



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

**OFFICE OF PERSONNEL MANAGEMENT
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June 8, 2012

Senator Michael Lamoureux, Co-Chair
 Representative Bryan King, Co-Chair
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Gentlemen:

The Office of Personnel Management (OPM) submits a request from the Arkansas Game and Fish Commission (AGFC) for the continuation of previously approved salary grids and certifications, inclusion of all law enforcement classifications in these grids and certifications, and for the establishment of new differentials.

CERTIFICATION DIFFERENTIALS:

The following is a list of classifications eligible to receive a 2% pay increase, not to exceed 6%, for receipt of the Intermediate, Advanced, and Senior Law Enforcement Certificates that are issued by the Commission on Law Enforcement Standards. AGFC is also requesting the continuation of the 6% Dive Team differential and the establishment of a new 6% Special Operations differential. This new differential would apply only for the timeframe that the officer is on special assignment. In order for the employee to receive any of these differentials, the certificate must be received and documented, the employee must have a "satisfactory" or better performance evaluation and no disciplinary actions of written reprimand or greater. Current annual expenditure is \$1,631 for this differential. The *italicized* classifications are the requested additions that were not included in the prior request:

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

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The following is a list of classifications eligible to receive a 2% pay increase, not to exceed 6%, for the Certified Interpretive Planner, Certified Interpretive Manager, and the Certified Heritage Interpreter certifications used in the education and outreach division. In order for the employee to receive the differential, the certificate must be received and documented, the employee must have a "satisfactory" or better performance evaluation, and no disciplinary actions of written reprimand or greater. The employee must maintain the certification in order to retain the differential. Re-certification is required after four years and requires 40 hours of continuing education. Current annual expenditure is \$12,102 for this differential. The classifications include:

<u>Title</u>	<u>Class Code</u>	<u>Grade</u>
Education and Instruction Specialist	E048C	C116
Education Program Specialist	E037C	C118
Education Program Coordinator	E031C	C119
AGFC Nature Center Manager	B039C	C123
AGFC Division Assistant Chief	B021C	C126
AGFC Division Chief	B003C	C129

Below is a list of classifications eligible to receive a 6% pay increase for obtaining certification as one of the following: Certified Forester, Certified Wildlife Biologist, or Certified Fisheries Professional. In order for the employee to receive the differential, the certificate must be received and documented, the employee must have a "satisfactory" or better performance evaluation, and no disciplinary actions of written reprimand or greater. The employee must maintain the certification in order to retain the differential. The classifications include:

<u>Title</u>	<u>Class Code</u>	<u>Grade</u>
AGFC Biologist	B024C	C119
AGFC Biologist Specialist	B023C	C121
AGFC Biologist Supervisor	B022C	C123
AGFC Biologist Program Specialist	B046C	C123
AGFC Division Assistant Chief	B021C	C126
AGFC Division Chief	B003C	C129

ENTRY TO BASE PLAN:

AGFC is requesting the continuation of its previously approved entry to base plan for the AGFC Wildlife Officer classification. This plan has been established to give the AGFC Wildlife Officer a pay increase up to the base rate of a grade C118, \$35,946, upon graduation from the academy and the completion of their initial field training, usually after a period of one year. The classifications covered by this grid are as follows:

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<u>Title</u>	<u>Class Code</u>	<u>Grade</u>
AGFC Wildlife Officer	T047C	C118

SPECIAL ENTRY RATES:

The final component of the Commission's request is continuation of the approved special entry rates for the biologist series. AGFC is requesting the continuation of the entry rate of \$29,251 for the Natural Resources Program Technician, grade C113, with the ability to adjust the rate of pay to \$31,052 at the completion of the provisional period. The Commission is further requesting the ability to compensate newly hired biologists, in any of the biologist classifications listed below, at the base rate of pay if they have been awarded a master's degree and at the midpoint if they have been awarded a PhD. Below is a listing of the titles that would be included in this grid:

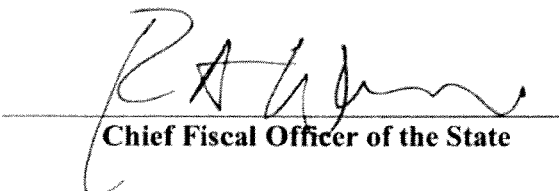
<u>Title</u>	<u>Class Code</u>	<u>Grade</u>
Natural Resources Program Technician	B101C	C113
<i>AGFC Biologist</i>	<i>B024C</i>	<i>C119</i>
<i>AGFC Biologist Specialist</i>	<i>B023C</i>	<i>C121</i>
<i>AGFC Biologist Supervisor</i>	<i>B022C</i>	<i>C123</i>
<i>AGFC Biologist Program Specialist</i>	<i>B046C</i>	<i>C123</i>

The Office of Personnel Management has reviewed the certification differentials and the salary administration grids and **recommends** approval of these requests.

Your consideration of this request is appreciated.

Sincerely,


Kay Barnhill Terry
State Personnel Administrator



Chief Fiscal Officer of the State

JUN 01 2012

Date



Loren Hitchcock
Director

Mike Armstrong
Deputy Director

Keeping the Natural State natural.

Arkansas Game and Fish Commission

Ricky Chastain
Deputy Director

Mike Knoedl
Deputy Director

RECEIVED

May 1, 2012

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OFFICE OF PERSONNEL MGMT
CLASS & COMP

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

Dear Ms. Terry:

Please accept this revised request for certification differentials and salary administration grids for the Game and Fish Commission that were initially requested on March 9, 2012.

The attached includes the following from the previous request:

Certification pay requests:

Intermediate, Advanced, and Senior law enforcement certifications;
Interpretive Planner, Interpretive Manager, and Heritage Interpreter certifications;
Certified Forester, Certified Wildlife Biologist, and Certified Fisheries professional certifications;
Certified Public Accountant, Certified Government Finance Manager; and,
Certified Systems Engineer, Certified Systems Administrator, Certified Info Tech Professional, Certified Technology Specialist, and Certified Professional Developer.

Salary Administration grid pay rates requests:

Enforcement Dive Team differential;
Natural Resources Program Technician entry rate;
Enforcement Special Operations differential;
AGFC Biologist entry rate;
AGFC Biologist Specialist entry rate;
AGFC Biologist Supervisor entry rate, and,
AGFC Biologist Program Specialist entry rate.

Revisions to the previous request are for Enforcement Equity Adjustments and for an Enforcement Promotion Thresholds pay grid. Detailed information is attached.

If additional information is needed, please contact AGFC's Chief of Human Resources, Andrew Bass at 223-6323. Thank you for your consideration of this revised request.

Sincerely,

Loren Hitchcock
Director

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

The mission of the Arkansas Game and Fish Commission is to wisely manage all the fish and wildlife resources of Arkansas while providing maximum enjoyment for the people.

1.

ENFORCEMENT DIFFERENTIALS



A.

Eligible Title(s)	Class Code	Grade	Current Number	Request	Salary Range
AGFC Wildlife Officer	T047C	C118	46	continuation	\$33,861 - \$62,115
AGFC Wildlife Officer - First Class	T037C	C119	3	continuation	\$35,554 - \$65,221
AGFC Corporal	T026C	C121	73	continuation	\$39,199 - \$70,108
AGFC Sergeant	T020C	C122	23	addition	\$41,159 - \$72,670
AGFC Lieutenant	T017C	C123	12	addition	\$43,217 - \$75,312
AGFC Captain	T014C	C124	14	addition	\$45,377 - \$78,038
AGFC Major	T008C	C126	2	addition	\$50,029 - \$83,742
AGFC Colonel	T002C	C129	1	addition	\$57,914 - \$92,958

B.

Certification(s)	Amount	Request	Award Criteria
1. Intermediate Certificate	2%	continuation	Certification must be received and documented.
2. Advanced Certificate	2%	continuation	"Satisfactory" or better Performance Evaluation rating.
3. Senior Certificate	2%	continuation	No disciplinary actions of written reprimand or greater.
Maximum of 6% for any employee.			Must maintain certification to retain differential.
			Subject to funds availability.

C. **Certifying Organization(s):**

The Commission on Law Enforcement Standards and Training (CLEST) is responsible for establishing minimum standards for the selection and training of law enforcement officers in Arkansas. The Commission provides basic training for new officers and specialized training for certified police officers.

D.

Differential(s)	Amount	Request	Award Criteria
1. Dive Team	6%	continuation	"Satisfactory" or better Performance Evaluation rating.
2. Special Operations	6%	addition	Test requirements met or specialty training completed.
(any rank eligible)			Based on vacancy, need, and selection.
			Differential paid only while on special assignment.
			Subject to funds availability.

2.

CERTIFICATION DIFFERENTIAL



A.

Eligible Title(s)	Class Code	Grade	Current Number	Request	Salary Range
Education and Instruction Specialist	E048C	C116	2	continuation	\$30,713 - \$56,340
Education Program Specialist	E037C	C118	21	continuation	\$33,861 - \$62,115
Education Program Coordinator	E031C	C119	7	continuation	\$35,554 - \$65,221
AGFC Nature Center Manager	B039C	C123	4	continuation	\$43,217 - \$75,312
AGFC Division Assistant Chief	B021C	C126	9	continuation	\$50,029 - \$83,742
AGFC Division Chief	B003C	C129	3	continuation	\$57,914 - \$92,958

B.

Certification(s)	Amount	Request	Award Criteria	
1. Certified Interpretive Planner	CIP	2%	continuation	Certification must be received and documented.
2. Certified Interpretive Manager	CIM	2%	continuation	"Satisfactory" or better Performance Evaluation rating.
3. Certified Heritage Interpreter	CHI	2%	continuation	No disciplinary actions of written reprimand or greater.
Maximum of 6% for any employee.				Must maintain certification to retain differential.
				Subject to funds availability.

C. **Certifying Organization(s):**

The National Association for Interpretation (NAI) is a not-for-profit 501(c)(3) professional association for those involved in the interpretation of natural and cultural heritage resources in settings such as parks, zoos, museums, nature centers, aquaria, botanical gardens, and historical sites.

Certification is determined by education, experience, and an examination.

Recertification is required after 4 years, with 40 hours continuing education.

3.

CERTIFICATION DIFFERENTIAL



A.

Eligible Title(s)	Class Code	Grade	Current Number	Request	Salary Range
AGFC Biologist	B024C	C119	54	continuation	\$35,554 - \$65,221
AGFC Biologist Specialist	B023C	C121	33	continuation	\$39,199 - \$70,108
AGFC Biologist Supervisor	B022C	C123	23	continuation	\$43,217 - \$75,312
AGFC Biologist Program Specialist	B046C	C123	6	continuation	\$43,217 - \$75,312
AGFC Division Assistant Chief	B021C	C126	9	continuation	\$50,029 - \$83,742
AGFC Division Chief	B003C	C129	3	continuation	\$57,914 - \$92,958

B.

Certification(s)	Amount	Request	Award Criteria	
1. Certified Forester	CF	6%	continuation	Certification must be received and documented.
2. Certified Wildlife Biologist	CWF	6%	continuation	"Satisfactory" or better Performance Evaluation rating.
3. Certified Fisheries Professional	CF-P	6%	continuation	No disciplinary actions of written reprimand or greater.
Maximum of 6% for any employee.				
Must maintain certification to retain differential.				
Subject to funds availability.				

C. **Certifying Organization(s):**

The Wildlife Society (TWS) is a nonprofit, scientific, and educational organization devoted to stewardship and appreciation of wildlife and its environments. The Wildlife Society seeks to promote and strengthen professional standards in all activities devoted to wildlife resources.

The Certified Wildlife Biologist (CWB) designation is based on education, experience, and an examination.

Recertification is required after 5 years, with 80 hours of continuing education.

The American Fisheries Society (AFS) is an association of fisheries professionals and has established certification criteria. The Society's certification programs provide standards and guidelines for professional recognition.

The Certified Fisheries Professional (FP-C) designation is based on education, experience, and board review.

Recertification is required after 5 years, with approximately 50 hours continuing education.

The Society of American Foresters (SAF) is a national scientific and educational organization representing the forestry profession in the United States. The mission of the Society of American Foresters is to advance the science, education, technology, and practice of forestry.

The Certified Forester (CF) designation is based on education, experience, and an examination.

Recertification is required after 3 years, with 60 hours of continuing education.

4.

ENTRY TO BASE PLAN



A.

Eligible Title(s)	Class Code	Grade	Current Number	Request	Salary Range
AGFC Wildlife Officer	T047C	C118	46	continuation	\$33,861 - \$62,115

1.

Academy and Field Training (new Wildlife Officers only)	\$35,946	continuation
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Graduation from the academy and completion of initial field training (generally at the end of one year).

5.

SPECIAL ENTRY RATES



A.

Eligible Title(s)	Class Code	Grade	Current Number	Request	Salary Range
Natural Resources Program Technician	B101C	C113	60	continuation	\$26,531 - \$48,669
AGFC Biologist	B024C	C119	52	addition	\$35,554 - \$65,221
AGFC Biologist Specialist	B023C	C121	33	addition	\$39,199 - \$70,108
AGFC Biologist Supervisor	B022C	C123	23	addition	\$43,217 - \$75,312
AGFC Biologist Program Specialist	B046C	C123	6	addition	\$43,217 - \$75,312

B.

Rates	Amount	Request
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Award Criteria

Natural Resources Program Technician	\$29,251	continuation
	\$31,052	continuation

Maximum entry rate, based on qualifications.
Adjustment maximum at completion of provisional period.

Biologists	Amount	Request
AGFC Biologist	\$49,067	addition
AGFC Biologist Specialist	\$53,264	addition
AGFC Biologist Supervisor	\$57,806	addition
AGFC Biologist Program Specialist	\$57,806	addition

Entry Rate, based on qualifications:
Master's Degree - Base pay level minimum
Doctorate Degree - Midpoint pay level minimum.
Professional Certification(s) and/or experience considered.
Subject to funds availability.