



STATE OF ARKANSAS
**Department of Finance
 and Administration**

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
 1509 West Seventh Street, Suite 201
 Post Office Box 3278
 Little Rock, Arkansas 72203-3278
 Phone: (501) 682-1823
 www.dfa.arkansas.gov

June 15, 2016

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Senator Uvalde Lindsey, Co-Chairperson
 Representative Lanny Fite, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Arkansas State Medical Board (ASMB) for your review.

The Arkansas State Medical Board (ASMB) is requesting one position from the OPM Surrender Pool established by Arkansas Code Annotated §21-5-225(a)(1). The classifications requested along with the positions being surrendered are listed below:

| <u>POSITIONS SURRENDERED</u> | <u>TITLE</u> | <u>CLASS CODE</u> | <u>GRADE</u> |
|----------------------------------|------------------------------|-----------------------|--------------|
| 22095583 | Administrative Specialist II | C037C | C109 |

CLASSIFICATIONS REQUESTED

Administrative Analyst C037C C115

JUSTIFICATION

The ASMB is currently reorganizing the Applications Section after concerns were received from the public and public officials regarding the length of the application and licensure process. The Joint Performance Review Committee was informed by the Board that a supervising position would be created in order to better coordinate the work in this section in the form of an Administrative Analyst, C037C. The original duties of this position have increased due to staff retirements and reorganization, and will now further include supervising the staff in the Applications Section. The agency states this will not create any budgetary issues.

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, Co-Chairperson
June 15, 2016
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The Office of Personnel Management has reviewed this request and **recommends** the approval of one surrender pool position for the classification of Administrative Analyst, C037C grade C115.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

JUN 07 2016

Date

KB/sd:1-2



ARKANSAS STATE MEDICAL BOARD

1401 West Capitol, Suite 340, Little Rock, Arkansas 72201 • (501) 296-1802 • FAX (501) 603-3555
www.armedicalboard.org

Peggy Pryor Cryer
Executive Secretary

Board Members:

Joseph M. Beck, II, M.D.
Chairman
Little Rock, AR

Steven L. Cathey, M.D.
Vice Chairman
North Little Rock, AR

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Magnolia, AR

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Jonesboro, AR

Marie Holder
Little Rock, AR

Larry D. "Buddy" Lovell
Marked Tree, AR

William L. Rutledge, M.D.
Little Rock, AR

John H. Scribner, M.D.
Salem, AR

David L. Staggs, M.D.
Searcy, AR

John B. Weiss, M.D.
Fayetteville, AR

Legal Counsel:

Kevin O'Dwyer
211 Spring Street
Little Rock, AR 72201
(501) 372-4144

RECEIVED

MAY 18 2016

**OFFICE OF PERSONNEL MGMT
CLASS & COMP**

May 16, 2016

Ms. Kay Barnhill
State Personnel Administrator
DFA – Office of Personnel Management
1515 West 7th Street, Suite 200
Little Rock, AR 72201

Ms. Barnhill,

The Arkansas State Medical Board is requesting one OPM Swap Pool position in lieu of position 22095583, Administrative Specialist II, class code C073C, pay grade C109. This request would not provide any budgetary issues for the agency.

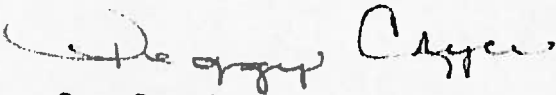
The Board is reorganizing the Applications section in order to better serve the medical community and in response to concerns received from the public and public officials regarding the length of the application and licensure process. Earlier this year, I was called before the Joint Performance Review Committee to answer questions about this issue. I informed the Committee that agency reorganization was taking place in order to address this concern. The Board determined to create a supervisor who would answer to the appropriate manager and coordinate the work of the Applications section. This supervisor would occupy and Administrative Analyst position, class code C037C, pay grade C115.

The original duties of this position were to review all applications received by the agency and determine if they met licensure requirements. These applications include: Medical Doctors, Physical Assistants, Respiratory Therapists, Occupational Therapists, Occupational Therapists Assistants, Radiology Assistants, and Medical Corporations. Due to the retirement of a long time employee and other pending staff changes, these duties have been increased to include communicating with applicants, physician recruiter organizations, and hospitals to discuss outstanding items necessary for licensure. Additionally, this position will be supervising current and future employees of the Applications section and is currently responsible for writing and revising all licensure application procedures. These documents are used by licensing staff to ensure all information is uniformly collected as quickly as possible.

Ms. Kay Barnhill
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May 16, 2016

Thank you for your consideration and if you have any questions, please feel free to contact me at 296-1802.

Sincerely,

A handwritten signature in cursive script, appearing to read "Peggy Pryor Cryer".

Peggy Pryor Cryer
Executive Secretary

cc: Amy Embry, Administrative Services Manager
Stephanie Dalton, DFA Statewide Program Specialist



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Request for Pool Position

| | | |
|---------------|---------------------|----------|
| Business Area | Agency/Institution | Date |
| 0274 | State Medical Board | 05/10/16 |

Position(s) to be Surrendered

| Position/Item Number | Classification Title | Pay Grade | Class Code |
|----------------------|------------------------------|-----------|------------|
| 22095583 | Administrative Specialist II | C109 | C073C |
| | | | |
| | | | |
| | | | |

Classification(s) Requested

| N/A | Classification Title | Pay Grade | Class Code |
|-----|------------------------|-----------|------------|
| | Administrative Analyst | C115 | C037C |
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I Hereby Certify / Understand That:

- A. The position requested is critical to the operation of this Agency/Institution 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/Institution.
- E. No current employee will be displaced by this action.

| | |
|----------------------|----------|
| Agency Personnel Rep | Date |
| Amy Embry | 05/10/16 |

| | |
|-------------------|----------|
| Agency Director | Date |
| Peggy Pryor Cryer | 05/10/16 |