



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
Fax: (501) 682-5104
<http://www.state.ar.us/dfa>

June 8, 2012

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

Dear Gentlemen:

The Office of Personnel Management submits a request for continuation of a previously approved salary grid for the classification of Health Physicist, B063C, grade C119 from the Arkansas Department of Health (ADH) for your review.

Since 2007, the Personnel Committee has approved ADH's plan to address high turnover rates for Health Physicists. The plan is based upon job performance, length of service, and the completion of required coursework in order for incumbents to receive salary increases. The continuation of this grid is necessary in order to retain qualified Health Physicists.

Health Physicists require two years of specialized training to perform their duties in the areas of radiological emergency preparedness, regulation of radioactive materials and x-ray equipment, and licensure of radiologic technologists. Training is provided by the Nuclear Regulatory Commission (NRC), Federal Emergency Management Agency (FEMA), and the Food and Drug Administration (FDA).

The salary range for this classification is \$35,554 to \$60,390. There are a total of fourteen (14) individuals employed in the Health Physicist classification with an average annual salary of \$49,604 and with 7.74 average years of state service. The current turnover rate for Health Physicists is 1 out of 14 positions or 7.14%. A total of three (3) employees have received a total of three (3) grid movements in fiscal year 2012 for a total cost of \$5,422.

The requested salary grid consists of tiers that require a certain length of service, specific training and a satisfactory performance evaluation. Each Health Physicist will be eligible to receive up to a 4% increase for each completed tier in the sequence:

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Tier I

Service: Two (2) years of continuous service within either the Radiation Control Section or Emergency Management Section.

Performance Evaluation: A minimum score of *satisfactory* job performance.

Training: Completion within two years of a combination of the following courses approved by the Section Chief:

Radiological Emergency Response Operations conducted by FEMA

And

One (1) of the following Applied Health Physics courses conducted by a recognized institution and approved by the Section Chief:

- a) Introductory Health Physics
- b) Radiation Physics
- c) Mammography Quality Standards Act – Radiation Physics
- d) FDA Online X-ray Field Testing training
Module 1 – Introduction to Radiological Physics
- e) FDA Online X-ray Field Testing training
Module 2 – Above Table Radiographic X-ray Systems

Or

One (1) five week course of Applied Health Physics

Tier II

Service: Three (3) years of continuous service within either the Radiation Control Section or Emergency Management Section.

Performance Evaluation: A minimum score of *satisfactory* job performance.

Training: Completion within the third year of service of two (2) of the following courses with approval of the Section Chief:

- a) Licensing Practices and Procedures
- b) Inspection Procedures
- c) Radiological Accident Assessment
- d) Advanced Radiological Incident Operations
- e) Mammography Quality Standards Act Inspection Techniques Procedures

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- f) Mammography Quality Standards Act Rules/Regulations
- g) Health Physics in Radiation Accidents
- h) Medical X-ray Survey Techniques Course
- i) FDA Online X-ray Field Testing Training – Module 2

Tier III

Service: Four (4) years of continuous service within either the Radiation Control Section or Emergency Management Section.

Performance Evaluation: A minimum score of *above average* or *excellent* job performance.

Training: A required combination of four (4) courses consisting of a minimum of three (3) days unless an approved exception is approved by the Section Chief. In unique situations, approved shorter courses may be given fractional course credit, e.g., a one (1) day course may be considered as a 1/3 credit and a two (2) day course may be considered as a 2/3 credit. All course selections must be relevant to the section's technical and/or radiological emergency management responsibilities, completed after the third year of service, and approved by the Section Chief. Each course must be sponsored or conducted by a recognized federal or state agency, professional or technical organization or accredited school. Tier II listed courses, not previously completed, are eligible.

NRC Courses:

- a) Licensing Practices and Procedures
- b) Inspection Procedures
- c) Inspection for Performance Materials
- d) Environmental Monitoring for Radioactivity
- e) Air Sampling for Radioactive Materials
- f) Radiological Surveys in Support of Decommissioning
- g) Diagnostic and Therapeutic Nuclear Medicine
- h) Safety Aspects of Industrial Radiography
- i) Transportation of Radioactive Materials
- j) Internal Dosimetry and Whole Body Counting
- k) Teletherapy and Brachytherapy
- l) Safety Aspects of Well Logging

FEMA Courses:

- a) Radiological Accident Assessment
- b) Advanced Radiological Incident Operations
- c) Radiological Exercise Evaluation
- d) Radiological Planning Workshop
- e) Exercise Development Course
- f) Weapons of Mass Destruction Technical Emergency Response Training

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Representative Bryan King, Co-Chairman
June 8, 2012

FDA Courses:

- a) Mammography Quality Standards Act Inspection Techniques Procedures
- b) Mammography Quality Standards Act Rules/Regulations

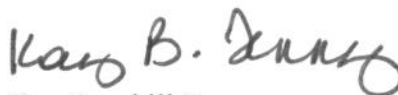
Department of Energy Course:

Domestic Nuclear Detection Office's REACHBACK

The estimated cost for the continuation of the salary grid for FY 2013 is \$27,145. The Office of Personnel Management has reviewed the salary grid request and approves the proposed requirements for advancement of Health Physicists based upon the successful performance of the job, state service, and training.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill Terry
State Personnel Administrator



Chief Fiscal Officer of the State

MAY 30 2012

Date

KBT/LAR:1-4



Arkansas Department of Health

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

Paul Halverson, DrPH, MHSA, Director

Mike Beebe, Governor

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**OFFICE OF PERSONNEL MGMT
CLASS & COMP**

April 19, 2012

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

Re: Continuation of Salary Grid for Health Physicist, Class Code B063, Grade C119

Dear Ms. Terry:

The Department of Health is requesting approval for continuation of the salary grid for Health Physicist, Class Code B063C, grade C119.

Over the past years, we were successful in recruiting and retaining qualified applicants. The Department would like to continue the process that we have made by continuing the salary grid for the Health Physicist.

The Health Physicist is in demand and it requires high levels of job-specific training and experience. The Arkansas Department of Health needs to make certain that we are able to recruit and retain qualified applicants by maintaining the continuation of the Health Physicist's salary grid.

Attached for your review is a copy of the Health Physicist grid. If you need additional information, please contact me at (501) 661-2550.

Sincerely

Joyce Watson,
Human Resource Manager
Arkansas Department of Health

JW:ma

Attachments

CC: File

Arkansas Department of Health

Health Physicist Salary Grid

Under the former pay plan, Legislative Personnel Committee approved a Health Physicist Training Program Plan to address the high turnover rates for these professional positions. The plan evolved over the years to allow Health Physicists to progress to grade 20, level III. We are proposing a similar structure that would function as a salary grid for these positions.

Employees working as Health Physicists require two years of additional highly specialized training under the purview of the Nuclear Regulatory Commission (NRC), Federal Emergency Management Agency (FEMA) and Food and Drug Administration (FDA) to function independently. Retaining qualified employees is essential for protection of the citizens of Arkansas in the areas of radiological emergency preparedness, regulation of radioactive materials and x-ray equipment in addition to the licensing of radiologic technologists.

Surveys of Health Physicists in surrounding states a year ago showed an average salary of \$52,837. The average salary of Health Physicists at the Department of Health is currently \$47,094, with an average of 6 years, 2 months of service. Until July 1, 2009, Health Physicists had an approved Market Entry Rate of \$41,016.

Under the proposed grid, employees who meet minimum qualifications would be eligible for entry level salary. Employees with an additional two years of experience in nuclear/environmental safety or a related field beyond minimum qualifications or a master's degree in chemistry, physics, engineering or a related field would be eligible for base level plus salary level of \$40887. Additional 6% increases would be based on completion of three tiers of coursework (Attachment I)

If approved, the salary administration grid will be used to establish starting salaries for employees in individual positions. Subsequent salary determinations will be made for individual employees based on their experience and achievement of training goals along the grid.

Minimum Qualifications	Entry Level	\$35,554
Minimum Qualifications <u>plus 2 years additional experience in nuclear/environmental safety/regulation or a related field or Masters Degree in chemistry, physics, engineering or a related field</u>	Base Level Plus	\$41,016
Qualifications above <u>plus Tier 1: 2 years continuous employment in Radiation Control or Emergency Management sections, with most recent Performance Evaluation score of Excellent (E), Above Average (A), or Satisfactory (S), plus course</u>	Base Level Plus	\$43,476

<u>work required in Attachment I</u>		
<u>Qualifications above plus Tier 2: 3 years continuous employment in Radiation Control or Emergency Management sections, with most recent Performance Evaluation score of Excellent (E), Above Average (A), or Satisfactory (S), plus course work required in Attachment II</u>	Base Level Plus	\$46,085
<u>Qualifications above plus Tier 3: 4 years continuous employment in Radiation Control or Emergency Management sections, with most recent Performance Evaluation score of Excellent (E) or Above Average (A), plus course work required in Attachment III</u>	Base Level Plus	\$48,851

TIER 1 REQUIREMENTS

6% increase in annual salary

The Tier I criteria for the Health Physicist Salary Grid require the completion of the following:

- The completion of at least two (2) years of continuous service within the Radiation Control Section or the Emergency Management Section.
- Radiological Emergency Response Operations (one (1) week course) conducted by the Federal Emergency Management Agency

AND

- Applied Health Physics Course (one (1) week conducted by a recognized institution approved by the Radiation Control Section Chief and Branch Chief, Health Licensing & Regulation)

Examples are:

1. H-117 -- Introductory Health Physics;
2. MQSA (1) -- Radiation Physics (two (2) Weeks);
3. FDA ONLINE X-RAY FIELD TESTING TRAINING
* Module 1 -- Introduction to Radiological Physics;
4. FDA ONLINE X-RAY FIELD TESTING TRAINING
* Module 2 -- Above Table Radiographic X-ray Systems;

OR

- Applied Health Physics (Five (5) Weeks) -- Oak Ridge, TN

Each course application must be approved by the employee's Section Chief.

TIER 2 REQUIREMENTS

6% increase in annual salary

The Tier 2 criteria for the Health Physicist Salary Grid require the following:

- The completion of at least three (3) years of continuous service within the Radiation Control Section or the Emergency Management Section.
- The completion of two (2) of following:
 1. Licensing Practices and Procedures (One (1) Week) – NRC
 2. Inspection Procedures (One (1) Week) – NRC
 3. Radiological Accident Assessment (One (1) Week) – FEMA
 4. Advanced Radiological Incident Operations (One (1) Week – FEMA
 5. MQSA (2) – Inspection Techniques Procedures (Two (2) Weeks) – FDA
 6. MQSA (3) – MQSA Rules/Regulations (Two (2) Weeks) – FDA
 7. Health Physics in Radiation Accidents – REAC/TS
 8. Medical X-ray Survey Techniques Course – U.S. Army Medical Department Center & School
 9. FDA ONLINE X-RAY FIELD TESTING TRAINING
 - * Module 2 – Above Table Radiographic X-ray Systems;

Each course application must be approved by the employee's Section Chief.

TIER 3 REQUIREMENTS

6% increase in annual salary

Tier 3 requires the completion of four (4) radiological or emergency management technical training courses. The specific requirements are as follows:

- The completion of at least four (4) years of continuous service within the Radiation Control Section or the Emergency Management Section;
- The receipt of an "EXCELLENT" (E) or "ABOVE AVERAGE" (A) Rating on the Health Physicist's Current Performance Evaluation;
- Where feasible, each course must be at least a minimum of three (3) days in length. In unique situations, approved shorter courses may be given fractional course credit, i.e., a one (1) day course may be considered as a 1/3 credit and a two (2) day course may be considered as a 2/3 credit.
- Each course must be relevant to the Section's technical and/or radiological emergency management responsibilities.
- Each course application must be approved by the Section Chief.
- Each course must be sponsored or conducted by a recognized federal or state agency, professional or technical organization or accredited school. Tier 2 listed courses, not previously completed, are eligible.

Reference may be made to the following course listing:

Technical training coordinated by the Nuclear Regulatory Commission:

1. Licensing Practices and Procedures (One (1) Week) – NRC
2. Inspection Procedures (One (1) Week) – NRC
3. Inspection for Performance Materials Version
4. Environmental Monitoring for Radioactivity
5. Air Sampling for Radioactive Materials
6. Radiological Surveys in Support of Decommissioning
7. Diagnostic and Therapeutic Nuclear Medicine
8. Safety Aspects of Industrial Radiography
9. Transportation of Radioactive Materials
10. Internal Dosimetry and Whole Body Counting
11. Teletherapy and Brachytherapy
12. Safety Aspects of Well Logging

Technical training sponsored by the Federal Emergency Management Agency:

1. Radiological Accident Assessment (One (1) Week)

2. Advanced Radiological Incident Operations (One (1) Week)
3. Radiological Exercise Evaluation
4. Radiological Planning Workshop
5. Exercise Development Course
6. WMD Technical Emergency Response Training (TERT) Course

Technical training coordinated by the Food & Drug Administration

1. MQSA (2) – Inspection Techniques Procedures (Two (2) Weeks)
2. MQSA (3) – MQSA Rules/Regulations (Two (2) Weeks)

Technical training coordinated by Department of Energy

1. Domestic Nuclear Detection Office's REACHBACK Course

Each course application must be approved by the employee's Section Chief.