



Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Director Kay Barnhill

September 14, 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 – Arkansas Minority Health Commission for your review.

The Department of Health – Arkansas Minority Health Commission is requesting one (1) position from the OPM central growth pool established by Ark. Code Ann. §21-5-225. The classification requested is listed below:

**CLASSIFICATION REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>PAY RANGE</u></b>
L038C	Registered Nurse	MP01	\$63,860 - \$88,058

**JUSTIFICATION**

The Department of Health – Arkansas Minority Health Commission is requesting the above position in order to consistently provide community healthcare assistance during and after the COVID 19 pandemic. At this time, there is not a Registered Nurse position in the appropriation act for the Arkansas Minority Health Commission. As a result, the commission relies on volunteers and contract workers to perform the duties of a Registered Nurse. The addition of this position will ensure that these duties are being performed by a properly certified individual and the commission will no longer have to rely on volunteers and contract employees. While traveling throughout the state, this position will be responsible for providing health screening services, disseminating healthcare education, providing patients with counseling and referrals when necessary and

Office of Personnel Management

501 Woodlane, Suite 205 • Little Rock, AR 72201 • 501.682.1753

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The Honorable David Hillman, Co-Chairperson  
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coordinating any community outreach programs. Additionally, due to the pandemic, this position will be tasked with administering COVID 19 vaccinations and screenings.

After review of the request, the Office of Personnel Management **recommends** the approval of one (1) growth pool position listed above. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



8/20/2021

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SECRETARY OF TRANSFORMATION & SHARED SERVICES

DATE

KB/ca:1-2



Department of Transformation and Shared Services

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Sincerely,



Kay Barnhill, Director  
Office of Personnel Management

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#909



# 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



## Memorandum

To: Ms. Kay Barnhill, State Personnel Administrator

From: Mr. Don Adams, Deputy Director of Administration *jad*

Date: July 28, 2021

Subject: Request position from the Growth Pool

The Arkansas Minority Health Commission requests one position from the Growth Pool. The position requested for the Arkansas Minority Health Commission is a Registered Nurse to work under general supervision and as a liaison between the agency and other organizations to provide and promote community outreach activities. Currently, the responsibility of the Registered Nurse is to assist in coordinating, planning, and implementing outreach activities related to preventive health and chronic disease services. The Registered Nurse provides direct patient care in a community outreach clinic setting, assists with medical records requests, and coordinating follow up medical services.

### Critical Job Duties of the Registered Nurse:

- Participates in community health outreach activities;
- Provides health screening services and health education;
- Mobile Health Unit duties;
- Provides patient care services according to agency policy;
- Provides appropriate counseling and patient referrals;
- May supervise daily activities of licensed practical nurses, nursing aides and students.

This position will serve as the full-time mobile health unit nurse. The position will provide assistance during the COVID-19 pandemic and will travel with the unit statewide to provide access to COVID-19 vaccinations, COVID-19 tests, and chronic disease preventive health screenings. The agency is currently without a nurse and depending on volunteers and contract workers. The duties are unable to be absorbed by existing staff. The Arkansas Minority Health Commission has adequate funding to support this position.

*tm*



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

Business Area      Department Name / Agency Name      Date  
 0319      Arkansas Minority Health Commission      7/28/2021

**Position(s) to be Surrendered**

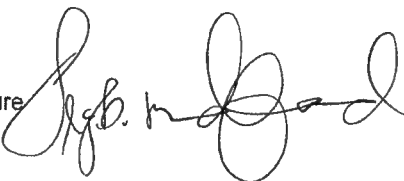
Position/Item Number	Classification Title	Pay Grade	Class Code
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**Classification(s) Requested**

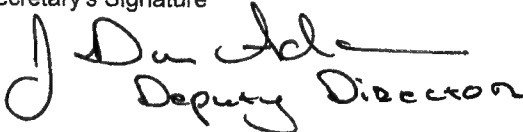
Classification Title	Pay Grade	Class Code
Registered Nurse	MP01	L038C

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 8/2/21

Department Secretary's Signature   
 Deputy Director

Date 8-2-21