



Department of Transformation and Shared Services  
 Governor Asa Hutchinson  
 Secretary Mitch Rouse  
 Director Kay Barnhill

November 16, 2022

The Honorable David Wallace, Co-Chairperson  
 The Honorable David Hillman, Co-Chairperson  
 Uniform Personnel Classification and  
 Compensation Plan Subcommittee  
 Joint Budget Committee  
 State Capitol Building, Room 315  
 Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department Health (ADH) for your review.

ADH is requesting one (1) position from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1). The classification requested and positions being surrendered are listed below:

**POSITIONS SURRENDERED**

<b><u>POSITION NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>	<b><u>LAST DATE VACATED</u></b>
22104683	ADH Health Administrative Coord	C017C	GS06	\$36,155 - \$52,424	09/17/2022
22105850	Public Information Specialist	P027C	GS06	\$36,155 - \$52,424	09/16/2022

**CLASSIFICATION REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
L013C	ADH Branch Manager	GS11	\$62,531 - \$90,669

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
November 16, 2022  
Page 2.

**JUSTIFICATION**

ADH is requesting the above position in order to meet the needs of the department. This position will be accountable for managing the activities of the ADH Office of Health Communications which has been responsible for overseeing more than \$30 million in paid media efforts. The requested position will administer and manage all marketing and advertising efforts for the ADH which entails managing multiple positions responsible for videography/photography, social media, graphic design and marketing coordination.

**RECOMMENDATION**

The Office of Personnel Management has reviewed the request and **recommends** the approval of one (1) ABH Branch Manager, L013C, grade GS11. Approval of the requested actions will result in a projected savings of approximately \$18,028. ADH guarantees that proper funding is available, and no inequities will result from the creation and filling of this position.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



---

SECRETARY OF TRANSFORMATION & SHARED SERVICES

11/4/22  
DATE



1620

Department of Transformation and Shared Services  
Office of Personnel Management  
Request for Pool Position



Business Area	Department Name / Agency Name	Date
0645	Arkansas Department of Health	10/14/2022

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22104683	ADH Health Administrative Coordinator	GS06	C017C
22105850	ADH Public Information Specialist	GS06	P027C

**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
ADH Branch Manager	GS11	L013C

I hereby certify that:

- A. The position requested is critical to the operation of this Agency 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.
- E. No current employee will be displaced by this action.

HR Administrator's Signature

Date

Department Secretary's Signature

Date 10-17-22



# Arkansas Department of Health

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

Governor Asa Hutchinson

Renee Mallory, RN, BSN, Interim Secretary of Health

Jennifer Dillaha, MD, Director

## Memorandum

**To:** Kay Barnhill, State Personnel Administrator,  
Department of TSS, Office of Personnel Management

**From:** Don Adams, Interim Chief of Staff, *jad*  
Arkansas Department of Health

**Date:** 10/14/22

**Subject:** Surrender Pool Position Request

The Arkansas Department of Health's Office of Health Communications is requesting one position to support the agency's media and marketing needs:

- 1 – ADH Branch Manager Position, Grade GS11, Class Code L013C

The agency would like to surrender the following positions in order to receive these positions:

- 22104683 ADH Health Administrative Coordinator, Grade GS06, Class Code C017C
- 22105850 ADH Public Information Specialist, Grade GS06, Class Code P027C

The ADH Branch Manager position is requested to administer and oversee all marketing and advertising efforts for the agency. This position is responsible for the development, production, placement, and billing related to all agency marketing efforts. In the last two years, the Office of Health Communications has been responsible for overseeing more than \$30 million in paid media efforts for the state.

This position will oversee: the Multimedia Specialist, responsible for videography/photography and agency social media; the Production Artist, responsible for all graphic design; the Tobacco Media Coordinator, responsible for tobacco-related media efforts; and the Media Manager, responsible for overseeing marketing coordination, strategy, and contracts.

Funding is available for this position. No inequities will result from filling this position.