



Ex. E

Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

August 17, 2021

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Legislative Council  
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 Department of Health for your review.

The Department of Health is requesting two (2) positions from the OPM Surrender Pool established by Ark. Code Ann. §21-5-225(a)(1). The classifications requested, along with the positions being surrendered, are listed below:

**POSITIONS SURRENDERED**

<b><u>Position Number</u></b>	<b><u>Title</u></b>	<b><u>Class Code</u></b>	<b><u>Grade</u></b>	<b><u>Pay Range</u></b>
22105425	ADH Environmental Supervisor	X043C	GS08	\$45,010 - \$65,265
22109951	Environmental Health Specialist	X102C	GS06	\$36,155 - \$52,424

**POSITIONS REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>PAY RANGE</u></b>
D040C	GIS Analyst	IT06	\$57,755 - \$83,745
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The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
August 17, 2021  
Page 2.

**JUSTIFICATION**

The Department of Health is requesting the above positions in order to meet the needs of the Safe Drinking Water program. These positions will assist in the backlog for mapping bacteriological and disinfection by-product sites, water system storage tanks, and water system service areas. The GIS Analysts are needed for this role as the program utilizes ESRI software and for permit review. The estimated cost for this surrender request is \$97,487 and the department has current funding for this action.

After review of the requests, the Office of Personnel Management **recommends** the approval of the two (2) surrender pool positions listed above. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



08/05/2021

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SECRETARY OF TRANSFORMATION & SHARED SERVICES

DATE

KB/sd:1-2

#876



# Arkansas Department of Health

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

Governor Asa Hutchinson

José R. Romero MD, Secretary of Health

Engineering Section, Slot 37 Ph (501) 661-2623 Fax (501) 661-2032  
[www.healthy.arkansas.gov/eng](http://www.healthy.arkansas.gov/eng) After Hours Emergency (501) 661-2136

## MEMORANDUM

TO: Kay Barnhill, State Personnel Administrator,  
Department of TSS, Office of Personnel Management

FROM: Don Adams, Deputy Director for Administration *JD*  
Arkansas Department of Health

DATE: July 23, 2021

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:

- 2- GIS Analyst positions, Class Code D040C, Pay Grade IT06

The agency would like to surrender the following positions in order to receive the 2 GIS Analyst positions:

- 22105425, ADH Environmental Supervisor, Class Code X043C, Pay Grade GS08
- 22109951, Environmental Health Specialist, Class Code X102C, Pay Grade GS06

### Justification is as follows:

ADH, Engineering Section, is the primacy agency for the federal Safe Drinking Water Act. Having qualified GIS staff is imperative to meeting our commitments to the federal government and is important in every area of the program. We are currently back-logged for mapping bacteriological and disinfection by-product sites, water system storage tanks, and water system service areas. We utilize ESRI software daily in our Source Water Protection Program for our Source Water Assessments and our permit review. GIS has become such a specialized field, and in the past we have used the Environmental Health Specialist and Environmental Supervisor positions for GIS positions, but we cannot keep these positions filled due to the salaries. We have even added EWQ pay, but the salary is still much lower than the current salary for a GIS Analyst position. Having these GIS Analyst positions would allow us to keep someone in these positions, which we need so badly to support our drinking water program.



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	7/23/21

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22105425	ADH Environmental Supervisor	GS08	X043C
22109951	Environmental Health Specialist	GS06	X102C

**Classification(s) Requested**

Classification Title	Pay Grade	Class Code
GIS Analyst	IT06	D040C
GIS Analyst	IT06	D040C

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

Department Secretary's Signature

*J. Du Ad*  
 Deputy Director

Date 7-26-21



**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:		HL34/Arkansas Dept. of Health	
2. Type of Action Requested:		Growth Pool	
3. Employee Name:			
4. Employee Personnel Number (if any):			
5. Position Number:			
6. Job Title:		GIS Analyst	
7. Class Code:	X043C	8. Grade:	IT06
9. Current Salary:		\$ 57,755	
10. Requested Salary:			
11. Change in Salary:		\$ 57,755	
12. Change in Personal Services Match:			
13. Total Budgetary Impact:		\$ 57,755	
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 Supervisor position in exchange for a GIS Analyst. The Engineering Section is the primacy agency for the federal Safe Drinking Water Act. Our program relies heavily on GIS. We have tried using the ADH Environmental Supervisor position to hire a GIS Analyst, but the current job market does not allow us to keep anyone in that position, and we experience wasted time in training and then having to repeatedly go through the hiring process.

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

7-26-21  
Date



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<b>3. Employee Name:</b>			
<b>4. Employee Personnel Number (if any):</b>			
<b>5. Position Number:</b>			
<b>6. Job Title:</b>		GIS Analyst	
<b>7. Class Code:</b>	X043C	<b>8. Grade:</b>	IT06
<b>9. Current Salary:</b>		\$ 57,755	
<b>10. Requested Salary:</b>			
<b>11. Change in Salary:</b>		\$ 57,755	
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**Department of Transformation & Shared Services  
Office of Personnel Management**

**FORM PACERT**

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<b>1. Business Area/Agency:</b>		HL34/Arkansas Dept. of Health	
<b>2. Type of Action Requested:</b>		Surrender Pool	
<b>3. Employee Name:</b>			
<b>4. Employee Personnel Number (if any):</b>			
<b>5. Position Number:</b>		22109951	
<b>6. Job Title:</b>		Environmental Health Specialist	
<b>7. Class Code:</b>	X102C	<b>8. Grade:</b>	GS06
<b>9. Current Salary:</b>		\$ 36,155	
<b>10. Requested Salary:</b>			
<b>11. Change in Salary:</b>		(\$ 36,155)	
<b>12. Change in Personal Services Match:</b>			
<b>13. Total Budgetary Impact:</b>		(\$ 36,155)	
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**Department of Transformation & Shared Services  
Office of Personnel Management**

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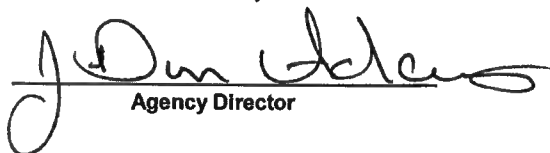
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<b>3. Employee Name:</b>			
<b>4. Employee Personnel Number (if any):</b>			
<b>5. Position Number:</b>		22105425	
<b>6. Job Title:</b>		ADH Environmental Supervisor	
<b>7. Class Code:</b>	X043C	<b>8. Grade:</b>	GS08
<b>9. Current Salary:</b>		\$ 45,010	
<b>10. Requested Salary:</b>			
<b>11. Change in Salary:</b>		(\$ 45,010)	
<b>12. Change in Personal Services Match:</b>			
<b>13. Total Budgetary Impact:</b>		(\$ 45,010)	
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