



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

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
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 Post Office Box 3278
 Little Rock, Arkansas 72203-3278
 Phone: (501) 682-1823
<http://www.state.ar.us/dfa>

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 Public Service Commission (PSC) to continue previously approved salary structure and administrative plans for its Utilities, Tax, and Pipeline Safety Divisions into the 2012-2013 fiscal year, pursuant to Arkansas Code 21-5-222 (a)(1) which states:

A state agency or institution may request that a salary administration grid be approved for specific classifications of positions assigned to the career service compensation plan if the:

- (A) State agency or institution has documented the need for a salary administration grid for specific positions or classifications*
- (B) Terms and conditions of a grid proposed by the agency or institution address the needs of the targeted positions*
- (C) Cost of implementing and maintaining a salary administration grid is within the agency's or institution's existing appropriation and implementation does not use funds specifically set aside for other programs within the agency or institution; and*
- (D) Salary administration grid has been approved by the Chief Fiscal Officer of the State after review by the Personnel Committee.*

The approved salary grids were established for the following classifications:

<u>TITLE</u>	<u>GRADE</u>	<u>DIVISION</u>
Attorney Specialist	C126	Utilities
Engineer P.E	C124	Utilities
PSC Senior Rate Case Analyst	C124	Utilities
PSC Senior Public Utility Auditor	C122	Utilities
PSC Rate Case Analyst	C121	Utilities
PSC Public Utility Auditor	C119	Utilities
PSC Utilities Services Specialist	C118	Utilities
PSC Tax Division Valuation Analyst	C113	Tax
PSC Pipeline Safety Specialist	C120	Pipeline Safety
Corrosion Inspector	C115	Pipeline Safety

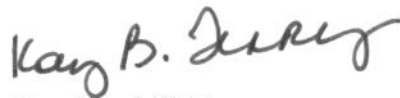
Senator Michael Lamoureux, Co-Chairman
Representative Bryan B. King, Co-Chairman
June 8, 2011
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This grid replaced PSC's special language in 2009. Entry rates are established at the midpoint of the classification's grade based upon education and experience above that of the minimum qualifications as stated on the official job description. The plan also provides for either a six percent or nine percent increase in base salaries of incumbents who receive an "above average" annual performance evaluation. The previously approved plans are attached for your review.

The Office of Personnel Management recommends continuation of this salary grid.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill Terry
State Personnel Administrator



Chief Fiscal Officer of the State

MAY 31 2012

Date

KBT:DC:1-2

Colette D. Honorable
Chairman
(501) 682-1455

Olan W. Reeves
Commissioner
(501) 682-1453

Elana C. Wills
Commissioner
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ARKANSAS
PUBLIC SERVICE COMMISSION
UTILITIES DIVISION
1000 Center
P.O. Box 400
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John P. Bethel
Director
(501) 682-1794

April 26, 2012

Ms. Kay Terry
Office of Personnel Management
1509 W. 7th Street
Little Rock, AR 72201

RECEIVED

APR 26 2012

OFFICE OF PERSONNEL MGMT.
CLASS & COMP

Re: FY 2013 Special Entry Rates for the Arkansas Public Service Commission

Dear Ms. Terry:

I request that you review and approve the continuation of the Arkansas Public Service Commission's current Special Pay Plan Grid, attached, for fiscal year 2013.

The proposed plan requests a starting salary of up to the midpoint salary of the Career Service Pay Plan for particular positions in three divisions of our agency, if candidates meet a set level of enhanced experience or certifications. It also requests special rates of pay for these same positions as the incumbent meets additional requirements. This is a reflection of what has been required to recruit and hire qualified applicants in the past.

Thank you for your consideration of this request. If you have any questions or need additional information, please contact Vikki Moore or me.

Sincerely,

A handwritten signature in black ink, appearing to read "John P. Bethel".

John P. Bethel

Attachment

RECEIVED

APR 26 2012

OFFICE OF PERSONNEL MGT.
DEPT. OF FIN. & ADMIN

Proposed Special Pay Plan for the Arkansas Public Service Commission

The Arkansas General Assembly has established criteria for the implementation of special rates of pay under Act 688 of 2009. The Arkansas Public Service Commission has previously been authorized by the Arkansas General Assembly to use special entry rates for certain positions. The proposed plan incorporates the requirements of Act 688 into a professional development matrix that will enable the Agency to attract and retain qualified employees.

The major change in the current plan from previous authorization from the Arkansas General Assembly is the request to hire at the Midpoint of the Career Service Pay Plan instead of the Maximum (previously Pay Level IV).

Special Rates of Pay

The Arkansas Public Service Commission requests review and approval of this proposed pay plan to implement special rates of pay for the following groups of professionals within the Agency.

The following job class codes are authorized to pay up to the midpoint salary of the Career Service Pay Plan as a starting rate of pay if the Minimum Qualifications (as determined by the Office of Personnel Management), and the additional qualifications specified below are met by the prospective candidate for the job. Additionally, incumbents in these class codes will be eligible for the salary increase as they meet the additional requirements.

Utilities Division:

A046C, PSC Rate Case Analyst, Grade C121: Midpoint \$53,264

Minimum qualifications as determined by OPM. Additionally, candidate must have a master's degree, CPA, or two years additional experience.

After the first year of service in this category the employee will be eligible for a 6% salary increase if they receive an "Above Average" or better performance evaluation and recommendation from the department manager or Agency Director.

A028C, PSC Senior Rate Case Analyst, Grade C124: Midpoint \$60,214

Minimum qualifications as determined by OPM. Additionally, candidate must have a master's degree, CPA, or three years additional experience.

After the first year of service in this category the employee will be eligible for a 9% salary increase if they receive an "Above Average" or better performance evaluation and recommendation from the department manager or Agency Director.

X064C, PSC Public Utility Auditor, Grade C119: Midpoint \$49,067

Minimum qualifications as determined by OPM. Additionally, candidate must have a master's degree, CPA, or two years additional experience or be eligible to sit for the Certified Public Accountant examination.

After the first year of service in this category the employee will be eligible for a 6% salary increase if they receive an "Above Average" or better performance evaluation and recommendation from the department manager or Agency Director.

X033C, PSC Senior Public Utility Auditor, Grade C122: Midpoint \$55,490

Minimum qualifications as determined by OPM. Additionally, candidate must have a master's degree, CPA, or three years additional experience.

After the first year of service in this category the employee will be eligible for a 9% salary increase if they receive an "Above Average" or better performance evaluation and recommendation from the department manager or Agency Director.

B023C, Engineer, P.E., Grade C124: Midpoint \$60,214

Minimum qualifications as determined by OPM. Additionally, candidate must have a master's degree, or three years additional experience as a professional engineer.

After the first year of service in this category the employee will be eligible for a 9% salary increase if they receive an "Above Average" or better performance evaluation and recommendation from the department manager or Agency Director.

G047C, Attorney Specialist, Grade C126: Midpoint \$65,324

Minimum qualifications as determined by OPM. Additionally, candidate must have two more years of experience in law.

After the first year of service in this category the employee will be eligible for a 9% salary increase if they receive an "Above Average" or better performance evaluation and recommendation from the department manager or Agency Director.

X078C, PSC Utilities Services Specialist, Grade C118: Midpoint \$46,730

Minimum qualifications as determined by OPM. Additionally, candidate must have an associate's degree, bachelor's degree or two years additional experience in electrical engineering, utility facility inspection or related field.

After the first year of service in this category the employee will be eligible for a 9% salary increase if they receive an "Above Average" or better performance evaluation and recommendation from the department manager or Agency Director.

Pipeline Safety Division

X048C, PSC Pipeline Safety Specialist, Grade C120: Midpoint \$51,124

Minimum qualifications as determined by OPM. Additionally, candidate must have a bachelor's degree or two years additional experience in mechanical engineering, pipeline inspection or related field.

After the first year of service in this category the employee will be eligible for a 9% salary increase if they receive an "Above Average" or better performance evaluation and recommendation from the department manager or Agency Director.

X144C, Corrosion Inspector, Grade C115: Midpoint \$40,367

Minimum qualifications as determined by OPM. Additionally, candidate must have an associate's degree, bachelor's degree or two years additional experience in mechanical engineering, pipeline inspection or related field.

After the first year of service in this category the employee will be eligible for a 9% salary increase if they receive an "Above Average" or better performance evaluation and recommendation from the department manager or Agency Director.

Tax Division

A095C, PSC Tax Division Valuation Analyst, Grade C113: Midpoint \$36,614

Minimum qualifications as determined by OPM. Additionally, candidate must have an associate's degree, bachelor's degree or two years additional experience in accounting, finance, economics, property tax assessment, or related field.

After the first year of service in this category the employee will be eligible for a 6% salary increase if they receive an "Above Average" or better performance evaluation and recommendation from Tax Division Director.