

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

June 14, 2023

The Honorable Breanne Davis, Co-Chairperson
 The Honorable Mark Berry, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Senator Davis and Representative Berry:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Veterans Affairs (ADVA) for your review.

ADVA is requesting five (5) positions from the OPM surrender pool established by Arkansas Code Annotated § 21-5-225(a) along with the establishment of two (2) new classifications. The classification requested and positions being surrendered are listed below:

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u># OF POSITIONS</u>
NEW	ADVA Quality Assurance Administrator	GS11	\$62,531 - \$90,669	1
NEW	ADVA Nursing Home Assistant Administrator	GS12	\$69,776 - \$101,175	2
D022N	IT Senior Project Manager	IT09	\$80,242 - \$98,297	1
V004C	Procurement Manager	GS08	\$45,010 - \$65,264	1

POSITIONS SURRENDERED

<u>POSITION NUMBER</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>VACATED</u>
22154801	Heavy Equipment Operator	S060C	GS02	\$23,335 - \$31,900	2/20/2021
22178516	Nursing Home Assistant Admr	L021C	GS09	\$50,222 - \$72,821	NF
22178517	Nursing Home Assistant Admr	L021C	GS09	\$50,222 - \$72,821	9/22/2022
22094437	Administrative Analyst	C037C	GS06	\$36,155 - \$52,424	4/10/2022
22164501	Buyer Supervisor	V008C	GS07	\$40,340 - \$58,439	4/2/2023

Office of Personnel Management

501 Woodlane Street, Suite 205 * Little Rock, AR 72201 * 501.682.1753

#1755



ARKANSAS DEPARTMENT OF VETERANS AFFAIR

501 Woodlane Drive, Suite 401N

Little Rock, AR 72201

**SARAH HUCKABEE SANDERS
GOVERNOR**

**KENDALL W. PENN
RET. MAJOR GENERAL
SECRETARY**

March 6, 2023

Ms. Kay Barnhill
State Personnel Administrator
Department of Transformation and Shared Services
501 Woodlane, Suite 201
Little Rock, AR 72201

RE: Surrender Pool Position Requests-Multiple Positions

Dear Ms. Barnhill:

The Arkansas Department of Veterans Affairs respectfully requests to surrender a **Heavy Equipment Operator S060C GS02**, position in exchange for a newly titled **ADVA Quality Assurance Administrator, GS11**, position.

Due to the location of the ADVA Administration office relative to the State Veterans Homes and Cemeteries, additional Quality Assurance (QA) staff is necessary to ensure policy and procedure compliance on a day-to-day basis. The Quality Assurance Administrator will be responsible for developing the internal compliance program, overseeing additional QA staff, and completing onsite assessments to evaluate adequacy of QA standards and ensuring they meet or exceed federal and state requirements.

The Quality Assurance Administrator is a critical position to ensuring compliance with National Cemetery Administration and Veteran's Administration operational standards to ensure reimbursement and grant programs. The QA Administrator communicates technical data and directives to be implemented at locations. The QA Administrator is necessary to oversee internal investigations of complaints and concerns, recommend remedies, and make changes to agency policy as necessary and works as a policy consultant on

various matters, affecting both operations and staff. The total increase in cost including fringe benefits would be \$50,954.80.

The ADVA respectfully requests to surrender two **Nursing Home Assistant Administrator L021C GS09**, positions in exchange for two newly titled **ADVA Nursing Home Assistant Administrator GS12**, positions from the pool.

In accordance with ACA 20-10-402, A Nursing Home Administrator and an Assistant Nursing Home Administrator must be licensed by the Office of Long-Term Care. **The ADVA State Veterans Home Administrator L026N GS14**, minimum qualifications require the formal education equivalent of a **bachelor's degree** in health care administration, public administration, or a related field; plus **five years of experience** in the administration of a nursing home, hospital, or other health care institution, including two years in a managerial capacity. **The Assistant Nursing Home Administrator L021C GS09**, minimum qualifications require the formal education equivalent of a **bachelor's degree** in health care administration, public administration, or a related field; plus, **four years of experience** in the administration of a nursing home, hospital, or other health care institution, including two years in a supervisory capacity. With only one additional year of experience to meet the qualifications of the Administrator GS14 from the Assistant Administrator GS09, there is an extensive entry level pay gap between the two titles, a difference of \$36,665 annually, which is hindering our ability to find qualified candidates to fill the Assistant Administrator positions at both of our State Veterans Homes. The total increase in cost including fringe benefits would be \$50,840.40.

Also, the ADVA respectfully requests to surrender an **Administrative Analyst C037C GS06**, in exchange for a **IT senior Project Manager D022N IT09** position from the pool.

The IT Senior Project Manager will act as the Chief Information Officer (CIO) and will be responsible for the management, implementation and usability of information and computer technologies. The CIO will maintain the day-to-day operations of computer systems, act as the department liaison with the Department of Information Systems and create and manage a new ADVA Website to allow our department to reach more Veterans. This position will supervise one IT02 position. The total increase in cost including fringe benefits would be \$57,313.10.

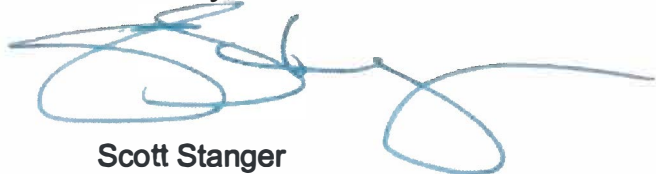
Additionally, the ADVA respectfully requests to surrender a **Buyer Supervisor V008C GS07**, in exchange for a **Procurement Manager V004C GS08**, position from the pool.

The Procurement Manager is required to have knowledge of state purchasing laws, procedures, and contracts, and will supervise two Buyer positions located at each of our

State Veterans Homes. The Procurement Manager will be responsible for coordinating the acquisition of supplies and equipment, planning distribution of purchase requests, and monitoring vendor activities and will also be responsible for the duties of an Asset Manager. These duties will include preparing an asset registry, identifying asset conditions, and rating systems, tracking asset depreciation and asset reporting. The total savings including fringe benefits would be \$ 17,216.03.

Your favorable consideration of these requests is appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Scott Stanger', with a long horizontal flourish extending to the right.

**Scott Stanger
Deputy Secretary
Arkansas Department of Veterans Affairs**



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

Business Area Department Name / Agency Name Date
 0385 AR Department of Veterans Affairs 03/06/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22154801	HEAVY EQUIPMENT OPERATOR	GS02	S060C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
ADVA QUALITY ASSURANCE ADMINISTRATOR	GS11	

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.

Richard Lucia
 HR Administrator's Signature

3/6/2023
 Date

[Signature]
 Department Secretary's Signature

3/6/23
 Date



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

Business Area Department Name / Agency Name Date
 0385 AR Department of Veterans Affairs 03/06/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22178516	NURSING HOME ASSISTANT ADMINISTRATOR	GS09	L021C
22178517	NURSING HOME ASSISTANT ADMINISTRATOR	GS09	L021C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
ADVA NURSING HOME ASSISTANT ADMINISTRATOR	GS12	
ADVA NURSING HOME ASSISTANT ADMINISTRATOR	GS12	

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- 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

3/6/2023
 Date


 Department Secretary's Signature

3/6/23
 Date



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

Business Area	Department Name / Agency Name	Date
0385	AR Department of Veterans Affairs	03/06/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22094437	ADMINISTRATIVE ANALYST	GS06	C037C

Classification(s) Requested


Classification Title	Pay Grade	Class Code
IT SENIOR PROJECT MANAGER	IT09	D022N

I hereby certify that:

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- 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

3/6/2023
 Date


 Department Secretary's Signature

3/6/23
 Date



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

Business Area	Department Name / Agency Name	Date
0385	AR Department of Veterans Affairs	03/06/2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22164501	BUYER SUPERVISOR	GS07	V008C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
PROCUREMENT MANAGER	GS08	V004C

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.

Richard Garcia
 HR Administrator's Signature

3/6/2023
 Date

[Signature]
 Department Secretary's Signature

Date 3/6/23