



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

OFFICE OF PERSONNEL MANAGEMENT
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 Phone: (501) 682-1823
<http://www.state.ar.us/dfa>

August 21, 2013

Representative Andrea Lea, Co-Chairperson
 Senator Uvalde Lindsey, 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 State Board of Chiropractic Examiners 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 Analyst

C037C

C115

JUSTIFICATION

The Arkansas State Board of Chiropractic Examiners has one full time position, which is the Board Executive Director, and one part-time Extra Help position. The board is required by statute to regulate the practice of Chiropractic in the state of Arkansas. The workload associated with this requirement has increased significantly and the agency is requesting this full time,

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regular position to help absorb the increased functions of the office. The requested position would be responsible for performing all duties associated with administrative support functions, as well as, processing license renewals, preparing for board meetings, assisting in maintaining the website, and compiling various reports for the agency.

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 C037, Administrative Analyst, Grade C115.

Your approval of this request is greatly appreciated.

Sincerely,



Herbert M. Scott
State Personnel Administrator



Chief Fiscal Officer of the State

JUL 12 2013

Date



Arkansas State Board Of Chiropractic Examiners

101 East Capitol Ave., Suite 209, Little Rock, Arkansas 72201 • Phone: (501) 682-9015 • Fax: (501) 682-9016
www.arkansas.gov/asbce

July 11, 2013

Duane Clanton
DFA – Personnel
DFA Building
1509 W 7th St., Ste. 201
Little Rock, AR 72201

Dear Mr. Clanton:

The Arkansas State Board of Chiropractic Examiners (ASBCE) would like to request a new full-time position from the central growth pool. The ASBCE office work has grown so much that more staff are needed to process and maintain the workload. Currently, there is one full-time position, which is the Executive Director; and, there is one extra-help position. The extra-help position has a limited number of hours and a limited budget for each fiscal year.

ASBCE is requesting a C037C, Administrative Analyst, Grade C115 position, from the Office of Personnel Management's Growth Pool to help with all job duties in the office associated with this change.

The new hire will work closely with the Executive Director and job duties will be shared. When the Executive Director takes time off, or vacation, the Administrative Analyst will handle the job duties in the office.

I have had to utilize the extra-help position to help catch up and maintain the workload in the office. The requested position is vital to our statutory mandate to regulate the practice of Chiropractic in the State of Arkansas.

I have been informed by Information Network of AR that they will not be able to create an online license renewal program through the agency website at this time due to lack of resource availability. Therefore, this agency will have to continue processing annual license renewals in the office.

The following is a small sampling of the workload in the office. There are many more duties required of the Executive Director position. The workload has grown that one person cannot keep it caught up.

Accounting – invoices using direct invoice and the Financial Transparency Act which has tripled the workload; end of year budget (CAFR); IT Plan each year; closing books; etc. With all aspects of accounting, and with the addition of the Financial Transparency Act, this category has become a full-time (40+ hours a week) job.

Clerical Duties

Answer Emails – I receive approximately 20 emails each day that I am required to respond to and process.

Answer Phone - I receive approximately 20 phone calls each day that I am required to answer and process the requests.

General Public – I assist with applicants, licensees, complainants, chiropractors from around the country, vendors, and the general public, as needed.

Licensees, Renewals– There are approximately 610 licensees. License renewal is held every year from November – December. I process all renewals by hand.

Verifications – I receive many license verification requests from credentialists. I process approximately 5-10 a week.

Applicants – The number of applicants has increased and continues to grow every six months. I am required to start and maintain database records and applicant files; mail application packets, jurisprudence exams, and fingerprint cards; receive these packets from the applicants and continuously ensure that all items are in for each applicant before the current deadline. I then prepare the files for credentials review and later for orientation.

Board Members/Personnel – I maintain board member files and personnel files. Board members receive a stipend and travel reimbursements which must be processed. The Board members hold officer positions and I have responsibilities to each board member and their tasks.

Board meeting – I put all board meetings and packets together. I use an event management database solution where I can create a task list for all requirements. I create the agenda, all reports, and all old and new business items. I then print all packets and prepare the meeting room. Preparing a board meeting takes two days, the board meeting itself is a half day to a full day, and it takes two and half days to process tasks such as writing minutes, sending letters and paying the board members their stipends and travel reimbursements.

Continuing Education – The ASBCE pre-approves all CE seminars. I currently process 450-500 applications a calendar year. This averages to 15 applications a week. The CE process takes about 36 hours a week. That includes making sure applications are complete, entering the data into the database, scanning and emailing to the reviewer, receiving the final decision from the reviewer, and processing the decision letter and receipt. Applications that are incomplete are returned to the sponsor; the sponsor has the option to complete and resubmit or not.

Complaints – There are approximately 25-30 active complaints at this time. When a complaint is recommended for a hearing, I am responsible for scheduling it. If the hearing is held on a day that there is not a board meeting, then the Board stipends and travel reimbursement is increased. There is also a cost for hiring a court reporter and

Information Technology

Database, Website – I am responsible for maintaining the database and website. I utilize the vendors as needed.

I am currently talking to Information Network of AR (INA) to create many online, real-time functions for applicants, licensees, and the public to use. We are currently working on online license renewal and online license verifications.

Freedom of Information Act – This office receives approximately 20 requests in a fiscal year. This number is down from previous years. When a request is received, I must stop all that I'm doing and process the request within 72 hours, per the AR FOIA.

National Conferences – The staff and one to three board members attend the national conference in May and the district meeting in September. The meetings offer valuable information; however, when I am out for traveling, there is no one in the office.

Reports required by State Law- Office of Child Support Enforcement, Dept of Minority Health. When reports and surveys are submitted, I must respond to them accordingly. Processing the information can take time.

If you have any questions, please contact me at (501) 682-9015 or at Rebecca.Wright@arkansas.gov.

Thank you,


Rebecca F. Wright

Executive Director