervisor position.

To retain Ms. Gentile in this competitive field and compensate her for absorbing additional responsibility while working additional hours, we would like to move her into the Nursing Director MP04 position with a salary amount of \$110,000, right above midpoint, if approved. The total increase in cost to include fringe benefits would be \$37,666.92.

Additionally, the ADVA respectfully requests to surrender **two Heavy Equipment Operator, S060C, GS02** that ADVA has been utilizing as **Landscape Technician, S066C, GS02** in exchange for **two Maintenance Technician, S046C, GS04** positions from the pool.

At the Arkansas State Veterans Cemetery in North Little Rock, one of the Landscape Technician positions has been vacant for over two years while the other had been vacant for a year, until April of 2022. The latter position was filled for only one pay period. Current employed Maintenance Technicians perform all cemetery duties to include Landscape Technician duties. An exchange of these positions would allow us to standardize labor positions throughout cemetery personnel. It is also our hope to attract and retain a quality workforce. The total increase in cost to include fringe benefits would be \$16,910.02.

Also, the ADVA respectfully requests to surrender **two ADVA Division Manager, G254C, GS10** positions in exchange for two newly titled **ADVA Division Director, GS13** positions from the pool. The current scope of responsibility for these positions equate to GS13 senior management level, not its current GS10 grade. We are also requesting to move the current incumbents, Gina Chandler and William Wussick into these new positions with a 10% increase in pay, if approved. Ms. Chandler oversees all aspects of the Veterans Services Division, while Mr. Wussick oversees all aspects of the Veterans Cemeteries Division. These divisions support the core mission of the Arkansas Department of Veterans Affairs. The total increase in cost to include fringe benefits would be \$19,662.93.

The Arkansas Department of Veterans Affairs has the funding to cover the above requests.

Your favorable consideration of this request is appreciated.

Sincerely,



Nathaniel Todd  
Secretary  
Arkansas Department of Veterans Affairs



Department of Transformation and Shared Services  
Office of Personnel Management  
Request for Pool Position

Business Area	Department Name / Agency Name	Date
0385	AR Department of Veterans Affairs	08/04/2022

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22133600	Nurse Manager	MP03	L009C
22077869	Heavy Equipment Operator	GS02	S060C
22154802	Heavy Equipment Operator	GS02	S060C

**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
Nursing Director	MP04	L002C
Maintenance Technician	GS04	S066C
Maintenance Technician	GS04	S066C

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

8/4/2022

Date

Department Secretary's Signature

8/4/2022

Date



Department of Transformation and Shared Services  
Office of Personnel Management  
Request for Pool Position

Business Area	Department Name / Agency Name	Date
0385	AR Department of Veterans Affairs	08/04/2022

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22094439	ADVA Division Manager	GS10	G254C
22077872	ADVA Division Manager	GS10	G254C

**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
ADVA Division Director	GS13	
ADVA Division Director	GS13	

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

8/4/2022

Date

Department Secretary's Signature

8/4/2022

Date