



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

**OFFICE OF PERSONNEL MANAGEMENT  
Administrator's Office**  
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January 13, 2016

Senator Uvalde Lindsey, Co-Chairperson  
Representative Lanny Fite, 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 Department of Veterans Affairs (ADVA) for your review.

ADVA is requesting three (3) positions from the OPM Central Growth Pool established by Arkansas Code §21-5-225(b), 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 additional 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 the state agencies if the personnel services 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.*
- (4) The agency shall provide justification to the office for the need to allocate positions from the central growth pool.*
- (5) Titles shall not be assigned to the agency from the central growth pool until specific positions are requested by the agency, recommended by the office, and reviewed by the Personnel Committee.*

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- (6) *If the new classifications are necessary for any of these additional positions, the office may assign the appropriate title and grade after review by the Personnel Committee.*
- (7) *If an agency requests any central growth pool position to be continued during the subsequent fiscal year, the position must be requested as a new position in the agency's subsequent fiscal year budget request.*

<u>CLASSIFICATIONS REQUESTED</u>	<u>CLASS CODE</u>	<u>GRADE</u>
State Veterans Home Administrator	L026N	N903
Nurse Manager	L009C	C125
Accountant II	A082C	C117

ADVA has also requested establishment of the following labor market special entry rates for the previously requested classifications:

<u>REQUESTED CLASSIFICATION</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>ENTRY RATE</u>	<u>REQUESTED RATE</u>
State Veterans Home Administrator	L026N	N903	\$70,304	\$84,000
Nurse Manager	L009C	C125	\$47,646	\$67,000

**JUSTIFICATION:**

The former state veterans' home was closed in 2013. A new veterans' home is currently under construction and expected to open in 2016. This facility will house 96 beds with eight distinct homes. Each home will care for twelve residents.

It is vital to the facility to hire key staff in advance of opening to help with planning and development. The staff will include a State Veterans Home Administrator with a requested labor market rate of \$84,000, a Nurse Manager who will serve as Director of Nursing with a requested labor market rate of \$67,000, and an Accountant II. According to CompAnalyst salary data, the Arkansas average salary is \$94,200 for Nursing Home Administrators and \$67,000 for Nurse Managers in long term care settings.

The Office of Personnel Management (OPM) has reviewed this request and **recommends** approval of three (3) positions from the OPM Growth Pool. OPM also **recommends** approval of the requested labor market special entry rates.

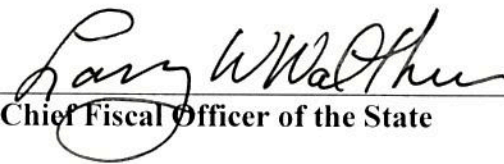
Senator Uvalde Lindsey, Co-Chairperson  
Representative Lanny Fite, Co-Chairperson  
January 13, 2016

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



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Chief Fiscal Officer of the State

DEC 30 2015

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Date

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**Asa Hutchinson**  
Governor

**Matt Snead**  
Director

December 23, 2015

Ms. Kay Barnhill Terry  
State Personnel Administrator  
Department of Finance and Administration  
1509 W. 7th Street  
Little Rock, AR 72201

**RE: Request for Growth Pool Positions & Associated Labor Market Rates**

Dear Ms. Terry,

The ADVA respectfully requests three (3) growth pool positions for the new State Veterans Home at North Little Rock (ASVH-NLR). The 96-bed facility, currently under construction, is a replacement facility for the former Little Rock State Veterans Home which closed in 2013. ASVH-NLR is projected to open within the next ten (10) months.

ASVH-NLR is a "small home" design with eight (8) individual homes that will serve twelve (12) residents each. Each resident will have a private room and private bathroom. Less than 1% of long-term care facilities across the nation are built and operated as small homes. The small home concept seeks to de-institutionalize care and provide a warm, home-like environment in a setting that encourages social activity. As a result of the design, the operating model will differ substantially from that of a traditional skilled nursing facility and will require more planning as a result.

Due to the innovative operating model, it is essential that key staff are hired well in advance of the facility opening in order to take a central role in plan development and execution.

We therefore request the following three positions essential to operating plan development:

- State Veterans Home Administrator, Class Code L026N, Grade N903, Labor Market rate request \$84,000 per year. A nationwide candidate search is currently underway. We request approval to hire this position in Feb-March, 2016 timeframe.

- Nurse Manager, Class Code L009C, Grade C125, Labor Market Rate request \$67,000 per year. This position will serve as Director of Nursing. We request approval to hire this position in the April-May, 2016 timeframe.
- Accountant II, Class Code A082C, Grade C117. This position will assist with current fiscal workload in order to allow key fiscal staff to focus on operating plan development and startup activities for the new Home. Once the Home is open, this position will be retained to assist with the anticipated 40-50% increase in fiscal workload. We request approval to hire this position in the February-March, 2016 timeframe.

Your favorable consideration of this request is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "MSnead", written in a cursive style.

Matt Snead  
Director