



August 17, 2021

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
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 Human Services (DHS), Division of Aging, Adult Services & Behavioral Health. DHS is requesting to surrender twenty-five (25) positions and obtain thirteen (13) positions from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classifications requested along with the positions being surrendered are attached.

JUSTIFICATION

DHS is requesting the above surrender pool positions to meet the needs of the agency. The department has had severe difficulties in recruiting Licensed Practical Nurses (LPNs) to provide on-site medical care at the Arkansas Health Center (AHC) and the Arkansas State Hospital (ASH). Both Covid-19 and daily experiences over the past few years have proven that clients are able to receive better care from Registered Nurses, who are easier to recruit. There are currently 142 Registered Nurses authorized in the DAABH appropriation, all of which are filled except for 14 that are currently in the process of being filled.

The department requests eleven (11) Registered Nurses and two (2) Nurse Managers to fill this need (see attached spreadsheet). The potential cost of these new positions would be approximately \$175,116 and the department has funding for these transactions. The Office of Personnel Management has reviewed this request and **recommends** the approval of thirteen (13) positions from the OPM surrender pool.

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
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Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



SECRETARY OF TRANSFORMATION & SHARED
SERVICES

08/05/2021
DATE

KB/sd:1-2

Business Area	710	Agency/Institution	DHS	Date	07/23/21
Positions to be surrendered					
Position/Item Number	Classification title	Pay Grade	Class Code	Budgeted or Not	Date Last Filled
22099991	Food Preparation Technician	GS01	S089C	Budgeted	4/17/2021
22100636	Food Preparation Technician	GS01	S089C	Budgeted	12/26/2020
22098726	Institutional Services Assistant	GS01	S087C	Budgeted	3/20/2021
22100536	Recreational Activity Leader I	GS01	M082C	Budgeted	8/8/2020
22099250	Recreational Activity Leader II	GS02	M076C	Budgeted	5/29/2021
22111883	Certified Nursing Assistant	GS03	L082C	Budgeted	9/19/2020
22112118	Certified Nursing Assistant	GS03	L082C	Budgeted	3/23/2020
22098870	Administrative Specialist II	GS03	C073C	Budgeted	3/20/2021
22110441	Administrative Specialist II	GS03	C073C	Budgeted	7/31/2020
22098104	Licensed Practical Nurse	GS06	L069C	Budgeted	7/25/2021
22101261	Licensed Practical Nurse	GS06	L069C	Budgeted	7/25/2021
22098133	Licensed Practical Nurse	GS06	L069C	Budgeted	7/25/2021
22100170	Licensed Practical Nurse	GS06	L069C	Budgeted	7/25/2021
22098534	Licensed Practical Nurse	GS06	L069C	Budgeted	7/25/2021
22109790	Licensed Practical Nurse	GS06	L069C	Budgeted	7/25/2021
22111552	Licensed Practical Nurse	GS06	L069C	Budgeted	7/25/2021
22100784	Licensed Practical Nurse	GS06	L069C	Budgeted	7/25/2021
22111048	Licensed Practical Nurse	GS06	L069C	Budgeted	7/25/2021
22099216	Licensed Practical Nurse	GS06	L069C	Budgeted	7/25/2021
22097783	Licensed Practical Nurse	GS06	L069C	Budgeted	5/15/2021
22098288	Licensed Practical Nurse	GS06	L069C	Budgeted	4/3/2021
22101126	Licensed Practical Nurse	GS06	L069C	Budgeted	5/15/2021
22103886	Licensed Practical Nurse	GS06	L069C	Budgeted	12/31/2020
22110321	Licensed Practical Nurse	GS06	L069C	Budgeted	3/14/2017
22103885	Nurse Practitioner	MP06	L018N	Budgeted	5/6/2019
Classification(s) Requested					
N/A	Classification Title	Pay Grade	Class Code		
	Registered Nurse	MP01	L038C		
	Registered Nurse	MP01	L038C		
	Registered Nurse	MP01	L038C		
	Registered Nurse	MP01	L038C		
	Registered Nurse	MP01	L038C		
	Registered Nurse	MP01	L038C		
	Registered Nurse	MP01	L038C		
	Registered Nurse	MP01	L038C		
	Registered Nurse	MP01	L038C		
	Registered Nurse	MP01	L038C		
	Nurse Manager	MP03	L009C		
	Nurse Manager	MP03	L009C		

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ARKANSAS
DEPARTMENT OF
**HUMAN
SERVICES**

Office of Human Resources

P.O. Box 1437, Slot W301, Little Rock, AR 72203-1437

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July 28, 2021

Kay Barnhill, State Personnel Director
Department of Finance and Administration
Office of Personnel Management
501 Woodlane, Suite 201
Little Rock, Arkansas 72201

RE: Swap Pool - DAABH for FY 2022

Ms. Barnhill:

The Department of Human Services, Division of Aging, Adult and Behavioral Health Services (DAABH) is requesting a swap pool of 13 positions for 25 positions. Experience with COVID has demonstrated that the authorized titled positions currently available to DAABH do not allow the Arkansas Health Center (AHC) and Arkansas State Hospital (ASH) to hire best practice medical personnel. Presently, the facilities have been unable to fill Licensed Practical Nurse (LPN) positions. The local nursing home market, in addition to exceptionally high paying travel nurse roles, have made it virtually impossible to hire for the LPN positions. Nursing agency contracts have not filled the void, with agencies citing the inability to attract LPN's due to extremely competitive salaries in the local market. The facilities have found success with hiring RN's and both COVID and day-to-day experience over the last few years has indicated that our clients would be better served by RN authorized titled positions.

- DAABH is appropriated one hundred forty-two (142) MP01 Registered Nurse/Registered Nurse-Hospital positions of which one hundred twenty-eight (128) are currently filled. The 14 positions currently vacant are in the process of being filled. Seventy-five (75) of these positions work in ASH/AHC and the other sixty-seven (67) work for DAABH programs like Home Based Nursing and Adult Protective Services.

DAABH would receive eleven (11) MP01 Registered Nurse positions and (2) MP03 Nurse Manager positions. DAABH would turn-in twenty-five (25) budgeted positions ranging in grades from GS01 – GS06.

This would allow DAABH to adhere to best practices. Registered Nurses and Nurse Managers can perform more job functions than LPNs, and generally provide a higher quality of care due to their additional education and expertise. Each Registered Nurse would be able to supervise fewer LPNs allowing for better training and oversight, and a higher quality level of care for our clients.

Calculations assume entry level salary for each of the positions. Under these assumptions, the budget impact would be a cost saving of \$11,312 annual as detailed below. This is not inclusive of overtime and differentials.



DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
0710	DHS	07/23/2021

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
	See attached spreadsheet		

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	See attached spreadsheet		

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
Heather Reese	07/23/2021

Agency Director	Date
Damian Hicks, Chief of Human Resources	07/23/2021

Positions Received

11	MP01 Registered Nurse	(\$63,830/year)	\$702,130
2	MP03 Nurse Manager	(\$79,879/year)	\$159,758

Positions Returned and Cost Saved

1	MP06 General Physician position	(\$111,884/year)	\$111,884
15	GS06 Licensed Practical Nurse positions	(\$36,155/year)	\$542,325

- The use of the \$36,155 entry level salary in this analysis underestimates the annual reduction in costs that would result from turning in the 15 Licensed Nurse Positions because the new LPN grid, built-in overtime for 12-hour shifts, and geographic and shift differentials applicable to these positions are not taken into account.

2	GS03 Certified Nursing Assistant positions	(\$26,034/year)	\$ 52,068
2	GS03 Administrative Specialist II positions	(\$26,034/year)	\$ 52,068
1	GS02 Recreation Activity Leader II positions	(\$23,335/year)	\$ 23,335
1	GS01 Recreation Activity Leader I position	(\$22,880/year)	\$ 22,880
1	GS01 Institutional Services Assistant position	(\$22,880/year)	\$ 22,880
2	GS01 Food Preparation Technician positions	(\$22,880/year)	\$ 45,760

Total Estimated Annual Reduction \$873,200

Total Estimated Budget Savings \$ 11,312

The budget savings is not inclusive of overtime, differentials and fringe on these positions. Should further information be required, please contact me at (501) 320-6250.

Sincerely



Damian Hicks
DHS Chief Human Resources Officer

Cc: Jay Hill