



Department of Shared Administrative Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fisk

March 18, 2026

The Honorable Breanne Davis, Co-Chairperson  
 The Honorable Les Warren, 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 Warren:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Health (ADH), Arkansas State Medical Board, to reinstate a position held pursuant to Act 796 of 2021. The requested position and classification to be reinstated is listed below:

**ACT 796 POSITION REQUESTED**

| <b><u>CLASS CODE</u></b> | <b><u>POSITION NUMBER</u></b> | <b><u>TITLE</u></b>       | <b><u>GRADE</u></b> | <b><u>SALARY RANGE</u></b> | <b><u>DATE VACATED</u></b> |
|--------------------------|-------------------------------|---------------------------|---------------------|----------------------------|----------------------------|
| FFS03C                   | 22095575                      | Fiscal Support<br>Manager | SGS09               | \$69,395 - \$102,705       | 08/05/2018                 |

**JUSTIFICATION**

The position was vacated on August 5, 2018, and was not refilled at that time. Since then, the number of licensees has grown substantially, necessitating additional administrative support. The Board currently licenses approximately 22,700 individuals, representing an increase of more than 9,000 licensees since 2020. This position will be responsible for oversight of both the licensing section manager and the credentialing section manager. The position will also coordinate rule promulgation and manage responses to media inquiries and Freedom of Information Act requests. In addition to supporting the Arkansas State Medical Board, board staff also administer four additional regulatory and licensing committees. Upon approval, this position will be realigned to the title of Health Program Supervisor/Expert, grade SGS08, to ensure its assigned duties are appropriately aligned with the established classification.

The Honorable Breanne Davis, Co-Chairperson  
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OPM has reviewed this request and **recommends** the reinstatement of the position listed above. The estimated salary for the position to be reinstated and filled is \$69,395. ADH assures our office that it has the necessary funds to fulfill this request.

Your consideration of this request is greatly appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Kay Barnhill". The signature is written in a cursive style with a large initial "K".

Kay Barnhill, Director  
Office of Personnel Management

KB/ca:1-2



Sarah Huckabee Sanders  
GOVERNOR

Renee Mallory, RN, BS, N  
SECRETARY OF HEALTH

Jennifer Dillaha, MD  
DIRECTOR



2652

Memorandum

To: Ms. Kay Barnhill, Office of Personnel Management Director  
From: J. Don Adams, Chief of Staff *JDA*  
Date: January 31, 2026  
Subject: Act 796 Position and Classification Requested

**Act 796 Position and Classification Requested**

The Arkansas Department of Health (ADH) State Medical Board requests reinstate to a position held pursuant to Act 796 of 2021. The requested position and classification to be reinstated is listed below.

| CLASS CODE | POSITION NUMBER | TITLE                  | GRADE | SALARY RANGE       | DATE VACATED |
|------------|-----------------|------------------------|-------|--------------------|--------------|
| FFS03C     | 22095575        | Fiscal Support Manager | SGS09 | \$69,395-\$102,705 | 8/5/2018     |

**Justification**

This position will be responsible for overseeing the ADH State Medical Board licensing section manager and credentialing section manager. Additionally, the position will be responsible for coordinating rule promulgation, and processing media and Freedom of Information Act requests.

This position was vacated on 08/05/2018 and not filled at the time. With the number of licensees growing, additional support is needed. The Board currently licenses 22,700 individuals and licensees have increased by 9,000 since 2020. In addition to the ADH State Medical Board, there are 4 additional regulatory and licensing committees administered by the board staff.

The estimated salary for the position is \$69,395. The ADH State Medical Board has the necessary funds to fulfill this request.

Arkansas Department of Health  
4815 West Markham St. · Little Rock, AR 72205

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