



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

**OFFICE OF PERSONNEL MANAGEMENT  
Administrator's Office**

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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 submits a request from the University of Arkansas for Medical Sciences to continue previously approved salary structures and administrative plans 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 specified 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.*

UAMS is currently utilizing salary administration plans for positions in their Departments of Public Safety, Physical Plant, Nutrition Services, Telecommunications and Research.

**PUBLIC SAFETY SALARY ADMINISTRATION PLAN:**

The Public Safety plan includes a minimum salary for all Public Safety Officers of \$30,713. New hires will enter at the entry rate of \$30,713, T055C, grade C116, and upon completion of one year experience their salary will be increased to \$32,250. If the employee or applicant possesses at least two years certified law enforcement experience and a General Certificate from

the Arkansas Commission on Law Enforcement Standards, they are made a Sergeant, Public Safety Officer with an entry salary range of \$33,784 up to \$36,029, based on additional years of experience. For the Lieutenant level (HE Public Safety Supervisor, T051C, grade C117), an employee who has four years of certified law enforcement experience, a minimum of two years supervisory experience, possesses a General Certificate from the Arkansas on Law Enforcement Standards and currently holds the rank of Sergeant, is eligible for promotion to the Lieutenant level, HE Public Safety Supervisor with an entry salary of \$38,611 or 10% increase over current salary, whichever is greater. For the Captain level (HE Public Safety Commander II, T023C, grade C121), an employee who is currently at the Lieutenant level and has four to five years of certified law enforcement experience, a minimum of two years supervisory experience at the Lieutenant level and possesses a General Certificate from the Arkansas Commission on Law Enforcement Standards, is eligible for promotion to the Captain level, HE Public Safety Commander II with an entry salary range of \$42,472 up to \$44,966, based on additional years of experience.

**PHYSICAL PLANT SALARY ADMINISTRATION PLAN:**

The Physical Plant plan includes a minimum salary of \$17,957 for all Apprentice Tradesman positions, S081C, grade C105. After successful completion of one year experience, including completion of approved exams (25%) and competency evaluation, employees receive an eight percent (8%) increase to \$19,394. With two years of experience and completion of approved exams (50%) and competency evaluation, employees receive an eight percent (8%) increase to \$20,945. After three years of experience and completion of approved exams (75%) and competency evaluation, employees receive an eight percent (8%) increase to \$22,621. Lastly, with four years experience and successful completion of approved exams (100%) and competency evaluation, employees are promoted to Skilled Tradesman grade C115.

Nutrition Services, Telecommunications and Research salary plans include the following criteria, respectively, for positions within the departments for both new hires and current employees.

**NUTRITION SERVICES SALARY ADMINISTRATION PLAN:**

**FOOD PREPARATION TECHNICIAN, S089C, C102:**

<b><u>SALARY</u></b>	<b><u>EDUCATION</u></b>	<b><u>EXPERIENCE</u></b>
\$16,467	High School	6 Months
\$17,063	High School	1 Year
\$18,470	High School	2 Years
\$19,469	High School	3-5 Years
\$20,467	High School	6 Years

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 COOK, S086C, C104:

<u>SALARY</u>	<u>EDUCATION</u>	<u>EXPERIENCE</u>
\$19,200	High School	6 Months
\$20,196	High School	1 Year
\$21,195	High School	2 years
\$22,194	High School	3-5 Years
\$23,192	High School, completion of formal cooking school	5+ Years,
\$24,190	High School, completion of formal cooking school	5+ Years as Head Cook

**TELECOMMUNICATIONS SALARY ADMINISTRATION PLAN:**  
 COMPUTER SUPPORT SPECIALIST, D063C, C119

<u>SALARY</u>	<u>EDUCATION</u>	<u>EXPERIENCE</u>
\$35,554	Bachelor	2 Years
\$38,398	Bachelor	1 Year, plus 1 Year Nortel Centrex DMS 100 programming & passing evaluation
\$41,470	Bachelor	2 Years, plus 2 Years Nortel Centrex DMS 100 programming & certification in Nortel Data Configuration
\$44,788	Bachelor	3 Years, plus 3 Years Nortel Centrex DMS 100 programming & certification in Nortel Data Configuration

**RESEARCH SALARY ADMINISTRATION PLAN:**  
 RESEARCH TECHNICIAN, B113C, C109

<u>SALARY</u>	<u>EDUCATION</u>	<u>EXPERIENCE</u>
\$21,827	High School	2 Years
\$25,227	High School	3 years of research or Associate's degree in science
\$28,627	High School	4 years of research or Bachelor's degree in science
\$32,027	High School	5 years of research or Bachelor's degree in science

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The Office of Personnel Management has reviewed these salary plans for positions at UAMS and recommends approval of the request for continuation into the 2012 fiscal year. The actual salary administration plans are attached for your review.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill Terry  
State Personnel Administrator



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**Chief Fiscal Officer of the State**

**MAY 31 2012**

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**Date**

KBT/DC:1-4

**Office of Human Resources**

4301 West Markham # 566  
Little Rock, AR 72205-7199  
501-686-5650  
www.uams.edu/ohr

**UAMS**

UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES

May 1, 2012

To: Kay Terry  
State Personnel Administrator

From: Kim Finne  
HR Director, Recruitment, Classification & Compensation  
UAMS

**RECEIVED**

**MAY 10 2012**

**OFFICE OF PERSONNEL MGMT  
CLASS & COMP**

Subject: Salary Administration

The University of Arkansas for Medical Sciences, UAMS, would like to request continuation of the following salary grids with no changes at this time:

- Computer Support Specialist for Telecommunications
- Cooks
- Food Preparation Technicians
- Physical Plant Apprenticeship
- Police
- Research Technician

UAMS would like to continue the use of the Labor Special Entry Rate for the Medical Billing Specialist \$29,573.

UAMS would like to continue the use of the shift, second language and the on-call differential practice.

In regards to the base compensation salary, UAMS would like to request to continue using the following statement

Currently it states:

With the prior approval of the human resources office, UAMS hiring managers will have the option to offer employees in the categories of new hire, rehire, reclassification or promotion a salary at the base rate if they have at least 2 years of Arkansas state services, exceeds the minimum qualification posted and approved by human resources prior to making the offer to the employee or applicant.

For promotions – if the 10% is over the base, then the employee will receive the 10% increase. If the 10% is not at or above base, the department has the option to give up to the base level. For rehire – the department has the option to bring in the employee at the previous salary – if the salary is not at or above the base, the department has the option to give up to the base level for someone who has two years of previous state service.

OR

If the human resources office can document that the base rate is necessary to attract applicants to positions due to labor market conditions, the department will have the option of offering the base rate of classification.

Please let me know if you have any question or concerns and if this is approve.

Sincerely,  
Kim Finne

## **Police Officer Salary Grid**

An Officer (formerly Public Safety Officer I) new hire that meets the minimum requirements for the position

Entry Salary - \$30,713

An Officer (formerly Public Safety Officer I) new hire that meets the minimum requirements for the position and 1 year of experience

Entry Salary - \$32,250

For a Sergeant level - If the employee or applicant has at least two (2) years certified law enforcement experience and currently possess a General Certificate from the Arkansas Commission on Law Enforcement Standards they will be made a Sergeant, Public Safety Officer,

Entry Salary – \$33,784 up to \$36,029 based on additional years of experience

For a Lieutenant level - If the employee has four (4) years of certified law enforcement experience, have a minimum of two (2) years supervisory experience, currently possess a General Certificate from the Arkansas Commission on Law Enforcement Standards, and currently hold the rank of Sergeant they are eligible to be promoted to a Lieutenant level, Public Safety Supervisor

Entry Salary - \$38,611 or 10% whichever is greater

For a Captain Level - If the employee is currently a Lieutenant and has four (4) to five (5) years of certified law enforcement experience, have a minimum of two (2) years supervisory experience in a Lieutenant position, currently possess a General Certificate from the Arkansas Commission on Law Enforcement Standards, they are eligible for promoted to Captain, HE Public Safety Commander II

Entry Salary - \$42,472 up to \$44,966 based on Experience,

The criteria used for promotions of the Sergeant and Lieutenant positions are:

1. Written exam
2. Written test score
3. Years of service and experience in law enforcement
4. Annual evaluation scores
5. Commendations/letter of appreciation
6. Disciplinary actions (current within one (1) year)
7. Supervisory experience (when applicable)

A promotions committee of at least three (3) members, who are selected by the Executive Director of Campus Operations, will review the above criteria for all who meet the eligibility requirements. This committee will also conduct an oral interview of eligible candidates. Upon completion of all oral interviews and examination of required criteria documents, the committee submits to the Chief of Police and the Executive Director of

Campus Operations their recommendation of the most qualified applicant for the vacancy.

<b>Surrounding Agencies - Salary Comparison</b>			
<b>Agency</b>	<b>Officer I Patrolman</b>	<b>Officer II Sergeant</b>	<b>Public Safety Supervisor Lieutenant</b>
UAMS Police Department	\$27,081	\$30,131	\$34,562
U of A (Fayetteville) Police	\$32,000	\$36,945	
UALR Police Department	\$30,109	\$35,000	\$40,000
UCA Police Department	\$33,250	\$39,542	\$42,000
UAPB Police Department	\$29,325	\$33,250	\$37,743
Jacksonville Police Department	\$32,000	\$41,308	\$47,905
Conway Police Department	\$29,436		

**Proposed Physical Plant Apprenticeship Career Ladder  
(Electrician, HVAC or Controls)**

Step 1: Start at S081 – Grade C105 – Apprentice Tradesman \$17,957 (\$8.63/hr) (entry)

Step 2: After successful completion of one (1) year, including completion of approved exams (25%) and competency evaluation move to \$19,393.56 (8% increase) under the appropriate functional title of Apprentice Tradesman II (with appropriate functional title for the respective craft). The Physical Plant will have to monitor this very closely to ensure employees receive merit increases, if warranted.

Step 3: After successful completion of two (2) years, including completion of approved exams (50%) and competency evaluation, move to \$20,945 (8% increase) under the appropriate functional title of Apprentice Tradesman III (with appropriate functional title for the respective craft). The Physical Plant will have to monitor this very closely to ensure employees receive merit increases, if warranted.

Step 4: After successful completion of three (3) years, including completion of approved exams (75%) and competency evaluation, move to \$22,620.60 (8% increase) under the appropriate functional title of Apprentice Tradesman IV (with appropriate functional title for the respective craft). Merit again will have to be monitored closely and appropriately applied.

Step 5: After successful completion of four (4) years, including all exams (100%) and a complete competency evaluation move to entry salary of the title of S031 – Grade C115 - Skilled Tradesman- (with appropriate functional title for the respective craft).

**Proposed Physical Plant Apprenticeship Career Ladder  
(Plumber)**

Step 1: Start at S081 – Grade C105 – Apprentice Tradesman \$17,957 (\$8.63/hr) (entry)

Step 2: After successful completion of one (1) year, including completion of approved exams (25%) and competency evaluation move to \$19,393.56 (8% increase) under the appropriate functional title of Apprentice Tradesman II (with appropriate functional title for the respective craft). The Physical Plant will have to monitor this very closely to ensure employees receive merit increases, if warranted.

Step 3: After successful completion of two (2) years, including completion of approved exams (50%) and competency evaluation, move to \$20,945 (8% increase) under the appropriate functional title of Apprentice Tradesman III (with appropriate functional title for the respective craft). The Physical Plant will have to monitor this very closely to ensure employees receive merit increases, if warranted.

Step 4: After successful completion of three (3) years, including completion of approved exams (75%) and competency evaluation, move to \$22,620.60 (8% increase) under the appropriate functional title of Apprentice Tradesman IV (with appropriate functional title for the respective craft). Merit again will have to be monitored closely and appropriately applied.

Step 5: After successful completion of four (4) years, including all exams (100%) and a complete competency evaluation move to entry salary of the title of S031 – Grade C115 - Skilled Tradesman- (with appropriate functional title for the respective craft).

## Nutrition Services Salary Grid for a Food Preparation Technician

		Annually	Hourly
<b>Entry - step 1</b>	New hire that meets the minimum requirement for the position plus High School Diploma or GED	\$16,467	\$7.92/hourly

<b>Entry - step 2</b>	New hire that meets the minimum requirement for the position plus High School Diploma or GED 1 year of food service & Customer service experience; some knowledge in alternate areas of an upscale facility	\$17,063	\$8.40/hourly
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<b>Entry - step 3</b>	New hire that meets the minimum requirement for the position plus High School Diploma or GED 2 years of food service & Customer service experience; some knowledge in alternate areas of an upscale facility	\$18,470	\$8.88/hourly
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<b>Entry - step 4</b>	New hire that meets the minimum requirement for the position 3 - 5 years of experience in high volume upscale retail outlet completion of customer service training "Employee of the Month" in Nutrition Services or prior job compliments and positive feedback by customers	\$19,469	\$9.36/hourly
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<b>Entry - step 5</b>	New hire that meets the minimum requirement for the position 6 + years of experience Employed high volume retail outlet or institution. Additional formal education in customer or food service Additional training in other areas of food service operations	\$20,467	\$9.84/hourly
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The criteria used for promotions of a Food Prep Tech to the next level will be decided by the criteria below:

1. No Attendance problems for the past 12 months	
2. No Written Warnings for the past 12 months	
3. Has been noticed by management to go above and beyond the normal job responsibilities	
4. Has received "Thank you" notes from patients and customers	
5. Earning "Employee of the Month" will aid in moving to the next step	
6. Has received 15 receipt cards for "Caught-In-the-Act" - Nutrition Service Program	

7. Employee receives positive customer service comments in writing from customers

## Nutrition Services Salary Grid for a Cook

### Cook (formerly known as a Cook I & II)

		Annually	Hourly
<b>Entry - step 1</b>	New hire that meets the minimum requirement for the position	Entry Salary- \$19,200	\$9.23/hourly
<b>Entry - step 2</b>	New hire that meets the minimum requirement for the position 1 year experience	Entry Salary- \$20,196	\$9.71/hourly
<b>Entry - step 3</b>	New hire that meets the minimum requirement for the position 2 years experience	Entry Salary- \$21,195	\$10.19/hourly
<b>Entry - step 4</b>	New hire that meets the minimum requirement for the position 3 - 5 years of experience in high volume upscale retail outlet preparing entrees, soups, sauces, and vegetables from scratch	Entry Salary- \$22,194	\$10.67/hourly
<b>Entry - step 5</b>	New hire that meets the minimum requirement for the position formal cooking school and/or 5 + years of experience as a lead or head cook at high volume retail outlet or institution.	Entry Salary- \$23,192	\$11.15/hourly
<b>Entry - step 6</b>	New hire that meets the minimum requirement for the position formal cooking school and/or 5 + years of experience as a lead or head cook at a high volume retail outlet or institution. Having experiences in all aspects of Food Production such as bakery, salads, and writing receipes.	Entry Salary- \$24,190	\$11.63/hourly

**The criteria used for promotions of a cook to the next level will be decided by the criteria below:**

1. No Attendance problems for the past 12 months			
2. No Written Warnings for the past 12 months			
3. Has been noticed by management to go above and beyond of the normal job duties and responsibilities			
4. Has received "Thank you" notes from patients and customers			

5. Earning "Employee of the Month" will aid in moving to the next step

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## **Computer Support Specialist – Telecommunications Grid**

Step 1: An employee would begin at entry, \$35,554 when they meet the minimum requirements for the job, which is a bachelor's and 2 years of experience in a related field.

Step 2: A candidate or current employee would begin at \$38,398 or 8% raise whichever is greater when the following additional requirements are met:

- one year of additional experience programming Nortel Centrex DMS 100 system;
- passing a competency evaluation

Step 3: A candidate or current employee would begin at \$41,470 or 8% raise whichever is greater when the following additional requirements are met:

- two years of additional experience programming Nortel Centrex DMS 100 system
- successfully completed the Nortel coursework and received certification on in one of the following courses
  - Nortel Data Configuration and Management for Meridian 1 and CS1000
  - Nortel Meridian 1/SC1000 System Moves, Adds and Changes

Step 4: A candidate or current employee would begin at \$44,788 or 8% raise whichever is greater to:

- Three years of additional experience programming Nortel Centrex DMS 100 system
- when one or more of the following additional certifications are achieved
  - Nortel BCM Configuration and Maintenance
  - Intertel Axxess Programming and System Administration
  - AVST Call Xpress Administration
  - Nortel Call Pilot Systems Administration and Applications

A reliable phone service is a vital resource for any medical facility. Outsourcing this service to a vendor with standard response times does not meet the unique communication needs of a medical facility. Paying a vendor to provide onsite technicians or employing our own is the only way to meet the response times expected by the staff at UAMS. That is why trained specialists are employed by UAMS to program and maintain the specific systems utilized here. Experience Telecommunication Specialists are well compensated for their training. Finding and retaining a Computer Support Specialist trained on the systems UAMS uses

would be difficult at the Entry Rate. Our applicant market would include Alltel/Verizon, Windstream and AT&T.

There are unique aspects in programming a particular phone system. Although similar features are available on each system, how you program them is unique to that specific system. Candidates/employees with experience programming systems used at UAMS should be compensated for those abilities that directly benefit UAMS. Therefore we are proposing a grid pay system for the Computer Support Specialist positions in the Telecommunications department at UAMS.

