



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 Community Correction to continue the use of the previously approved certification differentials 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.*

**CERTIFICATION DIFFERENTIAL CONTINUATION**

The Arkansas Department of Community Correction works directly with the Arkansas Substance Abuse Certification Board (ASACB) in an effort to ensure that consumers receive the highest quality of care from competent addiction professionals. The ASACB has set the following education and experience requirements for initial certifications:

<u>Certification</u>	<u>Education</u>	<u>Experience</u>
Certified Co-Occurring Disorder Professional (CCDP)	270 clock hours	3 years as a counselor
Certified Alcohol and Drug Counselor (CADC)	270 clock hours	3 years as a counselor
Licensed Alcohol and Drug Abuse Counselor (LADAC)	270 clock hours	3 years as a counselor
Certified Clinical Supervisor (CCS)	30 hours of didactic education	5 years as a counselor and certification as CCDP Bachelor or Diplomat Level, CADC, or ACADC

The Arkansas Department of Community Correction has requested that the following classifications be eligible to receive a certification differential:

<u>Title</u>	<u>Class Code</u>	<u>Grade</u>	<u>Eligible Certifications</u>	<u>Percentage</u>
ADC/DCC Advisor	M059C	C115	CCDP, CADC, LADAC	6%
Substance Abuse Program Leader	M048C	C116	CCDP, CADC, LADAC	6%
ADC/DCC Treatment Coord.	M046C	C117	CCDP, CADC, LADAC	6%
DCC Treatment Supervisor	M021C	C119	CCS	6%
DCC Assistant Treatment Program Mgr.	M007C	C122	CCS	6%

The Arkansas Department of Community Correction is requesting that incumbents occupying the classifications listed above only be eligible to receive a certification differential for completion of any one of the specified certifications listed for each classification. It is also requested that incumbents within these classifications may only be compensated for the initial certification they obtain, regardless of the number of certifications obtained. At the current time, the Department

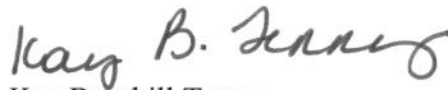
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of Community Correction has thirty-two (32) employees receiving a certification differential. The total annual cost of the certification differential for these employees is approximately \$61,900 for fiscal year 2012.

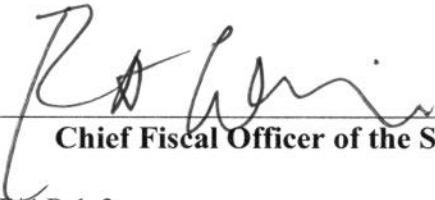
The Office of Personnel Management has reviewed and recommends continuation of the previously approved certification differentials.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill Terry  
State Personnel Administrator



Chief Fiscal Officer of the State

JUN 01 2012

Date

KBT/JAP:1-3

KBT/JAP:1-2



## Arkansas Department of Community Correction

Two Union National Plaza Building

105 West Capitol, 2<sup>nd</sup> Floor

Little Rock, Arkansas 72201-5731

(501) 682-9510 Fax: (501) 682-9538

April 27, 2012

Kay Terry

State Personnel Administrator

1509 West 7<sup>th</sup> Street

Little Rock, AR 72201

**RECEIVED**

MAY 30 2012

OFFICE OF PERSONNEL MGMT  
CLASS & COMP

This Department of Community Correction (DCC) is requesting the continuation of the following previously approved compensation differentials.

### **CERTIFICATION DIFFERENTIAL**

DCC has long had approval from OPM to pay additional compensation for these certifications for our counseling staff. These pay differentials allow us to recruit higher quality applicants and helps keep us from being a training ground for the private sector.

TITLE	CERTIFICATION	RATE
ADC/DCC Advisor	Certified Alcohol and Drug Counselor (CADC)	6%
	Certified Co-occurring Disorder Professional (CCDP)	6%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	6%
Substance Abuse Program Leader	Certified Alcohol and Drug Counselor (CADC)	6%
	Certified Co-occurring Disorder Professional (CCDP)	6%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	6%
ADC/DCC Treatment Coordinator	Certified Alcohol and Drug Counselor (CADC)	6%
	Certified Co-occurring Disorder Professional (CCDP)	6%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	6%
DCC Treatment Supervisor	Certified Clinical Supervisor	6%
DCC Asst Treatment Program MGR	Certified Clinical Supervisor	6%

*"There is good in all people; how we deal with them determines how much of it we see."*

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A DCC employee is only awarded one 6% increase for any of the listed certification one time. An employee can choose to achieve whichever certification they want or get multiple certifications, but DCC will only award the increase for the first certification obtained.

Thank you in advance for your consideration.

Respectfully,

A handwritten signature in black ink, appearing to read 'C. Brown', with a large, stylized flourish extending from the end of the signature.

Chad Brown

Human Resources Administrator  
Department of Community Correction

*"There is good in all people; how we deal with them determines how much of it we see."*