



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

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
1509 West Seventh Street, Suite 201
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1823
www.dfa.arkansas.gov

June 15, 2016

N.3

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request for the continuation of previously approved certification differentials for FY17. The requested differentials for continuation are attached.

The Office of Personnel Management is requesting the continuation of certification differentials from 10 state agencies, boards, and commissions, including the Statewide Nursing Grid. There is one modification recommended by OPM for the certification differentials. Rehabilitation Services has requested to discontinue the use of this differential.

After review of the requests, the Office of Personnel Management **recommends** the approval of the continuation of these previously approved certification differentials for FY17. Your consideration of this request is greatly appreciated.

Sincerely,

Kay Barnhill
State Personnel Administrator

Chief Fiscal Officer of the State

JUN 07 2016

Date

KB/sd:1

**CERTIFICATION DIFFERENTIALS
FY17 CONTINUATIONS**

BA	Agency/Institution Name	Request Type	Classifications Affected	Recommendation	Positions Affected
80	AR Game and Fish Commission	Certification- 6% Certified Interpretive Planner Certified Interpretive Manager Certified Heritage Interpreter Certified Forester Certified Wildlife Biologist Certified Fisheries Professional Dive Team Special Operations K-9	TOTAL	Continue as Requested	39
			AGFC Biologist Program Specialist, BD46C, C123		3
			AGFC Biologist Specialist, B123C, C121		7
			AGFC Biologist Supervisor, B122C, C123		3
			AGFC Biologist, B124C, C119		4
			AGFC Biologist-Assst. Regional Mgr., B131C, C121		3
			AGFC Captain, T014C, C124		0
			AGFC Colonel, T002C, C129		0
			AGFC Corporal, T026C, C121		10
			AGFC Division Assistant Chief B121C, C126		2
			AGFC Division Chief, B009C, C129		1
			AGFC Lieutenant, T017C, C123		0
			AGFC Major, T008C, C126		0
			AGFC Nature Center Manager, B099C, C123		2
AGFC Sergeant, T020C, C122		0			
AGFC Wildlife Officer - 1st Class, T037C, C119		0			
AGFC Wildlife Officer, T047C, C118		2			
Assistant Hatchery Manager, B132C, C121		0			
Education and Instruction Specialist, E048C, C116		0			
Education Program Coordinator, E013C, C119		0			
Education Program Specialist, E037C, C118		2			
165	UICA	Certification- 6% Law Enforcement	TOTAL	Continue as Requested	12
			Public Safety Officer, T055C, C116		5
			Public Safety Supervisor, T051C, C117		2
			Public Safety Commander I, T030C, C120		3
			Public Safety Commander II, T029C, C121		2
			Public Safety Commander III, T018C, C122		0
400	Agriculture	Certification- 2% Arborist	TOTAL	Continue as Requested	7
			Staff Forester, B058C, C119		1
			Forester, B080C, C117		4
			County Forest Ranger, B088C, C115		2
			TOTAL	Continue as Requested	9
			County Forest Ranger, B088C, C116		8
			Forest Ranger II, B098C, C114		1
			TOTAL	Continued as Requested	2
			County Forest Ranger, B088C, C116		1
			Forest Ranger II, B098C, C114		1
			ARLPC Board Certified Pathologist, B006N, N907	Continue as Requested	1
405	Bank Department	Certification - 6% Conference of State Bank Supervisors	A005N, Assistant Deputy Bank Commissioner, N906	Continue as Requested	4
480	AR Dept. of Correction	Certification- 6%	TOTAL	Continue as Requested	18

**CERTIFICATION DIFFERENTIALS
FY17 CONTINUATIONS**

485	AR Dept. of Community Correction	Certified Alcohol and Drug Counselor	Substance Abuse Program Leaders, M048C, C116	14	
		Advanced Certified Alcohol and Drug Counselor	Substance Abuse Program Coord., M023C, C118	4	
		Certified Criminal Justice Professional			
		Certified Co-occurring Disorder Professional			
TOTAL				35	
510	School for the Blind	Certification- 6%	ADC/DCC Advisor, M059C, C115	Continue as Requested	15
		Certified Alcohol and Drug Counselor			6
		Certified Co-occurring Disorder Professional	Substance Abuse Program Leader, M048C, C116		3
		Licensed Alcohol and Drug Abuse Counselor	ADC/DCC Treatment Coordinator, M046C, C117		4
		Certified Clinical Supervisor	DCC Treatment Supervisor, M021C, C119		5
			DCC Treatment Administrator, M001C, C128		2
TOTAL				3	
513	School for the Deaf	Certification- 6%		Continue as Requested	0
		Certified Teacher	Certified Masters Teacher, E035C, C119		0
			Certified Bachelors Teacher, E044C, C117		0
TOTAL				0	
520	Rehabilitation Services	Deaf Certification	All Teachers w/ Bachelor's and obtain Master's	Continue as Requested	0
		Certification- 6% Law Enforcement Officer Certification	Rehabilitation Area Manager, G121, C120	Not Continued	1
610-634	Department of Finance & Administration	Certification - 6%		Continue as Requested	4
		Certified Public Accountant	Accountant I, A089C, C116		0
		Certified Internal Auditor	DFA SEFA/CAFR Specialist, A109C, C116		0
		Certified Government Finance Manager	Auditor, A081C, C117		0
			DFA CAFR Asset Specialist, R042C, C118		0
			DFA Statewide Program Specialist, R049C, C122		0
			Audit Coordinator, A044C, C122		0
			DFA Statewide Coordinator, R041C, C124		0
			DFA Accounting CAFR Coordinator, A025C C126		1
			DFA Statewide Program Manager, R040C, C128		2
			Audit Manager, A007C, C129		1
TOTAL				10	
645	AR Dept. of Health	Certification - 6%		Continue as Requested	5
		Certified Public Accountant	Tax Auditor, A059C, C119		1
		Certified Internal Auditor	Tax Auditor II, A054C, C120		4
			Tax Auditor Supervisor, A033C, C123		0
TOTAL				10	

**CERTIFICATION DIFFERENTIALS
FY17 CONTINUATIONS**

American Specialty Board			
	Deputy State Health Officer, L002N, N921		1
	Chief Physician Specialist, L003N, N921		1
	Senior Physician Specialist, L025N, N920		6
	Psychiatric Specialist, L005N, N919		0
	Rehabilitation Medical Director- Alcohol Rehab Center (Benton), L007N, N918		0
	Physician Specialist, L008N, N917		2
	General Physician, L013N, N916		0
	TOTAL	Continue as Requested	70
975	Military Department		
	Certification - 6%	TOTAL	
	General Law Enforcement - 1%	Skilled Tradesman, S031C, C115	0
	Intermediate Law Enforcement - 2%	Military Fire and Police Officer, T078C, C112	0
	Advanced Law Enforcement - 3%	Military Fire and Police Officer Supervisor, T073C, C113	0
	Senior Law Enforcement - 4%	Public Safety Director, T062C, C115	0
	CPR - 1%	Military Fire and Police Captain, T057C, C116	0
	Automatic Defibrillator Instructor - 1%	Military Firefighter, T066C, C114	19
	Emergency Medical Technician - 1%	Senior Military Firefighter, T060C, C115	22
	Police and Fire Instructor - 1%	Military Firefighter Shift Leader, T049C, C117	8
	Fire Officer I Certificate - 1%	Military Department Fire Chief, T043C, C118	2
	Fire Officer II Certificate - 2%	Director of Public Safety, T019C, C122	2
	Fire Officer III Certificate - 3%	Public Safety Commander I, T030C, C120	0
	Fire Officer IV Certificate - 4%	Public Safety Supervisor, T051C, C117	5
	Fire Inspector I - 1%	Public Safety Officer II, T067C, C114	12
	Water System Operator License- 6%		
ALL	Statewide Nursing Grid	Continue as Requested	47
	Certification- 6%	ALL	
	Certificate in Public Health Nursing		
	National Certifications in Specialty Care Areas as approved by OPM		
	Long Term Care Facility Surveyor Minimum Qualifications Test		

TOTAL 267



Jeff Crow
Chief of Staff and Deputy Director

Andrew Bass
Assistant Deputy Director

Ricky Chastain
Assistant Deputy Director

Caroline Cone
Assistant Deputy Director

Arkansas Game and Fish Commission

Mike Kneodl
Director

20 May 2016

Kay Barnhill
State Personnel Administrator
Office of Personnel Management
DFA Building
1509 W 7th St, Suite 201
Little Rock, AR 72201

Dear Ms. Barnhill:

Arkansas Game and Fish Commission (AGFC) would like to request the continuation of the following Certification/Education Differentials for the Enforcement Division:

- Intermediate Certificate (ALETA/CLEST) - 2%
- Advanced Certificate (ALETA/CLEST) - 2%
- Senior Certificate (ALETA/CLEST) - 2%
- K-9 Team - 6%
- Dive Team - 6%
- Special Operations - 6%
- Hazardous Duty - 3%

For the following classifications:

- | | | |
|-------|---|------|
| T047C | AGFC Wildlife Officer | C118 |
| T037C | AGFC Wildlife Officer 1 st Class | C119 |
| T026C | AGFC Corporal | C121 |
| T020C | AGFC Sergeant | C122 |
| T017C | AGFC Lieutenant | C123 |
| T014C | AGFC Captain | C124 |
| T008C | AGFC Major | C126 |
| T002C | AGFC Colonel | C129 |

Arkansas Game and Fish Commission (AGFC) would like to request the continuation of the following Certification Differentials for the Education Division:

- Certified Interpretive Planner - 2%
- Certified Interpretive Manager - 2%
- Certified Heritage Interpreter - 2%

For the following classifications:

- | | | |
|-------|--------------------------------------|------|
| E048C | Education and Instruction Specialist | C116 |
| E037C | Education Program Specialist | C118 |
| E031C | Education Program Coordinator | C119 |
| B039C | AGFC Nature Center Manager | C123 |
| B021C | AGFC Division Assistant Chief | C126 |
| B003C | AGFC Division Chief | C129 |

2 Natural Resources Drive • Little Rock, AR 72205 • www.agfc.com
Phone (800) 364-4263 • (501) 223-6300 • Fax (501) 223-6448

The Arkansas Game and Fish Commission's mission is to conserve and enhance Arkansas's fish and wildlife and their habitats while promoting sustainable use, public understanding and support.

Arkansas Game and Fish Commission (AGFC) would like to request the continuation of the following Certification Differentials for the Fisheries and Wildlife Divisions:

Certified Forester - 6%

Certified Wildlife Biologist - 6%

Certified Fisheries Professional - 6%

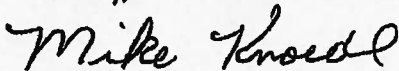
Hazardous Duty - 3% (Extra Help Burn Crew B101C Natural Resources Technician ONLY)

For the following classifications:

B101C	Natural Resources Program Technician	C113
B133C	AGFC Senior Technician	C117
B024C	AGFC Biologist	C119
B023C	AGFC Biologist Specialist	C121
B131C	AGFC Biologist - Asst Regional Mgr	C121
B132C	Assistant Hatchery Manager	C121
B022C	AGFC Biologist Supervisor	C123
B046C	AGFC Biologist Program Specialist	C123
B135C	Hatchery Manager	C123
B021C	AGFC Division Assistant Chief	C126
B003C	AGFC Division Chief	C129

Thank you for your consideration of this request. Please let me know if you need additional information.

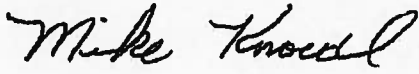
Sincerely,



Mike Knoedl
Director
Arkansas Game and Fish Commission

Thank you for your consideration of this request. Please let me know if you need additional information.

Sincerely,



Mike Knoedl
Director
Arkansas Game and Fish Commission

2 Natural Resources Drive • Little Rock, AR 72205 • www.agfc.com
Phone (800) 364-4263 • (501) 223-6300 • Fax (501) 223-6448

The Arkansas Game and Fish Commission's mission is to conserve and enhance Arkansas's fish and wildlife and their habitats while promoting sustainable use, public understanding and support.

THE UNIVERSITY OF
CENTRAL ARKANSAS

CONWAY, ARKANSAS 72035-5003



June 1, 2016

Kay Barnhill
State Personnel Administrator
Department of Finance and Administration
1509 West 7th,
Little Rock, AR, 72201

Dear Kay,

Attached you will find the certification pay continuation request for the University of Central Arkansas (UCA) Police Officers. President Courtway recently sent our request for continuation of labor market and shift differential to Mr. Larry Walther. We mistakenly left out the certificate pay continuation request.

Thank you for your cooperation and assistance. If you have any questions, please contact me at ggillis@uca.edu or 501/450-5051.

Sincerely,

A handwritten signature in cursive script, appearing to read "Graham L. Gillis".

Graham L. Gillis, Ed.D
Associate Vice President for Human Resources
And Risk Management.

attachment



ARKANSAS FORESTRY COMMISSION

3821 West Roosevelt Road Little Rock, AR 72204-6396

(501) 296-1940 fax: (501) 296-1949

Joe Fox, R.F.
State Forester

May 5, 2016

Mr. Larry Walther, Director
Department of Finance & Administration
P. O. Box 3278
Little Rock, Arkansas 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 2017. 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's 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.

Sincerely,

ARKANSAS AGRICULTURE DEPARTMENT
Arkansas Forestry Commission

A handwritten signature in black ink, appearing to read "Joe S. Fox".

Joe S. Fox
State Forester



**ARKANSAS
LIVESTOCK
AND POULTRY
COMMISSION**

P.O. Box 8505
ONE NATURAL RESOURCES DRIVE
Little Rock, Arkansas 72215

Phone: (501) 907-2400
Lab: (501) 907-2430
Fax: (501) 907-2425
Website www.alpc.arkansas.gov

Bruce Holland, Executive Director

April 29, 2016

Larry Walther
Chief Fiscal Officer
Department of Finance and Administration
P O Box 3278
Little Rock, AR 72203

Dear Mr. Walther,

I respectfully request the continuation of our Professional Certification Pay Differential, of 6%, for Class Code B006N, Grade N907, ARLPC Board Certified Pathologist to compensate employees who have or obtain American College of Veterinary Pathologists (ACVP), or equivalent, board certification.

Our best hope of retaining highly skilled employees is to have the ability to compensate them with the pay differential we have in place. This differential will aid us in hiring applicants that have already obtained board certification.

Please contact me if you have any questions or require more information.

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce Holland".

Bruce Holland
Executive Director

COMMISSION MEMBERS

Monty Henderson, Fayetteville; Mack Hayden, Russellville; Rick Benson, Imboden;
Scott Sullivan, DeQueen; Ed Mabry, Batesville; James Smith, Fayetteville; Greg Hale, Little Rock
An Equal Opportunity Employer



ARKANSAS FORESTRY COMMISSION

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

Joe Fox, R.F.
State Forester

May 5, 2016

Mr. Larry Walther, Director
Department of Finance & Administration
P. O. Box 3278
Little Rock, Arkansas 72203

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

At OPM's request, please see information below to maintain 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 2017. 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 certification 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 Driver's License.

PSSF is comprised of over 23,000 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 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 placed by beavers out of culverts. If the debris is not removed, roads wash out. PSSF roads must be maintained for timber harvest and public hunting which are two of the most important objectives in the PSSF management plan.

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.

DFA Director, Larry Walther

-2-

May 5, 2016

Sincerely,

ARKANSAS AGRICULTURE DEPARTMENT
Arkansas Forestry Commission

A handwritten signature in black ink, appearing to read "Joe S. Fox". The signature is stylized with a large, sweeping initial "J" and a distinct "F".

Joe S. Fox
State Forester



Arkansas State Bank Department

Candace A. Franks
Commissioner

Asa Hutchinson
Governor

May 2, 2016

Mr. Larry Walther, Director
Department of Finance and Administration
1509 West Seventh Street, Suite 401
Little Rock, AR 72201

Dear Mr. Walther:

The Bank Department is requesting to maintain our Professional Certification Differential on the following classification for FY 17:

Class Code: A005N Assistant Deputy Bank Commissioner

The Bank Department first received national accreditation from the Conference of State Bank Supervisors (CSBS) in 1988. Accreditation certifies that the department maintains the highest standards and practices in state banking supervision set by the national organization's Accreditation Program. In order to maintain accreditation, the Bank Department submits information on an annual basis to CSBS. In addition, the Department is subject to a lengthy on-site evaluation process every five (5) years to achieve re-accreditation.

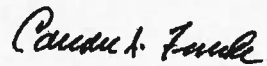
CSBS is the nationwide organization for state bank supervision and represents bank regulators of the 50 states, the District of Columbia, Guam, Puerto Rico and the Virgin Islands and approximately 6,200 state-chartered financial institutions. The organization has four principle tenants: Education, Coordination, Communication and Avocation. CSBS specifically offers supervisory education/training programs for state banking department personnel through their Education Foundation and closely monitors the criteria for their certification programs.

The employees' years of service, advanced technical and analytical skills and current level of expertise are requirements to obtain certification through CSBS. The Department's four Assistant Deputy Bank Commissioners who are currently in Class Code A005N have met CSBS's criteria and received the designation of Certified Examination Manager (CEM) from the Education Foundation. In addition, they are required by the Bank Department to successfully complete the required continuing education units each year to maintain the certification.

I am attaching the requirements in each area of Bank Supervision that the employees have to obtain before qualifying for the CFM program.

The ability to retain these employees is critical to the Bank Department and your consideration and approval of this Certification Differential would be appreciated by me as Commissioner. If additional information is needed, please contact me or my Fiscal Division Manager, Gail Green.

Sincerely,



Candace A. Franks
Bank Commissioner

Attachments

Code of Ethical Conduct

Financial regulatory personnel have ethical responsibilities and obligations that are due to both the public and the profession. It is expected that participants in the EFSBS Certification Program shall:

- Refrain from conduct that is detrimental to the public, the financial regulatory profession and to the Certification Program
- Not knowingly act in a manner that is misleading or fraudulent
- Not violate the confidential nature of the examination process
- Not engage in any activity that may give rise to the charge of conflict of interest or that may impair the independence of their judgment in the exercise of their duties;
- Not engage in misconduct of any kind that leads to a conviction of a felony

Failure to adhere to the Code of Ethical Conduct can result in immediate termination of certification. If any statement set forth in this Code of Ethical Conduct is contrary to the law or public policy of any jurisdiction, such statement shall be void and of no force or effect in such jurisdiction.

Continuing Education Point Structure

Every three (3) years, participants will be required to provide evidence of the successful completion of a minimum of sixty-three (63) continuing education hours (CEHs) (forty [40] hours for the CAMLS designation); at least seven (7) continuing education hours must be completed each year. Participants who earn more than the minimum required continuing education hours during a three-year certification period may carry forward up to fourteen (14) of the additional continuing education hours into the following three-year certification period (e.g., a participant earning 77 CEHs may carry forward 14 CEHs into the next three year period).

CSBS Technical Schools and Executive Programs will be awarded 1 CEH for each hour of "in-class" training. "In-class" training is exclusive of breaks and lunches unless there is training provided during the luncheon. Each year of attendance at graduate banking school equals 70 CEHs.

CEHs will be awarded for equivalent types of training by federal regulatory agencies. When submitting a request for CEH credit for an equivalent course/seminar that is not by CSBS, FDIC, FRB, or FFIEC, please document the request with a syllabus and/or description of the course/seminar including timeframes. Equivalent courses/seminars will be evaluated on a case by case basis. Other professional development programs and activities must have relevancy to the participant's employment.

Training	Hours Awarded
<p>Successful Completion of CSBS Technical Schools or equivalent</p> <ul style="list-style-type: none"> • Credit Evaluation School • Examiner-In-Charge School • Problem Bank School • Senior School • Information Systems School • Risk Management School • Introductory Operations Compliance School • Introductory Lending Compliance School • Advanced Operations Compliance School • Advanced Lending Compliance School <p>* plus 1 CEH per CD-ROM program completed</p>	<p>1 CEH per each hour of in-class instruction</p>
<p>Instructor for Technical School</p>	<p>1 CEH per each hour of in-class instruction (only awarded once each year)</p>
<p>Attendance at CSBS Executive Programs or Equivalent</p> <ul style="list-style-type: none"> • Technology Seminar • Deputy Seminar • Legal Seminar • Trust Forum • Examiner Education Forum • Supervisors Symposium • CSBS Annual Meeting & Conference 	<p>1 CEH per each hour of in-class instruction</p>
<p>Attendance at Seminars (state, federal, in-house, etc.) Examination/Management Development related training</p>	<p>1 CEH per each hour of in-class instruction</p>

Training	Hours Awarded
<p>SPECIALTY EXAMINER TRAINING</p> <p>These courses qualify as continuing education for Information Systems Certification:</p> <ul style="list-style-type: none"> • E-Banking • CyberBanking • Information Systems Symposium • Web Banking and Payment Systems Risk • Information Systems & Technology Conference • CSBS Technology Seminar • Courses and seminars such as those provided by the MIS Training Institute • Other nationally recognized training on a case by case basis <p>These courses qualify as continuing education for Trust</p>	<p>1 CEH per each hour of in-class instruction</p>

Certification:

- CSBS Trust Forum
- FDIC Emerging Issues Trust Conference
- Courses and seminars such as those provided by the Cannon Financial Institute or Northwestern University Trust School or other nationally recognized training qualify for continuing education credits depending upon the nature and content of the course.
- Other programs approved on a case-by-case basis

These courses qualify as continuing education for Consumer Compliance Certification:

- Fair Lending Examination Techniques
- NACCA Examiner School
- AARMA Examiner School

Portions of courses that would qualify as continuing education:

- The following CSBS offerings:
 - Senior School
 - Examiners Forum
 - BSA Specialist Seminar
 - CSBS Compliance Online Module for Web Library
- The following Federal Regulatory offerings:
 - Conducting Meetings with Management
 - Management Skills for Commissioned Examiners
 - Leadership Dynamics
 - Financial Crimes Seminar
 - Report Writing
 - Anti-Money Laundering Workshop
 - Supervisory Updates and Emerging Issues

1 CEH per
each hour
of in-class
instruction

These courses qualify as continuing education for Anti-Money Laundering Certification:

- CSBS Boot Camp for BSA Professionals Seminar
- Applicable portions of Annual Conferences or other seminars of:
 - AARMR
 - CSBS
 - MTRA
 - NACCA
 - Federal Agencies

Completion of CSBS Web Based Programs

Other CD-ROM/Web Based Programs will be approved on a case-by-case basis

7 CEH for
each Web
Based Course

Similar CEHs will be awarded for equivalent types of training. When submitting a request for continuing education for an equivalent course/seminar, please document the request with a syllabus and/or description of the course/seminar including timeframes.

Other types of professional development programs and activities will be considered on a case-by-case basis (consideration will be given either before or after completion). Other professional development programs and activities must have relevancy to the participant's employment.

CSBS

SINCE 1902

CONFERENCE OF STATE BANK SUPERVISORS

Certified Examinations Manager (CEM)

Candidates for the CEM designation must provide evidence of the following:

1. Completion of a minimum of twelve (12) months of on-the-job service and training related to a management/supervisory role (e.g., Commissioner, Deputy Commissioner, Chief Examiner, etc.)
2. Satisfactory completion of the following CSBS course offerings or their equivalent:
 - Course requirements for the COE, CCE and CEIC designations
 - Senior School or Advanced Management Training
3. Attestation of successful job performance and mastery of appropriate job-related skills by a superior within the candidate's organization. "Superior" is defined as an individual whose job classification is at the Examiner-in-Charge level or higher. All attestations shall be considered final once signed. Attestation as to a candidate's skill will be supported by a defined response form that outlines the necessary and appropriate skills. A high degree of reliance is placed on the attestation forms provided by the applicant's supervisor when granting certification. For that reason, the individual signing the form should be familiar with the applicant's experience, performance, and skills/abilities and confident that the applicants meets all the requirements as noted on the form.

The attestation form addresses the following categories:

TECHNICAL - Provides effective leadership and organization to the department by:

- Effectively supervising personnel to ensure adherence to all procedures and policies
- Monitoring senior examination personnel to ensure department mission, goals, and responsibilities are being met
- Effectively organizing and delegating assignments
- Effectively supervising the entire examination process
- Effectively providing for personnel management in the areas of budgeting, recruiting, training, team-building, negotiation, motivation, coaching/counseling, performance evaluation, and disciplinary actions
- Effectively participating in departmental policy formulation and strategic planning.

CONCEPTUAL - Provides effective supervision of the overall activities of financial institutions by:

- Effectively determining financial institution condition from completed reports of examination
- Effectively administering appropriate departmental response from examination findings.

LEGAL/COMPLIANCE - Effectively demonstrates knowledge of policies, procedures, laws, rules and regulations.

HUMAN RELATIONS - Provides effective oral and written communications by:

- Effectively and clearly communicating with people and organizations internal and external to the department
- Effectively conducting meetings with management and the boards of directors of financial institutions
- Effectively coordinating examination planning, execution and regulatory response with other state and federal financial institution supervisory authorities
- Effectively and clearly communicating with other state agencies and the state legislature.

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1129 20th Street, N.W., 9th Floor Washington, DC 20036 Tel. 202.296.2840 Fax. 202.296.1928

CSBS

SINCE 1902

CONFERENCE OF STATE BANK SUPERVISORS

Safety and Soundness Certifications



UPDATE:

The webforms have been replaced by a comprehensive online application system. If you would like to use the new system, please send an email to the program administrator, Rose Shaheen, rshaheen@csbs.org or call her at 202-728-5710. If you prefer to use paper applications, [click here to download printable forms.](#)

Safety and Soundness Acceptance of Equivalent Certification

Individuals who have attained certification from other agencies (federal or state) and/or associations in related skills may apply for consideration of equivalent certification in the CSBS Examiner Certification Program. An abbreviated application form is available for those applicants requesting consideration under equivalent certification criteria. Please call Rose Shaheen at 202-728-5710 for more information.

Safety and Soundness Recertification ✖

Participants will be required to provide evidence of the successful completion of a minimum of 63 continuing education hours (CEH) over the three year certification period; at least seven CEHs must be completed each year. Nontraditional credit for speaking, authoring, teaching, etc., count as continuing education.

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1129 20th Street, N.W., 9th Floor Washington, DC 20036 Tel. 202.296.2840 Fax. 202.296.1928

Statement of Use Policy

The Education Foundation of State Bank Supervisor's (EFSBS) name, certification designations, and emblems are solely the property of EFSBS and must be used in a manner that preserves and respects the full extent of the Foundation's rights and interests therein.

In general, any reference to or use of the name of the Education Foundation of State Bank Supervisor and/or its certification designations must not be misleading or deceptive.

Only once a certification designation has been granted may a participant utilize the designation's acronym and/or a statement of having earned an EFSBS certification designation. Use of the certification designation is acceptable for, but not necessarily limited to, business cards, stationary/letterhead, resumes/curricula vitae, and professional correspondence.

EFSBS requires that its certification designations be used only in strict conjunction with the name of the participant to whom it has been granted and also requires that the designation not appear in type or lettering larger than that of the participant's name.

Any individual who is no longer participating in the Certification Program, for any reason (including but not limited to nonpayment of dues, violation of the Code of Ethical Conduct, voluntary or involuntary termination of certification, etc.), must cease any and all use of the certification designation.



Arkansas Department of Correction

HUMAN RESOURCES
 2403 East Harding Ave.
 Pine Bluff, Arkansas 71601
 Phone: (870) 850-8510
 FAX: (870) 850-8538
 Job Line: 1-888-8ADC-JOBS
 www.state.ar.us/doc

April 28, 2016

Kay K. Terry, State Personnel Administrator
 Office of Personnel Management
 Department of Finance and Administration
 P. O. Box 3278
 Little Rock, AR 72203

Dear Mrs. Terry:

The Arkansas Department of Correction is requesting to continue the following:

<u>DIFFERENTIAL</u> <u>TYPE</u>	<u>TITLE / CLASS CODE / GRADE</u>	<u>MAXIMUM %</u>
Certification Pay	Substance Abuse Program Leaders, M048C, C116	6%
Certification Pay	Substance Abuse Program Coord., M023C, C118	6%
Education	All classifications	Associate's Deg. (1.5%)
Education	All classifications	Bachelor's Deg. (3.0%)
Education	All classifications	Master's Deg. (4.5%)
Education	All classifications	PhD (6.0%)

Certification Pay for Substance Abuse Program Leaders (grade C116) and Substance Abuse Program Coordinators (grade C118), for up to six percent (6%), who have obtained one of the following certifications:

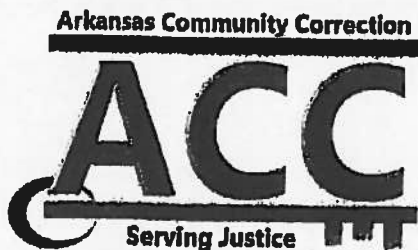
- Certified Alcohol and Drug Counselor (CADC)
- Advanced Certified Alcohol and Drug Counselor (ACADC)
- Certified Criminal Justice Professional (CCJP)
- Certified Co-occurring Disorder Professional (CCDP)

Your favorable review and consideration of this request is appreciated. Should you have questions or need additional information, please do not hesitate to contact me.

Sincerely,

Stacia Lenderman
 Stacia Lenderman
 Human Resources Administrator

SL/jw



Arkansas Community Correction

Two Union Nation Plaza Building
105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
(501) 682-9510 (501) 682-9513

May 17, 2016

Ms. Kay Barnhill
State Personnel Administrator
1509 West 7th
Little Rock, AR 72203

Dear Ms. Barnhill:

Arkansas Department of Community Correction (ACC) is requesting the continuation of the previously approved certification pay differential for the following classifications.

<u>TITLE</u>	<u>CERTIFICATION</u>	<u>RATE</u>
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%
	Certified Alcohol and Drug Counselor (CADC)	6%
	Certified Co-occurring Disorder Professional (CCDP)	6%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	6%
DCC Asst Treatment Program MGR	Certified Clinical Supervisor	6%
	Certified Alcohol and Drug Counselor (CADC)	6%
	Certified Co-occurring Disorder Professional (CCDP)	6%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	6%

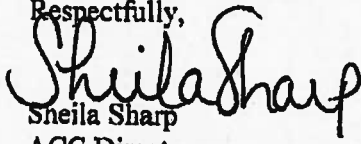
Arkansas Community Correction

DCC Treatment	Certified Clinical Supervisor	6%
Administrator	Certified Alcohol and Drug Counselor (CADC)	6%
	Certified Co-occurring Disorder Professional (CCDP)	6%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	6%

These differentials give ACC the ability to recruit higher quality applicants and retain current employees occupying the classifications listed above. An ACC employee who successfully attains one or multiple certifications and/or licensures from above will only be awarded one 6% increase to his or her base rate of pay. Any additional certifications and/or licensure from the list above that an employee chooses to complete will not result in an additional 6% increase.

Thank you in advance for your consideration.

Respectfully,



Sheila Sharp
ACC Director





ARKANSAS SCHOOL FOR THE BLIND

[ESTABLISHED 1859]

2600 WEST MARKHAM - P.O. BOX 668
LITTLE ROCK, ARKANSAS 72203
(501) 296-1810 - FAX (501) 663-3536
TTY/TDD: (501) 296-1833

May 20, 2016

Kay Barnhill
DFA Personnel Administrator
Office of Personnel Management
Department of Finance & Administration
1509 West 7th Street
Little Rock, AR 72201

Ms. Barnhill,

The Arkansas School for the Blind (ASB) is requesting the continuation of the 6% certification differential for fiscal year 2017. This is necessary to recruit and retain employees in an academic setting and to stay competitive with the Central Arkansas Public Schools.

We appreciate your consideration of this matter. If you have any questions, please feel free to contact Melinda Terry at (501) 603-3525 or Melinda.Terry@asb.k12.ar.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Hill".

Jim Hill
Superintendent

Cc: Melinda Terry



ASD

Arkansas School for the Deaf

2400 West Markham • Little Rock, AR 72205 • (501) 324-9506 • (501) 324-9553 Fax
 Dr. Janet Dickinson, Superintendent

May 20, 2016

Kay Barnhill, Personnel Administrator
 Department of Finance and Administration
 Office of Personnel Management
 P O Box 3278
 Little Rock, AR 72203-3278

The Arkansas School for the Deaf is requesting continuation of the National Certification for Teachers who are certified by the National Board for Professional Standards. The certification will be used for the following classifications:

Certified Masters Teacher	E035C	C119
Certified Bachelors Teacher	E044C	C117
Education Specialist	E025C	C120

This is necessary for us to be able to compete with the surrounding schools in the area. It is imperative for us to be able to hire qualified teachers

Your consideration of this request is appreciated.

Janet Dickinson
 Superintendent
 Arkansas School for the Deaf

MISSION STATEMENT

Working Together to Create Learning Opportunities for Academic Excellence and Personal Independence



ASD

Arkansas School for the Deaf

2400 West Markham • Little Rock, AR 72205 • (501) 324-9506 • (501) 324-9553 Fax
Dr. Janet Dickinson, Superintendent

May 20, 2016

Kay Burnhill, Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
P O Box 3278
Little Rock, AR 72203-3278

The Arkansas School for the Deaf is requesting continuation of Deaf Certification for Teachers who have a Bachelor's Degree and obtain their Master's certification for fiscal year 2017. They will receive a 6% increase for this certification.

Your consideration of this request is appreciated.

A handwritten signature in cursive script, appearing to read "Janet Dickinson".

Janet Dickinson
Superintendent
Arkansas School for the Deaf

MISSION STATEMENT

Working Together to Create Learning Opportunities for Academic Excellence and Personal Independence

STATE OF ARKANSAS



Asa Hutchinson
Governor

Department of Career Education
Arkansas Rehabilitation Services
D. Alan McClain, *Commissioner*

Charisse Childers, Ph.D.
Director

May 17, 2016

Mr. Larry Walther, Director
Arkansas Department of Finance and Administration
1509 West Seventh Street
P. O. Box 3278
Little Rock, AR 72203

RE: Fiscal Year 2017 - Professional Certification Differential - Six Percent

Dear Mr. Walther:

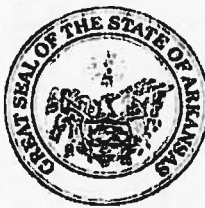
The purpose of this letter is to request the discontinued use of the Professional Certification differential for Position # 22081963 assigned to the Arkansas Rehabilitation Services.

The position of Rehabilitation Program Manager: Position # 22081963; G121C; Grade: C120 will not utilize the six percent differential.

Sincerely,


D. Alan McClain, Commissioner

DAM:ds



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

OFFICE OF ADMINISTRATIVE SERVICES
Human Resources
1515 West Seventh Street, Suite 102
Post Office Box 2485
Little Rock, AR 72203-2485
Phone: (501) 324-9065
Fax: (501) 683-2174
<http://www.arkansas.gov/dfa>

May 20, 2016

Kay Barnhill, Administrator
Office of Personnel Management
Department of Finance and Administration
1509 West 7th Street, Suite 201
Little Rock, AR 72201

Dear Ms. Barnhill:

The Arkansas Department of Finance and Administration is requesting a continuation of certification compensation for all positions listed in the Salary Administration Grids for the Revenue Division, the Office of Accounting, and the Office of Internal Audit.

Your favorable consideration of this request is appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Amy Valentine".

Amy Valentine
DFA Human Resources Manager



Arkansas Department of Health

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

Governor Asa Hutchinson

Nathaniel Smith, MD, MPH, Director and State Health Officer

May 19, 2016

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

Re: Continuation for Compensation for Certification by the American Specialty Board

Dear Ms. Barnhill:

The Department of Health is requesting continue approval to pay medical doctors who are certified by the American Specialty Boards, not to exceed 6% per medical doctor for the next fiscal year of 2013 from State or Federal funds.

Deputy State Health Officer	L002N	N921
Chief Physician Specialist	L003N	N921
Senior Physician Specialist	L025N	N920
Physician Specialist	L008N	N917

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.

Thank you for your consideration and assistance in this matter, should you have any questions or need further information, please contact me at (501) 661-2440

Sincerely,

Joyce Watson,
 Human Resources Manager
 Arkansas Department of Health



**MILITARY DEPARTMENT OF ARKANSAS
OFFICE OF THE ADJUTANT GENERAL
CAMP JOSEPH T. ROBINSON
NORTH LITTLE ROCK, ARKANSAS 72189-9600**

ASA HUTCHINSON
(224) 680-4111

MARK H. BERRY
MAJOR GENERAL
THE ADJUTANT GENERAL

May 20, 2016

Kay K Terry, State Personnel Administrator
Office of Personnel Management
Department of Finance and Administration
P.O. Box 3278
Little Rock, AR 72203

Dear Ms. Terry,

Act 1061 of 2007, Section 24-27 allow Law Enforcement and Firefighters to be given certificate pay. The State Military Department is requesting approval for Certificate pay for the following classifications for FY2017:

T019C Director of Public Safety	Grade C122
T030C Public Safety Commander I	Grade C120
T051C Public Safety Supervisor	Grade C117
T067C Public Safety Officer II	Grade C114

Additional Certification Deferral percentages for Public Safety Officer II (T067C), Public Safety Supervisor (T051C), Director of Public Safety (T019C), Public Safety Commander I (T030C), Military Firefighter, (T066C), Senior Military Firefighter (T060C), Military Firefighter Shift Leader (T049C), and the Military Fire Chief (T043C) are eligible to be paid up to the percentages listed below:

Incentive payments will be eligible for the highest level of Law Enforcement or Fire Officer Certification held. Certifications will be reviewed on an annual basis.

Eligible Certificate Types listed below:

General Law Enforcement 1%

Intermediate LE	2%
Advanced LE	3%
Senior LE	4%
Cardiopulmonary Resuscitation (CPR) & Automatic Defibrillator (AED) Instructor	1%
Emergency Medical Technician	5%
Police and Fire Instructor	1%
Fire Officer I Certificate	1%
Fire Officer II Certificate	2%
Fire Officer III Certificate	3%
Fire Officer IV Certificate	4%
Fire Inspector I	1%

Request removal of Hazard Duty Pay for the 188th Air Guard Fire Fighters who have been relocated to Fort Chaffee Maneuver Training Center.

Professional certification percentage for job-related professional certifications of individual positions is for specific classifications within an agency or institution which may be authorized if the certification meets the requirements listed below:

- (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 classification specification.
- (C) 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 a classification covered by the plan.
- (D) Documentation of continuation or renewal of the certification of the employee is required for continuation of certification differential.

Certificate pay for each appropriate area has been budget approved.

Your favorable approval of the State Military Department plan for the additional compensations listed above would be greatly appreciated.

Sincerely,



Carla L. Daniels, MPA
Fiscal Division Manager