



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

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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 (OPM) submits a request from the Arkansas Department of Human Services (DHS) to continue the use of previously approved compensation differentials for hazardous duty, geographic pay, second language, and certification differentials listed below:

HAZARDOUS DUTY PAY

The Arkansas Department of Human Services, Division of Behavioral Health Services (DBHS), Arkansas Health Center (AHC), and Arkansas State Hospital (ASH) requests continuation to use Hazardous Duty Pay for the classifications listed below pursuant to ACA 21-5-221 (c) (1) which states:

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 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.*

The agency's requests to pay hazardous duty pay to the following classifications at the Arkansas Health Center, the Arkansas State Hospital and at DDS Human Development Centers.

ELIGIBLE CLASSIFICATIONS

<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
Behavioral Health Aide	M084C	C108
Certified Nursing Assistant	L082C	C109
Recreational Activity Leader I	M082C	C109
Public Safety Security Officer	T084C	C110
Recreational Activity Leader II	M076C	C111
Licensed Practical Nurse	L069C	C113
Security Officer Supervisor	T072C	C113
Public Safety Officer	T055C	C116
DHS DBS Public Safety Supervisor	T052C	C117
Registered Nurse	L038C	C120
DHS DBS Public Safety Director	T031C	C120
Registered Nurse – Hospital	L032C	C121
Registered Nurse Supervisor	L027C	C122

The provisions of Hazardous Duty Pay as stated by the law will not exceed 6% of the annual salary of an employee. If an employee is reassigned to a position that does not meet the hazardous duty criteria, this compensation differential will be removed.

GEOGRAPHIC PAY

The Arkansas Department of Human Services (DHS) has also requested the continuation of Geographic Differential of up to 6% for registered and licensed practical nurses pursuant to ACA 21-5-221 (k) which states:

(k) A geographic area differential of up to six percent (6%) may be authorized to address the documented inability to recruit and retain certain employees in a specific geographic area of the state if the additional geographic area differential is based on documented recruitment, turnover, or other competitive pay issue in a specific geographic area, but which does not justify a statewide labor market special entry rate.

This differential is used to address the difficulty in recruiting and retaining qualified incumbents in certain areas of the state. It is currently being utilized on 121 positions amounting to a total additional cost of \$306,504 per year. Below is a listing of the eligible counties:

DESIGNATED COUNTIES

Arkansas	Crittenden	Lee	Pulaski
Benton	Cross	Lonoke	Saline
Chicot	Faulkner	Miller	Sebastian
Clark	Garland	Mississippi	Sharp
Conway	Grant	Monroe	St. Francis
Craighead	Independence	Phillips	Washington
Crawford	Jefferson	Prairie	White

SECOND LANGUAGE DIFFERENTIAL

In addition, the Arkansas Department of Human Services (DHS) is requesting continuation of the Second Language Differential of up to 10% based on proficiency pursuant to ACA 21-5-221(1) (1) which states:

(1)(1) 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.

This differential is used primarily in serving the state's Hispanic population in the county offices and is utilized on eight positions amounting to a total additional cost of \$19,964 per year.

CERTIFICATION DIFFERENTIAL

In addition, the Arkansas Department of Human Services (DHS) is requesting continuation of the Certification Differential of up to 6% for the following certifications listed below pursuant to ACA 21-5-221(i) (1) 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.

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

- Certificate in Public Health Nursing
- National Certifications in specialty care areas such as wound care and cancer treatment care as certified and approved by the Office of Personnel Management
- Long Term Care Facility Surveyor Minimum Qualifications Test

The certification differential is utilized on 15 positions with a total additional cost of \$57,387 per year.

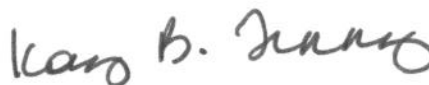
JUSTIFICATION

The agency's request to continue use of these differentials is based on the need to make salary determinations for new hires and current employees in these classifications. This will also allow the agency to remain competitive with current labor market rates for these classifications.

The Office of Personnel Management has reviewed this request and recommends approval of the continuation of these compensation differentials.

Your consideration of this request is appreciated.

Sincerely,



Kay Terry
State Personnel Administrator



Chief Fiscal Officer of the State

MAY 30 2012

Date

KBT/cpw:1-4



**Office of Finance and
Administration**

Personnel

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May 4, 2012

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

RE: Continuation of Compensation Differentials and Salary Pay Grids for FY 2013

Ms. Terry:

In accordance with Act 688, section 21-5-221, the Department of Human Services is requesting permission to continue its use of the Geographic; Secondary Language; Hazardous Duty; Certification and Shift pay differentials. This is to include the certification pay for our Physicians. In addition, we are asking to continue the use of the Statewide Nurse Salary Pay Grid as well as the Counseling Pay Grid authorized by Arkansas Code 21-5-222 (a)(1) established by Act 688 of 2009. We are not requesting any changes to our current utilization procedures.

Attached for your review is a spreadsheet indicating those employees who have or currently receives comp differentials with the divisions identified. Also attached are turnover and retention figures.

Should further information be required, please contact me at 683-5928.

Sincerely,

A handwritten signature in black ink, appearing to read "George Bryant". The signature is fluid and cursive.

George Bryant
DHS Agency HR Manager

CC: Gary Cain