



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

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
 1509 West Seventh Street, Suite 201
 Post Office Box 3278
 Little Rock, Arkansas 72203-3278
 Phone: (501) 682-1823
 www.dfa.arkansas.gov

February 17, 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 Health (ADH) for your review.

The Arkansas Department of Health (ADH) is requesting three (3) positions from the position pool established by Arkansas Code Annotated §21-5-225(a)(1). The classifications requested along with the positions being surrendered are listed below:

<u>POSITIONS SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22076785	Engineer	B042C	C121
22104914	Engineer	B042C	C121
22106388	Engineer	B042C	C121

CLASSIFICATIONS REQUESTED

(3) Engineer, P.E.	B023C	C124
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JUSTIFICATION

ADH's Engineering Section currently has ten Engineer, P.E. positions, grade C124, and three Engineer positions, grade C121. The three Engineer positions were vacated due to employment in the private sector for higher salaries. ADH states that it is essential to attract more eligible applicants who are registered professional engineers and have a minimum of five years of engineering experience. One of the primary duties of these positions is the review of plans and specifications submitted by registered professional engineers for compliance with the Federal Safe Drinking Water Act to ensure public health and safety. Applicants who are registered professional engineers will have the knowledge and experience to easily perform inspections of the facilities with little to no training. Applicants who are registered professional engineers are unlikely to apply for the current engineer positions with the lower grade and pay.

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The Office of Personnel Management has reviewed this request and **recommends** the approval of three surrender pool positions for the classification of Engineer, P.E., B023C, grade C124.

Your approval of this request is greatly appreciated.

Sincerely,


Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

JAN 21 2016

Date

KB/cls:1-2



Arkansas Department of Health

4815 West Markham Street • Little Rock, Arkansas 72205-3867 • Telephone (501) 661-2000

Governor Asa Hutchinson

Nathaniel Smith, MD, MPH, Director and State Health Officer

December 17, 2015

Ms. Kay Barnhill, State Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, Arkansas 72203

Re: Pool Position Request for the Center for Local Public Health, Engineering Section for three (3) Engineer P.E. positions, Class Code B023C, Grade C124

The Arkansas Department of Health, Center for Local Public Health - Engineering Section is requesting three Pool Positions for three Engineer P.E. positions, Class Code B023C, grade C124. The Engineering Section has three Engineer positions, Class Code B042C, grade C121 that are vacant (positions are 22076785, 22104914 and 22106388). Two of the positions were vacated by Engineers that accepted other employment outside State Government for higher salaries (22076785 and 22104914). Both employees were on track to obtain their Registered Professional Engineer license within the next 6 months and the third position was vacated by an Engineer that retired (22106388).

Currently the Engineering Section has 10 Engineer P.E. positions and 1 Engineer position. The request for the three Engineer P.E. (class code B023C, grade C124) positions is to allow for a greater flexibility during the hiring process to refill these vacant positions. It would allow us to attract more qualified applicants that are Registered Professional Engineers that would not be interested in the lower grade position and pay.

One of the primary job duties of the vacant positions is the review of plans and specifications submitted by Registered Professional Engineers. Applicants that are also Registered Professional Engineers have the experience and knowledge to more readily perform these reviews and inspections of the constructed facilities. These positions are responsible for conducting sanitary survey inspections, engineering plan review, compliance review and determinations, providing technical assistance and training for water systems in the State. Refilling these positions is imperative to meeting the goals of the Engineering Section, which include maintaining primacy of the Federal Safe Drinking Water Act and ensuring safe and plentiful drinking water is delivered to consumers.

The appropriate OPM forms (056-Request for Pool Position) and the State of Arkansas Classification and Compensation Job Analysis Questionnaire are attached. Should you have any questions regarding this matter or need further information, please contact me at (501) 661-2440.

Sincerely,

Joyce Watson,
Human Resource Manager
Arkansas Department of Health

JW: ma

Attachments

cc: Joyce Watson
File



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

Business Area	Agency/Institution	Date
0645	Arkansas Department of Health	12/20/15

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22076785	Engineer	C121	B042
22104914	Engineer	C121	B042
22106388	Engineer	C121	B042

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Engineer P.E.	C124	B023C
	Engineer P.E.	C124	B023C
	Engineer P.E.	C124	B023C

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>Joyce Watson</i>	12-17-15

Agency Director	Date
<i>Debra</i>	12/21/15