



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

August 24, 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 of Health (ADH) for your review.

ADH is requesting two (2) positions from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a)(1). The classifications requested, along with the positions being surrendered, are listed below:

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
22106202	Environmental Health Specialist	X102C	GS06	\$36,155 - \$52,424
22106309	Environmental Health Specialist	X102C	GS06	\$36,155 - \$52,424

CLASSIFICATION REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
L029C	ADH Public Health Section Chief II	GS09	\$50,222 - \$72,821
B043C	Professional Geologist	GS08	\$45,010 - \$65,264

The Honorable David Wallace, Co-Chairperson
The Honorable David Hillman, Co-Chairperson
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JUSTIFICATION

ADH is requesting the above positions in order to meet the needs of the department. The requested ADH Public Health Section Chief II position will be responsible for overseeing the Water Operator Certification and Licensing division, which has experienced increased workloads due to the implementation of the certification program. This position will supervise a staff of six and provide the management necessary for the division to function properly. The requested Professional Geologist position will provide assistance to the Drinking Water and Source Water Assessment and Protection division, which is responsible for protecting drinking water sources.

The estimated cost for this surrender request is \$66,664 and the department has current funding for this action.

After review of the request, the Office of Personnel Management **recommends** the approval of two (2) surrender pool positions listed above.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



08/11/2022

SECRETARY OF TRANSFORMATION & SHARED SERVICES

DATE

KB/ca:1-2



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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, Deputy Director for Administration *DA*
Arkansas Department of Health

DATE: May 19, 2022

SUBJECT: Surrender Pool Position Request

The Arkansas Department of Health's, Center for Local Public Health, Engineering Section, is requesting two positions to support the drinking water program:

- 1- ADH Public Health Section Chief II Position, Grade GS09, Class Code L029C
- 1-Professional Geologist Position, Grade GS08, Class Code X102C

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

- 22106202, Environmental Health Specialist, Class Code X102C, Pay Grade GS06
- 22106309, Environmental Health Specialist, Class Code X102C, Pay Grade GS06

Justification is as follows:

The ADH Public Health Section Chief II position is requested to administer and oversee the Water Operator Certification and Licensing group. Increasing workloads, implementing the certification program, and providing additional management oversight will be required. This position will report to the Engineering Section Director and supervise a staff of six positions.

The Professional Geologist position is requested to assist our Drinking Water Source Water Assessment and Protection group. Replacing an EHS position with a Professional Geologist in this group will allow the continuation of the EHS position duties and additional duties that require geology expertise. This position will provide redundancy to the other Professional Geologist position in the group to ensure our ability to conduct activities to protect drinking water sources. This position will report to a Geologist Supervisor under an ADH Chief Engineer.

Funding is available for these positions. No inequities will result from filling these positions.



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

Business Area	Department Name / Agency Name	Date
0645	Engineering/CLPH/Arkansas Department of Health	5-19-2022

Position(s) to be Surrendered

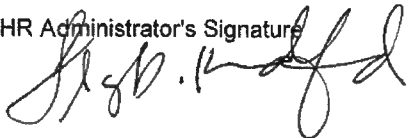
Position/Item Number	Classification Title	Pay Grade	Class Code
22106202	Environmental Health Specialist	GS06	X102C
22106309	Environmental Health Specialist	GS06	X102C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
ADH Public Health Section Chief II	GS09	L029C
Professional Geologist	GS08	B043C

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
 5/20/2022

Department Secretary's Signature

Date



**Department of Transformation & Shared Services
Office of Personnel Management**

FORM PACERT

CERTIFICATION OF FUNDING FOR PERSONNEL ACTIONS

Agencies must complete this form for personnel actions involving director's discretion under the Uniform Classification & Compensation Act for either incumbents or new hires. By completing this form, your agency certifies that sufficient agency funds exist and are available during the current fiscal year, and are expected to be available on an ongoing basis, to cover the requested salary adjustment. Agencies requesting discretionary increases will not be eligible for additional Performance Pay Fund disbursements to cover the costs of such increases. For adjustments affecting more than one position, please attach a spreadsheet with the information below listed for each position. A signed copy of this form must be attached.

1. Business Area/Agency:		0645/Arkansas Dept. of Health	
2. Type of Action Requested:		Surrender Pool	
3. Employee Name:			
4. Employee Personnel Number (if any):			
5. Position Number:		22106202	
6. Job Title:		Environmental Health Specialist	
7. Class Code:	X102C	8. Grade:	GS06
9. Current Salary:		\$ 40,696	
10. Requested Salary:			
11. Change in Salary:		(\$ 40,696)	
12. Change in Personal Services Match:			
13. Total Budgetary Impact:		(\$ 40,696)	
14. Appropriation:			
15. Cost Center:		610352	
16. Funding Source:		ASRF0020	
17. Current Budget for Appropriation:			
18. Certified Funding for Appropriation:			

Justification:

The Engineering Section would like to surrender the ADH Environmental Health Specialist position in exchange for a Professional Geologist Position GS08. The Engineering Section is the primacy agency for the federal Safe Drinking Water Act. The Drinking Water Program is in need of a professional level position in the source water protection division.

By signing this document, I certify that sufficient agency funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Performance Pay Fund.



Agency Director

5-23-22

Date



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2. Type of Action Requested:		Surrender Pool	
3. Employee Name:			
4. Employee Personnel Number (if any):			
5. Position Number:		22106309	
6. Job Title:		Environmental Health Specialist	
7. Class Code:	X102C	8. Grade:	GS06
9. Current Salary:		\$ 40,696	
10. Requested Salary:			
11. Change in Salary:		(\$ 40,696)	
12. Change in Personal Services Match:			
13. Total Budgetary Impact:		(\$ 40,696)	
14. Appropriation:			
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16. Funding Source:		ASRC0020	
17. Current Budget for Appropriation:			
18. Certified Funding for Appropriation:			

Justification:

The Engineering Section would like to surrender the ADH Environmental Health Specialist position in exchange for a ADH Public Health Section Chief II GS09 Position. The Engineering Section is the primacy agency for the federal Safe Drinking Water Act. The Drinking Water Program is in need of a higher level of position and responsibility to oversee the licensing, training, and testing of all water operators in the state. This position is need to supervise a staff of six.

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2. Type of Action Requested:		Growth Pool	
3. Employee Name:			
4. Employee Personnel Number (if any):			
5. Position Number:			
6. Job Title:		Professional Geologist	
7. Class Code:	B043C	8. Grade:	GS08
9. Current Salary:		\$ 45,010	
10. Requested Salary:			
11. Change in Salary:		\$ 45,010	
12. Change in Personal Services Match:			
13. Total Budgetary Impact:		\$ 45,010	
14. Appropriation:			
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3. Employee Name:			
4. Employee Personnel Number (if any):			
5. Position Number:			
6. Job Title:		ADH Public Health Section Chief II	
7. Class Code:	L029C	8. Grade:	GS09
9. Current Salary:		\$ 50,222	
10. Requested Salary:			
11. Change in Salary:		\$ 50,222	
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13. Total Budgetary Impact:		\$ 50,222	
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