

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

July 19, 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 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 position 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>	<u>LAST DATE VACATED</u>
22128732	ADH Laboratory Manager	B047C	GS09	\$50,222 - \$72,821	3/19/2022

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u># REQUESTED</u>	<u>SALARY RANGE</u>
L016C	ADH Public Health Administrator	GS10	1	\$56,039 - \$81,256

JUSTIFICATION

ADH is requesting the above position in order to properly staff the Next Generation Sequencing division within the department. The Next Generation Sequencing division was established during the pandemic. The purpose of this division is to provide genomic sequencing and analytic capacity for bacterial and viral organisms along with bioinformatics data which would be valuable in the case of future outbreaks. If approved, this position will be responsible for overseeing laboratory operations, representing the

Office of Personnel Management

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

The Honorable Breanne Davis, Co-Chairperson
The Honorable Mark Berry, Co-Chairperson
July 19, 2023
Page 2.

Public Health Laboratory on the Scientific Advisory Committee and providing educated recommendations to the Public Health Laboratory Director. Approval of this request will result in an anticipated cost of approximately \$67,927, including matching.

RECOMMENDATION

The Office of Personnel Management has reviewed the request and **recommends** the approval of one (1) surrender pool position.

Your consideration of this request is greatly appreciated.


STATE PERSONNEL DIRECTOR


DATE

KB/ca:1-2



1861

RECEIVED
JUN 27 2023

Arkansas Department of Health

4815 West Markham Street • Little Rock, Arkansas 72205-3867 • Telephone (501) 661-2000
Governor Sarah Huckabee Sanders
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: June 13, 2023

Subject: Surrender Pool Position Request

The Arkansas Department of Health, Public Health Laboratory Clinical Branch is requesting a GS10. The HR-1158, Functional Job Description and the Surrender Pool Request form are attached.

The requested job title is:

- ADH Public Health Administrator, GS10, Class Code L016C
- Functional Title – Next Generation Sequencing Laboratory Manager

The agency would like to surrender the following position in order to receive this position:

- 22128732, ADH Laboratory Manager, GS09, Class Code B047C

Justification is as follows:

The Next Generation Sequencing section was developed during the SARS-COV-2 pandemic. Funding was provided through the Epidemiology & Laboratory Capacity (ELC), Advanced Molecular Detection (AMD) Sequencing, and Analytics award from CDC. The Next Generation Sequencing lab was established to provide genomic sequencing and analytic capacity for bacterial and viral organisms, as well as bioinformatics data, for a rapid response for future outbreaks and emerging infections.

This very important Next Generation Sequencing Laboratory Manager position has been appointed with the role of Associate Director for Science for the Public Health Laboratory. This position will represent the Public Health Laboratory on the Scientific

ADH

JUN 19 2023

Class & Comp

Katherine Anderson, MD
3047

Advisory Committee (SAC), by actively participating with the advisory groups on all academic and scientific discussions related to the agency. This position is essential in communicating key decisions and scientific recommendations to the Public Health Laboratory Director.

Thank you for your consideration in upgrading the Next Generation Sequencing Laboratory Manager to the ADH Public Health Administrator GS10.



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

Business Area	Department Name / Agency Name	Date
0645	Public Health Laboratory/Arkansas Department of Health	June 13, 2023

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22128732	ADH Laboratory Manager	GS09	B047C

Classification(s) Requested

Classification Title	Pay Grade	Class Code
ADH Public Health Administrator	GS10	L016C

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

6/26/2023

Department Secretary's Signature

Date

C-26-23