



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

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
1509 West Seventh Street, Suite 201
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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 Transition Pool established by Arkansas Code Annotated §21-5-225(c) which states:

- (1) The office shall establish and maintain a temporary transition pool of twenty-five (25) career service positions at grade C130 and twenty-five (25) professional and executive positions at grade N922 to be used to establish additional temporary positions in state agencies of the proper classification and grade if the state agency does not have sufficient positions available with the appropriate classification and grade to address organizational transition issues such as succession planning or other changes in agency administration.*
- (2) Temporary transition pool positions are to be used by state agencies only if the personnel service needs exceed the number of positions in a classification authorized by the General Assembly and were not anticipated at the time of the passage of the agency's operating appropriation act.*
- (3) A position established under this section shall not exceed a salary rate in excess of the highest rate established by grade or by line item in the requesting agency's appropriation act.*
- (4) No position shall be authorized to the agency from the temporary transition pool until the specific positions are requested by the agency, recommended by the office, and reviewed by the Personnel Subcommittee of the Legislative Council.*
- (5) Temporary transition pool positions shall be authorized for not more than one hundred eighty (180) calendar days in a fiscal year and may not be renewed or extended.*

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, Co-Chairperson
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The classification requested is listed below:

<u>CLASSIFICATIONS REQUESTED</u>	<u>CLASS CODE</u>	<u>MAX SALARY</u>
Agency Controller II, C128	A010C	\$83,145

JUSTIFICATION

The ASMB is currently seeking to replace their current Medical Board Secretary/Treasurer who is scheduled to retire at the end of August 2016. This position would be used to train a replacement and is anticipated to only be needed through September 30, 2016. ASMB also requests a Labor Market Rate of maximum for this grade, or \$83,145 in order to pay the replacement candidate close to the Line Item Maximum of the unclassified pay grade they will assume after the current Treasurer's retirement. The agency state this will not create any budgetary issues.

The Office of Personnel Management has reviewed this request and recommends the approval of one transition pool position for the classification of agency Controller II, A010C, grade C128, as well as the Labor Market Rate of \$83,145 for this position.

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

Bob E. Cogburn, M.D.
Secretary
Mountain Home, AR

William F. Dudding, M.D.
Treasurer
Fort Smith, AR

Omar T. Altq, M.D.
Little Rock, AR

Robert E. Breving, Jr., M.D.
Hot Springs, AR

Rodney L. Griffin, M.D.
Magnolia, AR

Veryl D. Hodges, D.O.
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

May 26, 2016

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

Ms. Barnhill,

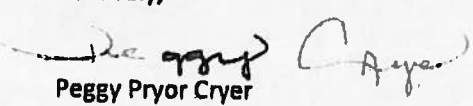
The Arkansas State Medical Board is requesting one transitional pool position for the applicant chosen to replace the outgoing Executive Secretary who is scheduled to retire at the end of August.

This position would be classified as an Agency Controller II, class code A010, pay grade C128. I am requesting a Labor Market Rate of \$83,145.00 for this position only. This salary is the maximum amount for pay grade C128 and would allow the Board to hire a highly qualified individual that will move into the current Medical Board Secretary unclassified position upon my retirement. This request would not provide any budgetary issues for the agency.

It is anticipated this position would be used through August 31, 2016 but no later than September 30, 2016, depending on the hire date of the new employee. This would allow the applicant to be trained by the current Executive Secretary and to work with board members and staff.

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

Sincerely,


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	05/26/16

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Agency Controller II	C128	A010C

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	05/26/16

Agency Director	Date
Peggy Pryor Cryer	05/26/16



DEPARTMENT OF FINANCE AND ADMINISTRATION
Office of Personnel Management
Special Entry Rate Request - Labor Market Conditions

Agency Name State Medical Board						
Class Title Agency Controller II			Grade C128		Class Code A010C	
Current Entry Salary/Pay Level \$55,156.00	Requested Entry Salary/Pay Level \$83,145.00	Institutions Only Number of Positions			Agencies Only Number of Positions	
		Authorized	Budgeted	Filled	Authorized	Filled
					45	43

If current employee is to be moved to the requested rate attach OPM form 095.

Filled Positions by Pay Level				
Entry	Base	Mid-Point	Maximum	Career

Agency/Institution Personnel Representative Amy Embry	Date 06/03/16
Agency/Institution Head Peggy Pryor Cryer	Date 06/03/16

OFFICE OF PERSONNEL MANAGEMENT - ACTION

Attach Salary Survey:	
Reviewed by:	Reviewed by:
OPM Personnel Representative	Date
Classification and Compensation Manager	Date