



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

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

1509 West Seventh Street, Suite 201
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Little Rock, Arkansas 72203-3278
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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 submits a request from the Arkansas Department of Agriculture, Forestry Commission (AFC) to continue utilizing a previously approved compensation differential for hazardous duty, in accordance with ACA 21-5-221, which states:

(c)(1) Hazardous duty differential of up to six percent (6%) may be authorized for the increased risk of personal physical injury for an employee occupying a certain identified high-risk position if the:

(A) Position classification is determined to be physically hazardous or dangerous due to location, facility, services provided, or other factors directly related to the duty assignment of the positions; and

(B) Employee's regularly assigned work schedule exposes him or her to clear, direct, and unavoidable hazards during at least fifty percent (50%) of the work time and the employee is not compensated for the hazardous exposure.

(2)(A) The director of the requesting agency or institution shall identify the facility or unit, location, and eligible positions and classifications within the facility or unit that are identified as high-risk.

(B) The positions shall be certified by the agency or institution director as having been assigned to a work environment that poses an increased risk of personal injury and shall be submitted as part of the plan for payment of hazardous duty differential to the office for approval by the Chief Fiscal Officer of the State after review and approval of the Personnel Subcommittee of the Legislative Council.

(C) Subsequent changes to the facility or unit, location, and eligible positions or classifications within the facility or unit on file with the office shall receive prior approval by the Chief Fiscal Officer of the State after review and approval by the Personnel Subcommittee of the Legislative Council.

(d) If the granting of the additional hazardous duty compensation has the effect of temporarily exceeding the maximum annual rate for the grade assigned to the employee's classification, the additional compensation shall not be considered as exceeding the maximum allowable rate for that grade.

(e) It is the intent of this subsection that hazardous duty compensation shall be at the discretion of the Chief Fiscal Officer of the State and the director of the agency or institution and shall not be implemented using funds specifically set aside for other programs within the agency or institution.

(f) An employee who receives additional hazardous duty compensation under this section and then is reassigned to normal duty shall revert on the day of the reassignment to the rate of pay for which he or she is eligible under this subchapter.

The Arkansas Department of Agriculture, Forestry Commission requests approval to pay eleven incumbents within the classifications of Forest Ranger II and County Forest Ranger a 4% hazardous duty compensation differential. In addition to regular duties and workload, the incumbents work fires, dumping cases, minor felony cases, and assist Arkansas Forestry Commission Investigators in other felony cases. If an employee is reassigned to a position that does not meet the hazardous duty criteria, this compensation differential will be removed.

CERTIFICATION DIFFERENTIAL

The agency also submits continuation of a previously approval professional certification differential in accordance with ACA 21-5-221, which states:

(i)(1) A professional certification differential of up to six percent (6%) for job-related professional certifications for individual positions or for specific classifications within an agency or institution may be authorized if the certification is:

(A) From a recognized professional certifying organization and is determined to be directly related to the predominant purpose and use of the position or classification; and

(B) Not included as a minimum qualification established or as a special requirement for the classification by the official class specification.

(2)(A) A professional certification differential may be paid only while the certification is current and maintained by the employee and while employed in a position or classification covered by the plan.

(B) Documentation of continuation or renewal of the certification of the employee is required for continuation of the certification differential.

The AFC is requesting continuation of a previously approved 2% certification compensation differential for all incumbents who become a Certified Arborist. The Forestry Commission makes this request in response to the growing requirements and needs in urban areas in Arkansas.

CERTIFICATION AND HAZARDOUS DUTY DIFFERENTIAL

Lastly, the AFC requests continuation of a previously approved certification differential of 4% for two positions located at the Poison Springs State Forest who possess dynamite/explosives certification and continuation of a previously approved hazardous duty differential of 6% for these incumbents. This certification is needed to blast debris out of culverts placed by beavers, which is necessary to keep roads from washing out. Certification must be maintained by a maximum of two employees for the blasting and handling of dynamite explosives. The time spent in hazardous duty pay status will be documented on the employee time sheets and verified by the State Forest Manager. The approval has enabled the AFC to retain employment of qualified individuals.

The Office of Personnel Management has reviewed the agency's requests and recommends continuation of all previously approved differentials as described above.

Your consideration of this request is appreciated.

Sincerely,



Kay Terry
State Personnel Administrator



Chief Fiscal Officer of the State

MAY 29 2012

Date



ARKANSAS FORESTRY COMMISSION

3821 West Roosevelt Road Little Rock, Arkansas 72204-6396
(501) 296-1940 FAX: (501) 296-1949

April 25, 2012

OPM Administrator Kay Terry
Attn: Analyst Abby Simmons
DFA – Office of Personnel Management
1509 West Seventh Street, Suite 201
Little Rock, AR 72203

Re: Request for continuation of 4% hazardous duty differential for District Law Enforcement Officers

At OPM's request, please see information below to maintain the hazardous duty differential for District Law Enforcement Officers for Fiscal Year 2013. The approval has enabled the AFC to retain employment of qualified individuals.

On December 14, 2009 the Personnel Committee of the Arkansas Legislative Council approved 4% hazardous duty compensation for District Law Enforcement officers employed with the Arkansas Agriculture Department, Forestry Commission (AFC).

The AFC has a total of 11 positions allocated to District Law Enforcement Officers which could include any position numbers within the classifications of B098C, Forest Ranger II or B088C, County Forest Ranger.

While positions numbers may change, the number of District Law Enforcement Officers remains constant at 11.

District Law Enforcement Officers work not only in their assigned county, but all counties within their District. Districts average six counties; but some exceed that amount.

The 11 positions must be law enforcement certified and have additional law enforcement duties/training in addition to that of County Forest Rangers that are law enforcement certified:

- 30-40 more hours of annual training that includes
 - Weapons training and qualification

- Investigation procedures
- Arrest procedures
- District wide fire arson investigation
- District wide timber theft investigations
- District wide illegal dumping on forestland investigations

The 11 District Law Enforcement Officers are issued weapons, badges, and pepper spray in compliance with their additional required Law Enforcement duties/training.

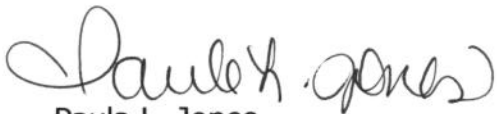
The AFC did not request additional funding for the hazardous duty differential when implemented in 2009 and will not ask for additional funding for continuation of the differential.

Please advise if you need any additional information.

Thank you.

Sincerely,

ARKANSAS AGRICULTURE DEPARTMENT/FORESTRY COMMISSION



Paula L. Jones
Human Resources Administrator

c: Deputy State Forester Larry D. Nance



ARKANSAS FORESTRY COMMISSION

3821 West Roosevelt Road Little Rock, Arkansas 72204-6396
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RECEIVED

APR 26 2012

**OFFICE OF PERSONNEL MGMT
CLASS & COMP**

April 25, 2012

OPM Administrator Kay Terry
Attn: Analyst Abby Simmons
DFA – Office of Personnel Management
1509 West Seventh Street, Suite 201
Little Rock, AR 72203

Re: Request for continuation of 2% certification compensation for Urban Forestry Representatives

At OPM's request, please see information below to maintain certification pay for Certified Arborists for Fiscal Year 2013. The approval has enabled the AFC to retain employment of qualified individuals.

On July 9, 2009 the Personnel Committee of the Arkansas Legislative Council approved a 2% education certification compensation for employees of the Arkansas Agriculture Department/Forestry Commission (AFC) that are District Urban Representatives and obtain a Certified Arborist license.

Certified Arborists meet the growing requirements and needs for tree assistance in Arkansas' urban areas. While position numbers may change, the number of employees receiving the 2% education compensation will not exceed twelve employees at any one time.

The AFC did not request additional funding for the education certification compensation when implemented in 2009 and will not ask for additional funding for continuation of the compensation.

Please advise if you need any additional information.

OPM Administrator Kay Terry

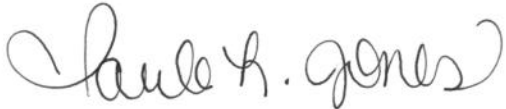
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April 25, 2012

Thank you.

Sincerely,

ARKANSAS AGRICULTURE DEPARTMENT/FORESTRY COMMISSION

A handwritten signature in cursive script that reads "Paula L. Jones".

Paula L. Jones
Human Resources Administrator

c: Deputy State Forester Larry D Nance



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RECEIVED

APR 27 2012

OFFICE OF PERSONNEL MGMT
CLASS & COMP

Re: Request for continuation of certification and hazardous duty differential for two PSSF Employees

At OPM's request, please see information below to maintain the certification and hazardous duty differential for two employees of the Arkansas Agriculture Department/ Forestry Commission's (AFC) Poison Springs State Forest (PSSF) for Fiscal Year 2013. The approval has enabled the AFC to retain employment of qualified individuals.

On July 9, 2009 the Personnel Committee of the Arkansas Legislative Council approved a certification compensation and hazardous duty differential for two employees at PSSF that are licensed in explosives and maintain a Transportation Security Administration endorsement on their Arkansas Commercial Drivers License.

PSSF is comprised of over 21,000 acres in Ouachita and Nevada Counties. Dynamite/explosives certification must be maintained by a maximum of two employees (position numbers can change due to turn-over or other factors) to be certified to work with dynamite. The employees have a 4% certification compensation differential and a 6% compensation hazardous duty differential. The total 6% is authorized for the increased risk of personal physical injury for the identified high risk position of handling explosives. The additional percentage is paid when the employees, who for safety reasons work as a pair, blast debris out of culverts placed there by beavers. If the debris is not removed, roads wash out. PSSF roads must be maintained for selective timber cuts to be made to generate revenue to sustain PSSF and contribute to the overall funding of the AFC.

OPM Administrator Kay Terry

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April 25, 2012

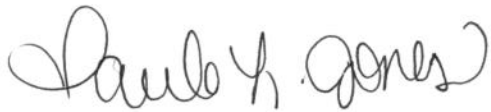
The AFC did not request additional funding for the hazardous duty differential when implemented in 2009 and will not ask for additional funding for continuation of the differential.

Please advise if you need any additional information.

Thank you.

Sincerely,

ARKANSAS AGRICULTURE DEPARTMENT/FORESTRY COMMISSION

A handwritten signature in black ink that reads "Paula L. Jones". The signature is written in a cursive, flowing style.

Paula L. Jones
Human Resources Administrator

c: Deputy State Forester Larry D. Nance

0400 Certification Pay Table-Arkansas Forestry Commission				
FY13				
Pers #	Position	PA	Certitication %	Start Date
3464	22088507	FC66	4%	6/29/2009
3522	22088455	FC66	4%	6/29/2009
3552	22088577	FC61	4%	9/5/2010
46186	22088473	FC56	4%	12/27/2009
3432	22088528	FC12	4%	12/27/2009
4011	22088536	FC43	4%	12/27/2009
3764	22088544	FC18	4%	12/27/2009
31751	22088548	FC05	4%	12/27/2009
3765	22088563	FC25	4%	12/27/2009
3871	22088566	FC51	4%	12/27/2009
3879	22088568	FC32	4%	12/27/2009
3592	22088570	FC14	4%	12/27/2009
39320	22088546	FC38	4%	2/6/2011
3660	22088606	FC56	2%	10/4/2009
3701	22088565	FC49	2%	10/4/2009
3604	22088621	FC38	2%	10/4/2009
3334	22088792	FC01	2%	6/29/2009
3474	22088611	FC03	2%	6/29/2009
3377	22088639	FC01	2%	6/29/2009
3022	22088459	FC44	2%	6/29/2009
4/23/2012				

0400 District Law Enforcement Officer Certification Pay Table-Arkansas Forestry Commission						
FY13						
Pers #	Position	Classification	PA	Hazardous Duty Certification	Base pay not including 4%	
3552	22088577	B088C	FC61	4%	16.6783	
46186	22088473	B098C	FC56	4%	14.0741	
3432	22088528	B088C	FC12	4%	16.3502	
4011	22088536	B088C	FC43	4%	15.6311	
3764	22088544	B088C	FC18	4%	17.5569	
31751	22088548	B088C	FC05	4%	15.7466	
3765	22088563	B088C	FC25	4%	17.3188	
3871	22088566	B088C	FC51	4%	17.2242	
3879	22088568	B088C	FC32	4%	16.4717	
3592	22088570	B088C	FC14	4%	16.2294	
39320	22088546	B088C	FC38	4%	15.5164	
4/23/2012						