



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

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
 1509 West Seventh Street, Suite 201
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 Little Rock, Arkansas 72203-3278
 Phone: (501) 682-1823
<http://www.state.ar.us/dfa>

December 18, 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 (OPM) submits a request from the Arkansas Pharmacy Board for your review.

The Arkansas Pharmacy Board has requested one (1) position from the OPM Pool. The classifications to be surrendered and requested are listed below:

CLASSIFICATION REQUESTED

<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
Administrative Analyst	C037C	C115

CLASSIFICATION SURRENDERED

<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
Administrative Specialist III	C056C	C112

JUSTIFICATION

Over the course of the last year, the Arkansas Pharmacy Board has had their licensing applications and renewals increase significantly, as well as relocating to a larger facility to fit the needs of the growing Board. The current Administrative Specialist III position holds the responsibilities of regulating the licensing process of 6,239 Pharmacy Technicians, 616 Interns, and 672 Durable Medical Equipment (DME) applications, along with the standard receptionist duties. These extra duties are above the job specifications of a C112 and are creating a burden within the agency.

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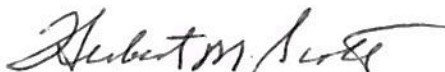
This new classification will be utilized to support the agency by continuing to promote and protect public health and welfare, as well as ensure effective regulation of the numerous aspects of the pharmaceutical drug delivery system. It will be also be responsible for fiscal matters at the agency such as: staff leave accounting, payroll transfers, evaluation processes, recording weekly cash journals required for deposits, maintaining equipment inventory and office supplies, in addition to serving as the agency's Minority Business Officer. With the recent increase in applications, the Board has a need for the position to be reclassified.

An audit was recently performed on the classification to be surrendered at the agency and OPM concluded that the position should be reclassified. OPM recommended that the classification of Administrative Analyst, C037C, be utilized to better coincide with the duties expected of this position. Rather than fill this vacant Administrative Specialist III, C112, position at entry salary of \$25,268, the Arkansas Pharmacy Board requested, and OPM concurred, that the correct classification of Administrative Analyst, C115 would ensure a better applicant to absorb the duties and responsibilities outlined above.

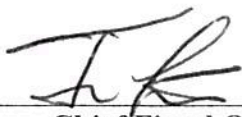
The Office of Personnel Management has reviewed this request and **recommends** the establishment of this OPM Pool position.

Your approval of this request is greatly appreciated.

Sincerely,



Herbert M. Scott
State Personnel Administrator



Chief Fiscal Officer of the State

NOV 18 2013

Date

HMS
11-18-13

HMS/sd:1-2

ARKANSAS STATE BOARD OF PHARMACY

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Public Member, Sherwood
JOYCE PALLA
Public Member, Arkadelphia

JOHN CLAY KIRTLEY, Pharm.D.
EXECUTIVE DIRECTOR

October 23, 2013

Herb Scott, Administrator
DFA – Office of Personnel Management
1509 West 7th Street, Suite 201
Little Rock, AR 72201

Dear Mr. Scott,

I respectfully request your review of the attached Request for Pool Position. This request is important to the efficient operation of the State Board of Pharmacy. The position being requested will be utilized to support our agency by continuing to promote and protect the public health safety, and welfare through effective regulation of many aspects of the drug delivery system. A key aspect by which our agency accomplishes this is through licensing of businesses and individuals.

The position requested will be used to support various responsibilities involving the licensing of Pharmacy Technicians, Pharmacy Interns and DME's (Durable Medical Equipment) providers. The Board currently regulates 6,239 Pharmacy Technicians, 616 Interns and 672 DME's. The position will be responsible for receiving initial and reinstatement applications, reviewing applications for accuracy, corresponding with applicants regarding deficiencies, obtaining, transmitting and tracking confidential criminal background check results, documenting findings, and communicating with applicants when results are received. Responsibilities of the position will also include accurately coordinating informal hearing procedures and notifying applicants of their options to appear before board members.

A significant duty of this position will also be fiscal related matters of importance to the agency. Examples of responsibilities will include staff leave accounting, payroll transfer and evaluation processes, weekly cash journal required for deposits, maintaining equipment inventory and office supplies, and serving as the agency's Minority Business Officer.

Rather than fill a position at a base level salary of \$26,824, it is our preference to request this pool position. In considering the Board's mission of testing, regulating, and disciplining licensees in relation to the number of only two current administrative positions, I determined this request was the most fiscally responsible option to address staffing concerns rather than filling another position.

I certify there are sufficient funds available to fund this position and matching expenses. You also have my assurance this full time position will not be used for any purpose other than what is outlined above.

I appreciate your consideration of this request and believe it is more than appropriate in order to help the agency address staffing concerns. Please let me know if there is additional information you need.

Sincerely,

John C. Kirtley
Executive Director



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
0283	Arkansas State Board of Pharmacy	10/23/13

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22095540	Administrative Specialist III	C112	C056C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Administrative Analyst	C115	C037C

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
<i>Dana Cargile</i>	10/23/13

Agency Director	Date
<i>[Signature]</i>	10/23/13