



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

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
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August 15, 2017

Senator John Cooper, Co-Chairperson
Representative Les Eaves, 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) presents a request from the Arkansas Department of Health (ADH) to continue certain compensation differentials pursuant Ark. Code Ann. §21-5-221.

ADH requests the continuation of differentials with regard to the following duties:

- Lead Clerk, 6%
- Clinic Coordinators, 6%
- CDNS/MCHS Specialists, 6%
- Nurse Practitioner serving as Nurse Practitioner Coordinator, 6%
- Registered Nurses serving as a Local Health Unit (LHU) Administrator, 8%
- Registered Nurses serving as a Health District Manager, 10%

ADH requests continuation of these differentials in order to compensate employees who supervise peers in the same classification or grade. ADH states that the differential is necessary to adequately compensate supervisors or area administrators to recognize additional duties and address compression. ADH estimates that 240 employees would be eligible to receive the differential at a maximum cost of \$808,970. This differential will not be applied to any incumbents for whom the differential was continued in June to avoid take-home-pay losses from discontinued Fiscal Year 2017 differentials.

Senator John Cooper, Co-Chairperson
Representative Les Eaves, Co-Chairperson
June 13, 2017
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The Office of Personnel Management has reviewed the request from the Arkansas Department of Health and **recommends** establishment of the compensation differentials listed above.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

JUL 28 2017

Date



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

To: Office of Personnel Management

From: Ann Purvis
Deputy Director for Administration

Subject: Request to continue and modify Nursing Differentials

Date: July 26, 2017

The Arkansas Department of Health is requesting to continue the differential for Local Health Unit (LHU) Nursing Supervisors and Nursing Specialists who are in Registered Nurse positions (L038C), and Nurse Practitioners (L018N) who serve in coordinator roles. In addition, we are asking authority to remove the current 10% differential for registered nurses in a LHU Administrator I (G143C) and add an 8% differential for Registered Nurses (L038C) who are serving as Local Health Unit Administrators and a 10% differential for Registered Nurses (L038C) who are serving as ADH District Managers.

The LHU Nursing Supervisor manages day-to-day clinical operations, supervises all nursing and patient care staff in the LHU, provides direct patient care, participates in hiring, performance evaluations and disciplinary actions, assigns staff coverage for clinics, assures professional and programmatic standards are met, and assess clinic efficiency and effectiveness.

Nursing Specialists cover several counties throughout the state and are responsible for 95% of all training and orientation that is provided to new nurses in local health units, help write, provide input and implement new agency polices, engage community partners and serve as resources to other agencies and physician offices on public health issues, monitor quality improvement through medical record audits, and are key players in coordinating and assisting with outbreak response efforts.

Nurse Practitioner (NP) Coordinators are currently in the same classification and grade with individuals they supervise (L018N: N904), and will remain in the same grade (MP04) with the newly approved pay plan. In addition to supervision, the NP Coordinators also communicate with a collaborative physician and write all of the protocols to provide guidance for NPs utilizing the most up-to-date evidence based information for clinical care delivery. They are responsible for ensuring that new NPs are oriented and have the training to carry out their job functions, and provide communication and feedback to the Arkansas State Board of Nursing on any issues related to NP scope of practice.

The LHU Administrator manages day-to-day administrative operations, including the LHU budget, and meets with both county and city officials to provide input regarding operational costs and needs, supervises the LHU Nursing Supervisor and non-patient care staff, as well as participates in Hometown Health activities, and is the main local contact regarding any Federal Program requirements or audits. As a Nurse Administrator, the LHU Administrator is also able to fulfill nursing functions, as a majority of the daily LHU operations are clinical in nature, and has a better understanding of nursing scope of practice when delegating tasks to other licensed individuals.

The ADH Health District Manager manages clinics in several counties, is responsible for district operational goals and priorities, manages the electronic scheduling system in all of the counties they cover, which allows

for clinics to schedule clients based on demand and available staff, and uses the electronic medical record to run productivity reports and monitor trends in service needs. They are over the LHU Administrators in their respective counties, and communicate with County Judges/Health Officers on public health issues. As a nurse in an ADH Health District Manager position, the ability to oversee district emergency preparedness operations as well as deliver nursing services is invaluable, and allows for a broader perspective on overall nursing capabilities to meet the needs of the community on a daily basis.

Without the ability to continue to provide and/or add the differential for these four nursing specialty areas, it will be difficult to recruit and retain staff to take on additional responsibilities while serving in the same grade as their subordinates.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ann Purvis". The signature is cursive and somewhat stylized.

Ann Purvis,
Deputy Director for Administration



Arkansas Department of Health

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Governor Asa Hutchinson

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

To: Office of Personnel Management

From: Ann Purvis
Deputy Director for Administration

Subject: Request to continue Lead Clerk Differential

Date: July 26, 2017

The Arkansas Department of Health is requesting to continue the Differential for Health Services Specialists II (L077C) staff who functions as Lead Clerks in the Local Health Units (LHU).

The Lead Clerks oversee a clerical group that plays a very important role in the LHU. They are the first faces our customers see and interact and they set the tone for the customers' visits which is vital in providing good customer service. They are asked to learn almost every program offered in a local health unit. Additionally, with the implementation of the department's electronic health record in 2012 and an increasing customer base that has private insurance, the complexity of the LHU clerical operations has increased.

During the last pay plan implementation in 2009 and just as with the newly approved pay plan, Lead Clerks are in the same classification (L077C) and grade (GS04) as the staff they supervise. After the 2009 Pay Plan, a 6% Add On was approved to compensate these Lead Clerks for the additional duties of not only supervising LHU Clerical staff but overseeing clerical operations in the LHU. Without the continuation of this Differential, the ability to recruit and retain Health Services Specialists II to serve as Lead Clerks would be very difficult.

Sincerely,

A handwritten signature in blue ink that reads "Ann Purvis".

Ann Purvis,
Deputy Director for Administration