



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
 Gentlemen:

The Office of Personnel Management (OPM) submits a request from the Department of Arkansas Heritage (DAH) for the continuation of previously approved education differentials in accordance with ACA 21-5-221 (j) which states:

(j) An education differential of up to six percent (6%) for job-related education for individual positions or for specific classifications within an agency or institution may be authorized if:

(1) Attainment of additional education is from an accredited institution of higher education, documented by official transcript, certificate, or degree award, and directly related to the predominant purpose and use of the position or classification; and

(2) The education to be compensated is not included as a special requirement or minimum qualification established for the classification by the official class specification.

The Department's previously established plan is detailed below.

DAH employees completing an Associate's degree applicable to their position within the agency that exceeds the minimum qualifications or special requirements for the classification may be eligible to receive a 3% increase in pay for positions such as Administrative Specialist II, Administrative Specialist III, Building and Grounds Coordinator, Maintenance Assistant, Maintenance Technician, Purchasing Specialist, Executive Assistant to the Director, and Payroll Technician in the following areas of study:

<u>Degree Earned</u>	<u>Areas of Study</u>	<u>Percentage Increase</u>
Associate's Degree	Business, Building Trades, Computer Technology, Human Resources	3%

DAH employees completing a Bachelor's degree applicable to their position within the agency that exceeds the minimum qualifications or special requirements for the classification may be eligible to receive a 4% increase in pay for positions such as Executive Assistant to the Director, Administrative Specialist II, Administrative Specialist III, and Purchasing Specialist in the following areas of study:

<u>Degree Earned</u>	<u>Areas of Study</u>	<u>Percentage Increase</u>
Bachelor's Degree	Business, Financial Management	4%

DAH employees completing a Master's degree applicable to their position within the agency that exceeds the minimum qualifications or special requirements for the classification may be eligible to receive a 5% increase in pay for positions such as Business Operations Specialist, Procurement Manager, Accountant II, Agency Fiscal Manager, Museum Store Manager, Fiscal Support Analyst, Personnel Manager, Public Information Specialist, Computer Support Analyst, Information System Analyst, Land Management Specialist, Data Base Analyst, Museum Program Assistant II, and Museum Registrar in the following areas of study:

<u>Degree Earned</u>	<u>Areas of Study</u>	<u>Percentage Increase</u>
Master's Degree	Business Administration, Financial Management, Science, Computer Technology, History, Public Administration, Interior Design, Land Management, Museum Studies, Human Resources, Journalism	5%

DAH employees completing a Ph.D degree applicable to their position within the agency that exceeds the minimum qualifications or special requirements for the classification may be eligible to receive a 6% increase in pay for positions such as Curator, Biologist Specialist, Historian, DAH Agency Director, DAH Assistant Director, Administrative Service Manager, Grants Analyst, and Grants Specialist in the following areas of study:

<u>Degree Earned</u>	<u>Areas of Study</u>	<u>Percentage Increase</u>
Ph.D Degree	Business Administration, Public Administration, Public Policy and Administration, Financial Management, Science, History	6%

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The Office of Personnel Management has reviewed the submitted documentation by the Department of Arkansas Heritage and recommends the approval of a 3% to 6% education compensation differential to be available agency-wide for use for the remainder of FY 2012 and continuing into FY 2013.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill Terry
State Personnel Administrator



Chief Fiscal Officer of the State

JUN 04 2012

Date

KBT/as:1-3



The Department of
**Arkansas
Heritage**

Mike Beebe
Governor

Cathie Matthews
Director

Arkansas
Arts Council

Arkansas Historic
Preservation Program

Arkansas
Natural Heritage
Commission

Delta Cultural Center

Historic Arkansas Museum

Mosaic Templars
Cultural Center

Old State House Museum



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March 7, 2012

Ms. Kay Barnhill Terry, Administrator
DFA/OPM Class & Comp
1509 West 7th, 2nd Floor
Little Rock, AR 72201

Dear Kay:

The Department's Compensation Differential Plan for additional education has been reviewed and it has been found that no revisions are necessary at this time. Therefore, I request to continue our existing Plan which was approved by your office in October, 2009.

Your favorable approval is appreciated.

Sincerely,

Cathie Matthews
Director

Education Differential Plan

NOTE:

A preapproval must be obtained before enrolling in an advanced course of study. The plan for an advanced course of study and the increase in base pay for the educational differential category must be pre-approved by both the Office of Personnel Management and the Personnel Committee on an as needed basis. Completion of an Associate's, Bachelor's, Master's or PhD that is applicable to positions in DAH and greater than the required Minimum Qualifications that would enhance job performance may result in a base salary increase. Employees successfully completing all requirements stated for an increase in the base salary will receive the appropriate increase upon completion of additional education and after providing official transcripts.

- 1) DAH Employees completing an Associate degree applicable to their position within DAH may be eligible to receive a 3% increase in pay after submitting a copy of their certification of completion, diploma, or transcript.

Examples of an Associate degree may include the following:

- Business
- Building Trades
- Computer Technology
- Human Resources

Examples of positions that may be eligible include the following:

- Administrative Specialist II and III
- Building and Grounds Coordinator
- Maintenance Assistant and Technician
- Purchasing Specialist
- Information Support Analyst
- Executive Assistant to the Director
- Payroll Technician

- 2) DAH Employees completing a Bachelor's degree applicable to their position within DAH may be eligible to receive a 4% increase in pay after submitting a copy of their diploma/transcript.

Examples of a Bachelor's degree may include the following:

- Business
- Financial Management

Examples of positions that may be eligible include the following:

- Executive Assistant to the Director

Administrative Specialist II and III
Administrative Analyst
Purchasing Specialist

- 3) DAH Employees completing a Master's degree applicable to their position within DAH may be eligible to receive a 5% increase in pay after submitting their diploma/transcript.

Examples of a Master's degree may include the following:

Business Administration
Financial Management
Science
Computer Technology
History
Public Administration
Interior Design
Land Management
Museum Studies
Human Resources
Journalism

Examples of positions that may be eligible include the following:

Business Operations Specialist
Procurement Manager
Accountant II
Museum Store Manager
Fiscal Support Analyst
Personnel Manager
Public Information Specialist
Computer Support Analyst
Information System Analyst
Land Management Specialist
Data Base Analyst
Museum Program Assistant II
Museum Registrar

- 4) DAH Employees completing a PhD degree applicable to their position within DAH may be eligible to receive a 6% increase in pay after submitting their diploma/transcript.

Examples of a PhD degree may include the following:

Business Administration
Public Administration
Public Policy and Administration
Financial Management
Science
History

Examples of positions that may be eligible include the following:

Curator
Biologist Specialist
Historian
DAH Agency Director
DAH Assistant Director
Administrative Service Manager
Grants Analyst
Grants Specialist