



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 Arkansas Department of Health (ADH) for your review:

The Arkansas Department of Health has requested the approval for the continuation of a plan to determine and provide differential pay for those employees that demonstrate proficiency in a second language. The differential pay request is based upon Arkansas Code 21-5-221 which states:

"A second language differential of up to ten percent (10%) may be authorized for an employee who has the demonstrated ability and skill to communicate in a language other than English, including American Sign Language, and that skill is determined by the agency or institution to be directly related to the effective performance of the job duties for the position occupied by the employee."

The agency has submitted the following differential pay plan based on four levels of proficiency:

Advanced	10.0 %
Fluent	7.5 %
Intermediate	5.0 %
Basic	2.0 %

Determination of proficiency of employees is accomplished by testing provided by Spanish Interpreters and Translators Incorporated. Additionally, the second language must be utilized at least 25% of the time in performing job duties. Employees receiving the differential whose job duties change and no longer require the use of the second language will no longer receive the differential. At the current time, the Department of Health has twenty eight (28) employees

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Representative Bryan King, Co-Chair
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receiving a second language differential. The total annual cost of the second language differential for these employees is \$57,124 for Fiscal Year 2012.

The Office of Personnel Management has reviewed the submitted documentation by the Arkansas Department of Health and recommends the continuation of the second language pay differential plan.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill Terry
State Personnel Administrator



Chief Fiscal Officer of the State

MAY 30 2012

Date

KBT/LAR:1-2



Arkansas Department of Health

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

Paul Halverson, DrPH, MHSA, Director
Mike Beebe, Governor

April 19, 2012

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

Re: Request for Continuation of Special Language Differential

The Arkansas Department of Health is requesting approval for continuation of Special Language Differential under the previous approval law that allows for agencies and institutions to request a second language differential for rate of pay for employees who have demonstrated the ability and skill to communicate in a language other than English, including American Sign Language and that the skill is determined by the agency or institution to be directly related to the effective performance of the job duties for the position occupied by the employee (Arkansas Code 21-5-221)..

We are request authorization for special language differential rate of pay for an individual employee of up to ten percent (10%). Payment is based upon four levels of proficiency:

- | | |
|-----------------------------|--------------------------------|
| A. Advanced 10% | B. Fluent 7.5% |
| C. Intermediate 5.0% | D. Beginning/Basic 2.0% |

We understand that the agency must have the employee or prospective employee tested by an organization that can certify proficiency testing at different skill levels. . We also understand that the second language must be used at least 25% of the time in the job to be eligible for this provision Also, included in the request should be the justification which states in detail the duties, responsibilities and reason for the second language requirement for the position and all request will be submitted to the Office of Personnel Management for their review and approval after review by the Personnel Committee of the Legislative Council. In addition if an employee who is receiving second language differential rate of pay and moves into a position that does not require the skill to communicate in a language other than English, or whose position no longer requires the use of the skill, shall revert, on the effective date of the change, to the employee's base rate of pay. The agency will follow the directive of the Special Language Differential as outline under Arkansas code 21-5-221.

This continuation is being requested in order to ensure that the agency is able to recruit and retain qualified applicants that are skilled in a second language and with your approval we will continue the allowance allowed under the Special Language Differential for a second language differential as allowable under Arkansas Code 21-5-221. Thank you for your consideration and approval of this request. Please contact me at (501) 661-2440 if you need additional information.

Sincerely,

Joyce Watson,
Human Resource Manager
DOH Personnel Processing Section
Arkansas Department of Health

JW:ma

CC: file

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APR 23 2012

OFFICE OF PERSONNEL MGMT
CLASS & COMP



Arkansas Department of Health

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

Governor Mike Beebe

Paul K. Halverson, DrPH, FACHE, Director and State Health Officer

April 19, 2012

Ms. Kay Barnhill,
State Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
1507 West 7th Street
Little Rock, Arkansas 72203

Re: Compensation Approval for Certification by the American Specialty Board

Dear Ms. Terry:

The Department of Health is requesting approval to continue paying medical doctors who are certified by the American Specialty Boards the six percent (6%) compensation differential from State and Federal funds for all medical doctors who are certified by the American Specialty Board for the following classifications:

Deputy State Health Officer	L002N	N921
Chief Physician Specialist	L003N	N921
Senior Physician Specialist	L025N	N920
Physician Specialist	L008N	N917
Deputy Director – Public Health Program	U119U	U119U

As previously authorized in Act 1283 of 2007, the extra salaries are in addition to the maximum annual amount, provided in the regular salaries section of the appropriation acts for the Department of Health. The Department of Health would like to request this approval for the next fiscal period of July 1, 2012 to June 30, 2013.

Thank you for your consideration and assistance in this matter, should you have any questions or need further information, please contact me at 661-2440.

Sincerely,

Joyce Watson
Human Resources Manager

JW: ma

cc: file