



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](http://www.dfa.arkansas.gov)

June 15, 2016

**N.6**

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 for the continuation of previously approved hazardous duty differentials for FY17. The requested differentials for continuation are attached.

The Office of Personnel Management is requesting the continuation of hazardous duty differentials from seven state agencies and commissions, including the Statewide Nursing Grid. There is one modification recommended by OPM for the hazardous duty differentials. Military Department has requested to discontinue the use of this differential into FY17.

After review of the requests, the Office of Personnel Management **recommends** the approval of the continuation of these previously approved hazardous duty differentials for FY17, with the suggested modification. Your consideration 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

**HAZARDOUS DUTY DIFFERENTIALS  
CONTINUATIONS FY17**

| BA   | Agency/Institution Name          | Request Type                                    | Classifications Affected                         | Recommendation        | Positions Affected   |
|--|----------------------------------|---|--|-----------------------|----------------------|
| 80   | AR Game and Fish Commission      | Hazardous Duty: 3%                              | Natural Resource Program Technician, 8101C, C113 | Continue as Requested | 4                    |
|  |                                  | Hazardous Duty: 3%                              | Wildlife Officer Series                          | Continue as Requested | 22                   |
| 400  | Agriculture                      | Hazardous Duty- 4%<br>Law Enforcement- Forestry | TOTAL  | Continue as Requested | 9                    |
|  |                                  |   | County Forest Ranger, 8088C, C116                |                       | 8                    |
|  |                                  |   | Forest Ranger II, 8098C, C114                    |                       | 1                    |
| 480  | AR Dept. of Correction           | Hazardous Duty-6% Explosives                    | County Forest Ranger, 8088C, C116                | Continue as Requested | 1                    |
|  |                                  |   | Forest Ranger II, 8098C, C114                    | Continue as Requested | 1                    |
|  |                                  |   | TOTAL  | Continue as Requested | 3,699                |
| 485  | AR Dept. of Community Correction | Hazardous Duty - 6%                             | ADC/DCC Food Preparation Supervisor, S056C, C111 |                       | 92                   |
|  |                                  |   | ADC/DCC Correctional Officer I, T089C, C117      |                       | 889                  |
|  |                                  |   | ADC/DCC Corporal, T075C, C113                    |                       | 1677                 |
|  |                                  |   | ADC/DCC Correctional Sergeant, T065C, C115       |                       | 768                  |
|  |                                  |   | ADC/DCC Food Preparation Manager, T059C, C116    |                       | 19                   |
|  |                                  |   | ADC/DCC Lieutenant, T054C, C117                  |                       | 168                  |
|  |                                  |   | ADC/DCC Captain, T048C, C118                     |                       | 57                   |
|  |                                  |   | ADC/DCC Major, T039C, C120                       |                       | 29                   |
|  |                                  |   | TOTAL  | Continue as Requested | 9                    |
|  |                                  |   | 645  | Department of Health  | Hazardous Duty: 3-6% |
| DCC Parole/Probation Officer II, T095C, C117             |                                  | 0   |  |                       |                      |
| DCC Parole/Probation Officer, T045C, C118                |                                  | 7   |  |                       |                      |
| DCC Parole/Probation Assistant Area Manager, X042C, C121 |                                  | 1   |  |                       |                      |
| ADC/DCC Internal Affairs Administrator, G222C, C121      |                                  | 1   |  |                       |                      |
| 710  | AR Dept. of Human Services       | Differentials:<br>Hazardous Duty- 6%            | TOTAL  | Continue as Requested | 38                   |
|  |                                  |   | ADH Area Nursing Director, L017C, C124           |                       | 143                  |
|  |                                  |   | Nursing Clinic Coordinator, L022C, C123          |                       | 0                    |
|  |                                  |   | LPN Supervisor, L026C, C115                      |                       | 0                    |
|  |                                  |   | Registered Nurse, L038C, C120                    |                       | 0                    |
|  |                                  |   | Licensed Practical Nurse, L069C, C113            |                       | 125                  |
|  |                                  |   | Certified Nursing Assistant, L082C, C109         |                       | 18                   |
|  |                                  |   | Licensed Practical Nurse, L066C, C113            |                       |                      |
|  |                                  |   | Licensed Practical Nurse Supervisor, L062C, C115 |                       |                      |
|  |                                  |   | Registered Nurse - Hospital, L032C, C121         |                       |                      |
| Registered Nurse Coordinator, L019C, C123                |                                  |   |  |                       |                      |
| Registered Nurse Supervisor, L027C, C122                 |                                  |   |  |                       |                      |
| Nurse Instructor, L036C, C121                            |                                  |   |  |                       |                      |
| Nurse Manager, L009C, C125                               |                                  |   |  |                       |                      |
| Nurse Practitioner, L018N, N904                          |                                  |   |  |                       |                      |
| Recreational Activity Leader II, M076C, C111             |                                  |   |  |                       |                      |
| Recreational Activity Leader I, M082C, C109              |                                  |   |  |                       |                      |
| Behavioral Health Aide, M084C, C108                      |                                  |   |  |                       |                      |
| DHS DBS Public Safety Director, T091C, C120              |                                  |   |  |                       |                      |
| DHS DBS Public Safety Supervisor, T062C, C117            |                                  |   |  |                       |                      |

**HAZARDOUS DUTY DIFFERENTIALS  
CONTINUATIONS FY17**

|   |
|---|
| Public Safety Officer, T055C, C116          |
| Public Safety Security Officer, T084C, C110 |
| Security Officer Supervisor, T072C, C113    |

|     |                        |                      |  |                       |     |
|-----|------------------------|----------------------|--|-----------------------|-----|
| 975 | Military Department    | Hazardous Duty- 5.5% | TOTAL                                    | Not Continued         | 0   |
|     |                        |                      | Military Firefighter, T066C, C114        |                       | 0   |
|     |                        |                      | Senior Military Firefighter, T060C, C115 |                       | 0   |
| ALL | Statewide Nursing Grid | Hazardous Duty- 6%   | ALL                                      | Continue as Requested | 181 |

**TOTAL**

**4,106**



Jeff Crow  
Chief of Staff and Deputy Director

Andrew Bass  
Assistant Deputy Director

## Arkansas Game and Fish Commission

Mike Knoedl  
Director

Ricky Chastain  
Assistant Deputy Director

Caroline Cone  
Assistant Deputy Director

20 May 2016

Kay Barnhill  
State Personnel Administrator  
Office of Personnel Management  
DFA Building  
1509 W 7th St, Suite 201  
Little Rock, AR 72201

Dear Ms. Barnhill:

Arkansas Game and Fish Commission (AGFC) would like to request the continuation of the following Differential for the Enforcement Division:  
Hazardous Duty – 3%

For the following classifications:

|       |   |      |
|-------|---|------|
| T047C | AGFC Wildlife Officer                       | C118 |
| T037C | AGFC Wildlife Officer 1 <sup>st</sup> Class | C119 |
| T026C | AGFC Corporal                               | C121 |
| T020C | AGFC Sergeant                               | C122 |
| T017C | AGFC Lieutenant                             | C123 |
| T014C | AGFC Captain                                | C124 |
| T008C | AGFC Major                                  | C126 |
| T002C | AGFC Colonel                                | C129 |

Arkansas Game and Fish Commission (AGFC) would like to request the continuation of the following Differential for the Wildlife Divisions:  
Hazardous Duty – 3% (Extra Help Burn Crew B101C Natural Resources Technician ONLY)

For the following classifications:

B101C Natural Resources Program Technician C113

Thank you for your consideration of this request. Please let me know if you need additional information.

Sincerely,

Mike Knoedl  
Director

Arkansas Game and Fish Commission

2 Natural Resources Drive • Little Rock, AR 72205 • [www.agfc.com](http://www.agfc.com)  
Phone (800) 364-4263 • (501) 223-6300 • Fax (501) 223-6448

*The Arkansas Game and Fish Commission's mission is to conserve and enhance Arkansas's fish and wildlife and their habitats while promoting sustainable use, public understanding and support.*



# ARKANSAS FORESTRY COMMISSION

3821 West Roosevelt Road Little Rock, AR 72204-6396

(501) 296-1940 fax: (501) 296-1949

Joe Fox, R.F.  
State Forester

May 5, 2016

Mr. Larry Walther, Director  
Department of Finance & Administration  
P. O. Box 3278  
Little Rock, Arkansas 72203

**Re: Request for continuation of 4% hazardous duty and certification differential for District Law Enforcement Officers**

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At OPM's request, please see information below to maintain the hazardous duty differential for District Law Enforcement Officers for Fiscal Year 2017. The approval has enabled the AFC to retain employment of qualified individuals.

On December 14, 2009 the Personnel Committee of the Arkansas Legislative Council approved the 4% hazardous duty, and 4% certification compensation for District Law Enforcement Officers employed with the Arkansas Agriculture Department, Forestry Commission (AFC).

The AFC has a total of 11 positions allocated to District Law Enforcement Officers which could include any position numbers within the classifications of B098C, Forest Ranger II or B088C, County Forest Ranger.

While position numbers may change the number of District Law Enforcement Officers remains constant at 11. District Law Enforcement Officers work not only in their assigned county, but all counties within their district.

The 11 positions must be law enforcement certified and have additional law enforcement duties/training in addition to that of County Forest Rangers that are law enforcement certified:

- 30-40 more hours of annual training that includes
  - Weapons training and qualifications
  - Investigation procedures
  - Arrest procedures
- District wide fire arson investigations
- District wide timber theft investigations
- District wide illegal dumping on forestland investigations

DFA Director, Larry Walther

-2-

May 5, 2016

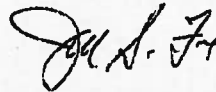
The 11 District Law Enforcement Officers are issued weapons, badges, and pepper spray in compliance with their additional required Law Enforcement duties/training.

The AFC did not request additional funding for the hazardous duty differential when implemented in 2009 and will not ask for additional funding for continuation of the differential.

Please advise if you need any additional information.

Sincerely,

ARKANSAS AGRICULTURE DEPARTMENT  
Arkansas Forestry Commission

A handwritten signature in black ink, appearing to read "Joe S. Fox".

Joe S. Fox  
State Forester



## ARKANSAS FORESTRY COMMISSION

3821 West Roosevelt Road Little Rock, AR 72204-6396

(501) 296-1940 fax: (501) 296-1949

Joe Fox, R.F.  
State Forester

May 5, 2016

Mr. Larry Walther, Director  
Department of Finance & Administration  
P. O. Box 3278  
Little Rock, Arkansas 72203

Re: Request for continuation of certification and hazardous duty differential for two PSSF employees

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At OPM's request, please see information below to maintain certification and hazardous duty differential for two employees of the Arkansas Agriculture Department/Forestry Commission's (AFC) Poison Springs State Forest (PSSF) for Fiscal Year 2017. The approval has enabled the AFC to retain employment of qualified individuals.

On July 9, 2009 the Personnel Committee of the Arkansas Legislative Council approved certification and hazardous duty differential for two employees at PSSF that are licensed in explosives and maintain a Transportation Security Administration endorsement on their Arkansas Commercial Driver's License.

PSSF is comprised of over 23,000 acres in Ouachita and Nevada Counties. Dynamite/explosives certification must be maintained by a maximum of two employees (position numbers can change due to turn-over or other factors) to be certified to work with dynamite. The employees have a 4% certification compensation differential and a 6% compensation hazardous duty differential. The 6% is authorized for the increased risk of personal physical injury for the identified high risk position of handling explosives. The additional percentage is paid when the employees, who for safety reasons work as a pair, blast debris placed by beavers out of culverts. If the debris is not removed, roads wash out. PSSF roads must be maintained for timber harvest and public hunting which are two of the most important objectives in the PSSF management plan.

The AFC did not request additional funding for the hazardous duty differential when implemented in 2009 and will not ask for additional funding for continuation of the differential.

Please advise if you need any additional information.

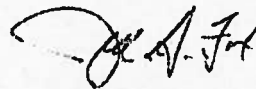
DFA Director, Larry Walther

-2-

May 5, 2016

Sincerely,

**ARKANSAS AGRICULTURE DEPARTMENT**  
**Arkansas Forestry Commission**

A handwritten signature in black ink, appearing to read "Joe S. Fox". The signature is written in a cursive style with a large initial "J" and "F".

**Joe S. Fox**  
**State Forester**





**Arkansas Department of Correction**

**HUMAN RESOURCES**  
 2403 East Harding Ave.  
 Pine Bluff, Arkansas 71601  
 Phone: (870) 850-8510  
 FAX: (870) 850-8538  
 Job Line: 1-888-8ADC-JOBS  
 www.state.ar.us/doc

April 28, 2016

Kay K. Terry, State Personnel Administrator  
 Office of Personnel Management  
 Department of Finance and Administration  
 P. O. Box 3278  
 Little Rock, AR 72203

Dear Mrs. Terry:

The Arkansas Department of Correction is requesting to continue the following:

Hazardous duty pay at six percent (6%) for the classifications listed below:

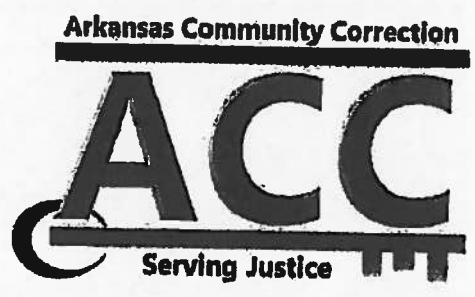
|                |  |    |
|----------------|--|----|
| Hazardous Duty | ADC/DCC Food Preparation Supervisor, S056C, C111 | 6% |
| Hazardous Duty | ADC/DCC Correctional Officer I, T083C, C112      | 6% |
| Hazardous Duty | ADC/DCC Corporal, T075C, C113                    | 6% |
| Hazardous Duty | ADC/DCC Correctional Sergeant, T065C, C115       | 6% |
| Hazardous Duty | ADC/DCC Food Preparation Manager, T059C, C116    | 6% |
| Hazardous Duty | ADC/DCC Lieutenant, T054C, C117                  | 6% |
| Hazardous Duty | ADC/DCC Captain, T048C, C118                     | 6% |
| Hazardous Duty | ADC/DCC Major, T033C, C120                       | 6% |

In addition, employees in the above classifications who are assigned to Maximum Security lockup areas, i.e. administrative, segregation, punitive isolation, and death row at the Maximum Security Unit, Verner Unit, Cummins Unit, and East Arkansas Regional Unit are authorized to receive hazardous duty pay differential and an additional six percent (6%) of maximum security incentive differential pay. This pay will only be paid while the employee continues to work in the area and has regular exposure of at least eighty five percent (85%) of the work time to clear, direct, and unavoidable hazards from inmates who are in units that are classified as maximum security.

Your favorable review and consideration of this request is appreciated. Should you have questions or need additional information, please do not hesitate to contact me.

Sincerely,

*Stacia Lenderman*  
 Stacia Lenderman  
 Human Resources Administrator



# Arkansas Community Correction

Two Union Nation Plaza Building  
 105 West Capitol, 3<sup>rd</sup> Floor  
 Little Rock, AR 72201-5731  
 (501) 682-9510 (501) 682-9513

May 17, 2016


Ms. Kay Barnhill  
 State Personnel Administrator  
 1509 West 7<sup>th</sup>  
 Little Rock, AR 72203

Dear Ms. Barnhill:

Arkansas Community Correction (DCC) is requesting the continuation to the previously approved Hazardous Duty Differential pay for its members assigned to the Special Response Team (SRT).

| <u>Class Code</u> | <u>Title</u>                            | <u>Grade</u> | <u>%</u> |
|-------------------|---|--------------|----------|
| T092C             | DCC Parole/Probation Officer I          | C116         | up to 6% |
| T093C             | DCC Parole/Probation Officer II         | C117         | up to 6% |
| T045C             | DCC Parole/Probation Officer            | C118         | up to 6% |
| X042C             | DCC Parole/Probation Asst. Area Manager | C121         | up to 6% |
| G222C             | ADC/DCC Internal Affairs Administrator  | C121         | up to 6% |

The Special Response Team (SRT) was created in January of 2014 and was tasked with locating and apprehending approximately 7000 parolees and probationers that have failed to appear in Court and/or failed report to their assigned Parole/Probation Officer. Their primary focuses are those parolees that have a proven record of being dangerous and armed a majority of the time upon arrest. The SRT group consists of specially-trained certified law enforcement officers who encounter various high risk situations to include, but not limited to surveillance, investigations, and apprehending offenders who are considered high risk. The SRT has developed a credible working relationship with law enforcement agencies statewide and many times assist as needed. In conclusion, the SRT has been diligent in maintaining the scope of public safety for ACC. The approval of this request will allow ACC to retain highly skilled and qualified employees to continue this significant task.

Respectfully,  
  
 Sheila Sharp  
 ACC Director



## Arkansas Department of Health

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

Governor Asa Hutchinson

Nathaniel Smith, MD, MPH, Director and State Health Officer

May 19, 2016

Ms. Kay Barnhill, State Personnel Administrator  
 Department of Finance and Administration  
 Office of Personnel Management  
 1509 West 7th Street  
 Little Rock, Arkansas 72203

**Re: Continuation of Differentials for Arkansas Department of Health, Nurse Visiting Staff for In Home Services**

Dear Ms. Barnhill:

The Arkansas Department of Health is requesting approval for continuation of salary differentials utilized by In Home Services. The only salary differentials utilized by In Home Services is hazardous duty pay for visiting staff and the geographic add-on for those counties in which hiring is difficult due to competition or a shrinking labor pool. We do not utilize any other add-ons or differentials.

The Arkansas Department of Health is requesting continuation of the hazardous duty add-on, currently 3%. As outline in the attached justification, In Home Services nursing personnel are often confronted with dangerous situation when visiting in a person's home. Staff has had to call police to the home, notify Adult Protective Services, Children and Family Services and sometimes actually discharge a patient because it is unsafe to provided care in that setting. Additionally, In Home nursing staff has suffered injuries from structurally unsound homes and our staff is often required to make home visits after normal work hours and at night depending on the patient's needs and this staff is often required to drive long distances to reach these patients. In-Home staff works independently and their only back up is 911 in the event of an emergency or an incident.

Also, the Arkansas Department of Health is requesting continuation of Market Equalization Points (Geographic Differential) because it has been crucial in our ability to hire staff in those counties with intense competition for RN's such as Pulaski or in those labor shortage counties such as Phillips. The shortage of professional staff places a large financial burden on In Home Services due to inability to take new referrals, provide services to clients/patients in need, costs associated with floating staff from other counties to cover visits or utilizing Management staff to make home visits. Even with the geographic add-on, In Home Services has experienced 100% turnover in nursing positions in some counties. The loss of this add-on would make it very difficult to hire and retain qualified professional staff. Attached for your review is the justification for this continuation.

Thank you for your help in this matter and if you need additional information, please contact me at (501) 661-2440.

Sincerely

Joyce Watson,  
 Human Resources Manager  
 Arkansas Department of Health



**Division of Administrative Services**

Office of Finance Administration

Human Resources/Personnel

P.O. Box 1437, Slot WG-1· Little Rock, AR 72203-1437

501-682-6455 Fax: 501-683-4351



May 19, 2016

Mr. Larry W. Walther  
Director  
Department of Finance and Administration  
Office of Personnel Management  
1509 West 7th Street  
Little Rock, Arkansas 72203

RE: Continuation of Hazardous Duty Differential for FY 2017

Mr. Walther:

In accordance with Act 688 of the 2009 Regular session, section 21-5-221, the Department of Human Services is requesting permission to continue its use of the Hazardous Duty pay differential. We are not requesting any changes to our current utilization procedures.

Hazardous duty pay continuance is for the same classifications at the Arkansas Health Center, the Arkansas State Hospital, Office of Long Term Care and at DDS Human Development Centers pursuant to ACA 21-5-221 (c) (1) which states:

*Hazardous duty differential of up to six percent (6%) may be authorized for the increased risk of personal physical injury for an employee occupying a certain identified high risk position if the:*

*(A) Position classification is determined to be physically hazardous due to location, facility, services provided, or other factors directly related to the duty assignment of the positions; and*

*(B) Employee's regularly assigned work schedule exposes him or her to clear, direct, and unavoidable hazards during at least fifty percent (50%) of the work time and the employee is not compensated for the hazardous exposure.*

Should further information be required, please contact me at 683-5928.

Sincerely,

A handwritten signature in black ink, appearing to read "George Bryant".

George Bryant  
DHS HR Administrator

[humanservices.arkansas.gov/das](http://humanservices.arkansas.gov/das)

Protecting the vulnerable, fostering independence and promoting better health