



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

OFFICE OF PERSONNEL MANAGEMENT
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May 16, 2012

Senator Michael Lamoureux, Co-Chair
Representative Bryan B. King Co-Chair
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Gentlemen:

The Office of Personnel Management (OPM) submits a request from Arkansas State University (ASU) for your review.

The University has requested a pool position from the Office of Personnel Management position pool established by ACA 21-5-225 (a) from Act 688 of 2009, which states:

- (1) There is established a pool of two hundred fifty (250) career service positions at grade C130 and one hundred fifty (150) professional and executive positions at grade N922 assigned to the Office of Personnel Management to be used to reclassify positions in state agencies and institutions to the proper classification and grade if the state agency or institution does not have a vacant position available with the appropriate classification and grade.*
- (2) (A) Positions authorized as career service positions may not be reclassified as professional and executive classifications utilizing these pool positions.*
(B) Positions authorized as professional and executive classifications may not be reclassified into career service classifications utilizing these pool positions.
- (3) To obtain a position from the pool, a state agency or institution must surrender to the pool the position being reclassified.*
- (4) The office shall review all requests and may grant approval of the reclassification after review by the Personnel Committee.*
- (5) No position established under this section shall exceed a salary rate in excess of the highest rate established by grade in the requesting agency's or institution's appropriation act.*

CLASSIFICATION SURRENDERED:

<u>Class Code</u>	<u>Classification</u>	<u>Grade</u>
S084C	Institutional Services Supervisor	C104

CLASSIFICATION REQUESTED:

<u>Class Code</u>	<u>Classification</u>	<u>Grade</u>
L069C	LPN	C113

JUSTIFICATION:

ASU's enrollment has increased substantially over the past five years. In addition, the Arkansas Department of Health will be requiring a new type of TB testing (T-Spot) for students beginning this summer. The Department has also informed ASU that they will no longer be able to assist the University with administering the tests. It will now be incumbent on the ASU Student Health staff to implement this more time consuming test and track the students that require follow up, which will greatly increase the workload. In order to meet the needs of this new testing requirement, ASU is requesting the establishment of an additional L069C, LPN, Grade C113, position.

Based upon the growth at ASU as well as the need for additional staff to administer the new testing requirement and the justification submitted, the Office of Personnel Management recommends the establishment of the requested pool position.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill Terry
State Personnel Administrator



Chief Fiscal Officer of the State

MAY 7 2012

Date



ARKANSAS STATE
UNIVERSITY

April 4, 2012

RECEIVED

APR 6 2012

OFFICE OF PERSONNEL MGMT
CLASS & COMP

Mrs. Kay Barnhill Terry
Office of Personnel Management
State of Arkansas
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Little Rock, AR 72203

P.O. Box 179
State University, AR 72467

Phone:
870-972-2030

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870-972-2036

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Jonesboro, Arkansas

Dear Mrs. Terry:

In accordance with the OPM SWAP Pool, Arkansas State University – Jonesboro, requests one (1) classified position from the pool. Consistent with the current ASU-Jonesboro appropriation act, the following title, pay grade, and class code are requested:

Title	Number	Pay Grade	Class Code
LPN	1	C113	L069C

The following title, pay grade, and class code will be surrendered:

Title	Number	Pay Grade	Class Code
Institutional Services Supervisor	1	C104	S084C

Justification

During the past five years, ASU Jonesboro has experienced a significant increase in student enrollment. Our student population has grown from less than 11,000 students to our current enrollment of 13,920 students. Beginning this summer, the Arkansas Department of Health is requiring a new type of TB testing. In addition, the local Health Department has informed us they will no longer be able to provide their assistance with the TB testing, making it incumbent on the ASU Student Health staff to handle a load that has been typically covered by the Health Department.

The combination of implementing a more time consuming TB test (T-Spot), tracking the students that require follow-up, and the increase in student enrollment enhances the need for the university to acquire an additional LPN position.

As a result, ASU Jonesboro respectfully requests the addition of one (1) LPN position to support the growing needs of the student population on the campus of ASU-Jonesboro. Funding for this position will be supported by revenues generated by increased enrollment.

This position is requested for the fiscal year beginning July 1, 2012. Thank you for your consideration of this request. If you have any additional questions, please call me at (870) 972-2030.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Howard". The signature is fluid and cursive, with the first name "Dan" being more prominent than the last name "Howard".

Dan Howard
Interim Chancellor

DH:jc



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

Business Area	Agency/Institution	Date
	Arkansas State University - Jonesboro	04/03/2012

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
268	Institutional Services Supervisor	C104	S084C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	LPN	C113	L069C

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
Lori A. Winn	4/3/2012

Agency Director	Date
Dr. Dan Howard, Interim Chancellor	4/3/2012