



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

**EXHIBIT I**  
**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 18, 2019

Senator David Wallace, Co-Chairperson  
Representative Jim Wooten, 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 FY20. The requested differentials for continuation are attached.

The Office of Personnel Management is requesting the continuation of certification differentials from ten (10) state agencies. The total cost for FY19 for this differential statewide was \$762,766 which affected 267 positions.

After review of the requests, the Office of Personnel Management **recommends** the approval of the continuation of these previously approved certification differentials for FY20. Your consideration of this request is greatly appreciated.

Sincerely,

Kay Barnhill  
State Personnel Administrator

  
\_\_\_\_\_  
Chief Fiscal Officer of the State

JUN 04 2019

\_\_\_\_\_  
Date

KB/sd:1

# FY20 CERTIFICATION DIFFERENTIAL SPREADSHEET

Agency	Class Code	Title	Pay Grade	Pay Range	Approved %	FY19 Cost	Positions Affected
State Police	X179C	ASP Commercial Driver's License Examiner	GS04	\$29,046- \$42,116	10%	\$26,244	13
Department of Community Correction	M059C	ADC/DCC Advisor	GS05	\$32,405- \$46,987	10%	\$105,573	51
Department of Community Correction	M048C	Substance Abuse Program Leader	GS06	\$36,155- \$52,424	10%	\$73,985	32
Department of Community Correction	M046C	ADC/DCC Treatment Coordinator	GS07	\$40,340- \$58,493	10%	\$26,439	10
Department of Community Correction	M021C	DCC Treatment Supervisor	GS08	\$45,010- \$65,264	10%	\$14,358	5
Department of Community Correction	M007C	DCC Assistant Treatment Program Manager	GS08	\$45,010- \$65,264	10%	\$23,798	8
Department of Community Correction	M001C	DCC Treatment Administrator	GS11	\$62,531- \$90,669	10%	\$4,599	1
Department of Human Services	E044C	Certified Bachelors Teacher	GS06	\$36,155- \$52,424	6%	\$5,964	2
Department of Human Services	L008N	Physician Specialist	MP07	\$125,200- \$187,800	6%	\$13,203	2
Department of Human Services	L005N	Psychiatric Specialist	MP08	\$140,109- \$212,966	6%	\$4,831	1
Department of Human Services	L038C	Registered Nurse	MP01	\$63,830- \$88,058	6%	\$65,216	17
Health Department	L003N	CHIEF PHYSICIAN SPECIALIST	MP09	\$156,804- \$241,478	10%	\$9,140	2
Health Department	L008N	PHYSICIAN SPECIALIST	MP07	\$125,200- \$187,800	10%	\$6,305	2
Health Department	L025N	SENIOR PHYSICIAN SPECIALIST	MP08	\$140,109- \$212,966	10%	\$14,685	3
Department of Agriculture	B080C	Forester (Arborist Certification)	GS07	\$40,340- \$58,493	2%	\$1,804	4
Department of Agriculture	B088C	County Forest Ranger (Arborist Certification)	GS06	\$36,155- \$52,424	2%	\$1,437	2
Department of Agriculture	B088C	County Forest Ranger (Explosives-Forestry)	GS06	\$36,155- \$52,424	4%	\$1,568	1
Department of Agriculture	B098C	Forest Ranger II (Explosives-Forestry)	GS05	\$32,405- \$46,987	4%	\$1,185	1
Military Department	T019C	Director of Public Safety	GS08	\$45,010- \$65,264	10%	\$2,582	1
Military Department	T030C	Public Safety Commander I	GS07	\$40,340- \$58,493	10%	\$0	0
Military Department	T051C	Public Safety Supervisor	GS06	\$36,155- \$52,424	10%	\$4,407	3
Military Department	T067C	Public Safety Officer II	GS05	\$32,405- \$46,987	10%	\$4,337	7
Military Department	T055C	Public Safety Officer	GS05	\$32,405- \$46,987	10%	\$2,573	1

Military Department	T043C	Military Deputy Fire Chief	GS07	\$40,340- \$58,493	10%	\$869	1
Military Department	T049C	Military Firefighter Shift Leader	GS06	\$36,155- \$52,424	10%	\$50,924	11
Military Department	T060C	Senior Military Firefighter	GS05	\$32,405- \$46,987	10%	\$31,500	11
Military Department	T066C	Military Firefighter	GS04	\$29,046- \$42,116	10%	\$45,741	20
Bank Department	U086U	Bank Deputy Commissioner*	SE02	\$120,543- \$157,100	10%	\$0	0
Bank Department	A005N	Assistant Deputy Bank Commissioner	GS15	\$96,960- \$140,592	10%	\$22,539	4
Bank Department	A030C	Bank Certified Exam Manager	GS14	\$86,887- \$125,986	10%	\$39,908	8
Bank Department	A039C	Certified Senior Bank Examiner	GS13	\$77,862- \$112,889	10%	\$87,552	21
Bank Department	A107C	Bank Exam Manager	GS14	\$86,887- \$125,986	10%	\$0	0
School for the Blind	E044C	Certified Bachelors Teacher	GS06	\$36,155- \$52,242	10%	\$7,990	3
School for the Blind	E035C	Certified Masters Teacher	GS08	\$45,010- \$65,264	10%	\$14,267	5
School for the Blind	C058C	Education Paraprofessional	GS03	\$26,034- \$37,749	10%	\$1,632	1
School for the Blind	E004C	School Principal	GS11	\$62,531- \$90,669	10%	\$8,248	2
Department of Finance and Administration	A054C	Tax Auditor II	GS09	\$50,222- \$72,821	3%	\$2,203	1
Department of Finance and Administration	A033C	Tax Auditor Supervisor	GS11	\$62,531- \$90,669	3%	\$3,709	2
Blind School	E017C	Assistant Principal	GS10	\$56,039- \$81,256	6%	\$3,871	1
Blind School	E044C	Certified Bachelors Teacher	GS06	\$36,155- \$52,242	6%	\$5,413	2
Blind School	E035C	Certified Masters Teacher	GS08	\$45,010- \$65,264	6%	\$5,809	2
Blind School	E013C	Education Program Manager	GS10	\$56,039- \$81,256	6%	\$5,491	1
Blind School	L038C	Registered Nurse	MP01	\$63,830- \$88,058	6%	\$6,383	1
Blind School	E004C	School Principal	GS11	\$62,531- \$90,669	6%	\$4,484	1
					<b>Total</b>	<b>\$762,766</b>	<b>267</b>

\*New addition for FY20



**Asa Hutchinson**  
Governor

# State of Arkansas



**William J. Bryant**  
Director

## ARKANSAS STATE POLICE

1 State Police Plaza Drive Little Rock, Arkansas 72209-4822 www.asp.arkansas.gov

"SERVING WITH PRIDE AND DISTINCTION SINCE 1935"

### ARKANSAS STATE POLICE COMMISSION

Bob Burns  
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Little Rock

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Harrison

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Secretary  
Bella Vista

Bill Benton  
Heber Springs

Stephen Edwards  
Marianna

Jeffery Teague  
El Dorado

John Allison  
Conway

22 March 2019

Kay Barnhill  
State Personnel Administrator  
1509 W 7<sup>th</sup> Street #201  
Little Rock, AR 72201

RE: Request for Continuation of Certification Differential

Ms. Barnhill:

Arkansas State Police (ASP) would like to continue the certification differential as authorized under ACA § 21-5-221(g)(1). ASP is requesting a certification differential for the following classification for FY20:

Class Code	Title	Grade
X179C	ASP Commercial Driver's License Examiner	GS04

A total of \$26,244 has been paid out to 13 employees receiving this differential this fiscal year.

I appreciate your consideration on this matter and if you have any questions, please feel free to call Phillip Warriner at 501/618-8193.

Sincerely,

Colonel William J. Bryant  
Director Arkansas State Police



Arkansas Community Correction



## Arkansas Community Correction

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

May 21, 2019

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

Dear Ms. Barnhill:

Arkansas Department of Community Correction (ACC) is requesting the continuation of the previously approved professional certification pay differential with modification pursuant to Act 365 of 2017 for the following classifications.

<u>TITLE</u>	<u>CERTIFICATION</u>	<u>RATE</u>
ADC/DCC Advisor	Certified Alcohol and Drug Counselor (CADC)	10%
	Certified Co-occurring Disorder Professional (CCDP)	10%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	10%
	Advanced Alcohol Drug Counselor (AADC)	10%
Substance Abuse Program Leader	Certified Alcohol and Drug Counselor (CADC)	10%
	Certified Co-occurring Disorder Professional (CCDP)	10%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	10%
	Advanced Alcohol Drug Counselor (AADC)	10%
ADC/DCC Treatment Coordinator	Certified Alcohol and Drug Counselor (CADC)	10%
	Certified Co-occurring Disorder Professional (CCDP)	10%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	10%
	Advanced Alcohol Drug Counselor (AADC)	10%
DCC Treatment Supervisor	Certified Clinical Supervisor	10%
	Certified Alcohol and Drug Counselor (CADC)	10%
	Certified Co-occurring Disorder Professional (CCDP)	10%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	10%
	Advanced Alcohol Drug Counselor (AADC)	10%



Arkansas Community Correction

DCC Asst Treatment Program MGR	Certified Clinical Supervisor	10%
	Certified Alcohol and Drug Counselor (CADC)	10%
	Certified Co-occurring Disorder Professional (CCDP)	10%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	10%
	Advanced Alcohol Drug Counselor (AADC)	10%
DCC Treatment Administrator	Certified Clinical Supervisor	10%
	Certified Alcohol and Drug Counselor (CADC)	10%
	Certified Co-occurring Disorder Professional (CCDP)	10%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	10%
	Advanced Alcohol Drug Counselor (AADC)	10%

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 10% 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 10% increase.

Thank you in advance for your consideration.

Respectfully,



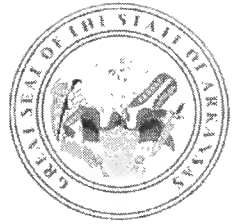
Kevin Murphy  
Director





## Office of Human Resources

P.O. Box 1437, Slot W301 · Little Rock, AR 72203-1437  
501-682-6499 · Fax: 501- 682-6569



May 24, 2019

Mr. Larry W. Walther, Director  
Department of Finance and Administration  
Office of Personnel Management  
1509 West 7th Street  
Little Rock, Arkansas 72203



RE: Continuation of Certification Differential for FY 2020

Mr. Walther:

In accordance with Act 365 of the 2019 Regular session, section 21-5-221, the Department of Human Services is requesting permission to continue its use of the grandfathered Certification pay differential. We are not requesting any changes to our current utilization procedures.

The continuance of the Certification Differential of up to 10% for the following certifications listed below pursuant to ACA 21-5-221(g) (1) which states:

*(g)(1) A professional certification differential of up to ten percent (10%) for job-related professional certifications for individual positions or for specific classifications within a state agency 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 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
- Physicians certified by the American Specialty Boards

Should further information be required, please contact me at 320-6250.

Sincerely,

A handwritten signature in black ink that reads "Damian Hicks".

Damian Hicks  
DHS Chief Human Resources Officer

[humanservices.arkansas.gov](http://humanservices.arkansas.gov)

Protecting the vulnerable, fostering independence and promoting better health



## 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 22, 2019

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



**Re: Continuation for Compensation for Certification by the American Specialty Board FY20**

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 10% per medical doctor for the next fiscal year of 2020 from State or Federal funds.

Deputy State Health Officer	L002N	SE03
Chief Physician Specialist	L003N	MP09
Senior Physician Specialist	L025N	MP08
Physician Specialist	L008N	MP07

As authorized in Act 365 of 2017, the extra salaries are in addition to the maximum annual amount, provided in the Classification and Compensation Act. 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) 683-5749.

Sincerely,

Tracy D. Bradford,  
ADH Chief Human Resources Officer  
Arkansas Department of Health

Cc: Ann Purvis, ADH Deputy Director, Administration





ASA HUTCHINSON  
GOVERNOR

# ARKANSAS AGRICULTURE DEPARTMENT

ARKANSAS FORESTRY COMMISSION  
ARKANSAS LIVESTOCK & POULTRY COMMISSION  
ARKANSAS STATE PLANT BOARD

1 NATURAL RESOURCES DRIVE, LITTLE ROCK, AR 72205 | (501) 225-1598 | AAD ARKANSAS.GOV



WES WARD  
SECRETARY OF AGRICULTURE



May 22, 2019

Ms. Kay Barnhill, Administrator  
Office of Personnel Management  
P.O. Box 3278  
Little Rock, Arkansas 72203

Re: Request for continuation of 2% certification compensation for Urban Forestry  
Representatives with Arkansas Agriculture Department (AAD)

Please accept our request to maintain certification pay for our Certified Arborists for Fiscal Year 2020. The approval has enabled the AAD to retain employment of qualified individuals.

Previously the Personnel Committee of the Arkansas Legislative Council approved a 2% education certification compensation for employees of the AAD 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 AAD 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.

Respectfully,

Wesley W. Ward  
Secretary of Agriculture  
State of Arkansas





ASA HUTCHINSON  
GOVERNOR

# ARKANSAS AGRICULTURE DEPARTMENT

ARKANSAS FORESTRY COMMISSION  
ARKANSAS LIVESTOCK & POULTRY COMMISSION  
ARKANSAS STATE PLANT BOARD

1 NATURAL RESOURCES DRIVE, LITTLE ROCK, AR 72205 | (501) 225-1598 | AAD.ARKANSAS.GOV



WES WARD  
SECRETARY OF AGRICULTURE

May 22, 2019

Ms. Kay Barnhill, Administrator  
Office of Personnel Management  
P. O. Box 3278  
Little Rock, Arkansas 72203



Re: Request for continuation of certification differential for two employees-  
Arkansas Agriculture Department (AAD), Poison Springs State Forest


Please accept our request to maintain a 4% certification differential for two employees of the AAD's Poison Springs State Forest (PSSF), for Fiscal Year 2020. This approval will continue to enable the AAD to retain employment of qualified individuals that are licensed in explosives and maintain a Transportation Security Administration endorsement on their Arkansas Commercial Driver's License.

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. PSSF is comprised of 23,891 acres in Ouachita and Nevada Counties.

The AAD did not request additional funding for this differential when previously approved and implemented in 2009 and will not ask for additional funding for continuation of the differential.

Please advise if you need any additional information.

Respectfully,

  
Wesley W. Ward  
Secretary of Agriculture  
State of Arkansas





Directorate of State Resources  
Bldg 4201, Camp Robinson  
North Little Rock, Arkansas 72199-9600

ASA HUTCHINSON

Governor

MARK BERRY

Major General  
The Adjutant General

May 22, 2019

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



Dear Ms. Barnhill,

The Department of Military (DOM) is requesting continuation, with modifications, of certification pay for certifications obtained by certified law enforcement officers and firefighters.

Arkansas code 21-5-221(g)1 allows for a professional certification differential of up to ten percent (10%) for job-related professional certifications for individual positions or for specific classifications within a state agency 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.

Arkansas Military Department is requesting approval for Certificate Pay/continuation of Certificate Pay for the following classifications for FY2020:

T019C Director of Public Safety GS08  
T030C Public Safety Commander I GS07

T051C Public Safety Supervisor	GS06
T067C Public Safety Officer II	GS05
T055C Public Safety Officer	GS05
T043C Military Deputy Fire Chief	GS07
Military Firefighter Shift Leader	GS06
Senior Military Firefighter	GS05
Military Firefighter	GS04

Eligible Certificate Types are as follows:

General Law Enforcement	1%
Intermediate Law Enforcement	2%
Advanced Law Enforcement	3%
Senior Law Enforcement	4%
Police Instructor	2%
Police Instructor, Certified Firearms Instructor	1%
Emergency Medical Technician	2%
Fire Instructor I	2%
Fire Instructor II	1%
Fire Officer I Certificate	1%
Fire Officer II Certificate	1%
Fire Officer III Certificate	2%
Fire Inspector I Certificate	2%
Fire Inspector II Certificate	1%

When law enforcement cadets come out of law enforcement training and are hired by an agency they are on probation for one year. At the end of that year, if successful, they receive a "basic" certification. Subsequent Law Enforcement Certificates are earned based on additional training and years of experience. An outline of the certification requirements are attached.

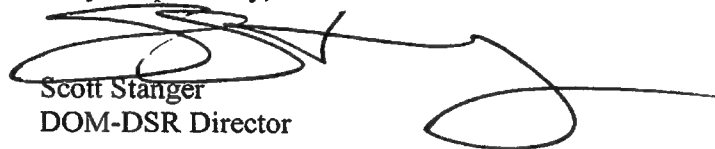
Firefighters come out of training with Firefighting 1 and Firefighting 2 certificates and are certified as First Responders. Subsequent Fire Officer Certificates require additional training. An outline of the certification requirements are attached.

No certification pay shall exceed 10% regardless of the number of certifications obtained. Certifications must be applicable to the positions held.

Your favorable approval of the certification differential request/continuation would be greatly appreciated.

Thank you for your consideration.

Very Respectfully,

  
 Scott Stanger  
 DOM-DSR Director

MDYH:mdyh

#### 1016. CERTIFICATION OF INSTRUCTORS

(1) The Commission shall certify instructors deemed qualified to teach in one or more of the prescribed training courses. Certification will be in accordance with Specification S-16, Certification of Instructors. (2) Certification – Instructors will be certified on a basis of minimum qualifications in the areas of education, training and experience. It shall be the responsibility of the school director/coordinators to see that instructors are assigned only topics which they are qualified to teach and are supervised on a regular basis to insure that instructional excellence is maintained. (3) Firearms Instruction Certification – Firearms Instructor Certificates will be issued only to those persons who have satisfactorily completed a Commission approved Instructor Development Course, a Commission approved Firearms Instructor Course, and demonstrated instructional and range proficiency. Instructor Development shall be a prerequisite to take the Commission approved Firearms Instructor Course. (4) Revocation of Instructor Certificate – Instructor certification may be revoked whenever an instructor is deemed by the Commission to be unqualified to continue teaching.

#### S-16 TITLE: CERTIFICATION OF INSTRUCTORS

The following requirements are intended to assure the Commission that instructors in approved law enforcement training meet minimal qualifications as to training and experience as authorized in Section 1016 of the Regulations. The actual evaluation and selection of instructors will remain the responsibility of the School Director (or Coordinator) that is ultimately responsible for the quality of the instruction provided. TYPES OF CERTIFICATION For purposes of certification of instructors, all approved law enforcement training will be designated as follows: PROFESSIONAL – Professional subjects will be those subjects which are clearly law enforcement in nature. REQUIREMENTS 1. LAW ENFORCEMENT EXPERIENCE (a) A minimum of three years of law enforcement experience is required for personnel instructing law enforcement subjects. (b) The Commission may grant an individual with specialized skills or knowledge the authority to teach professional courses when the individual lacks law enforcement experience and the Commission believes the best interests of law enforcement will be served. 2. EDUCATION The minimum education background as recognized by the Commission will be required for personnel instructing law enforcement subjects. (See 1002(3) (f) and Specification S-4).

#### SPECIFICATION S-17

S-17 TITLE: POLICE TRAFFIC RADAR OPERATORS AND INSTRUCTORS This requirement supplements Regulation 1015 and is designed to increase the professionalism of those officers who operate police traffic radar for enforcement purposes. REQUIREMENTS 1. An officer must have completed the Commission approved training for their appropriate level of certification before being eligible for certification as Police Traffic Radar Operator. ("Grandfathered" officers are exempt from this requirement.) 2. The Commission shall establish the minimum curriculum requirements for the Police Traffic Radar Operator Course. 3. The Commission may issue a certificate evidencing satisfactory completion of the requirements when evidence is submitted by the law enforcement unit director, chief or sheriff that the police traffic radar operator or instructor has met the training requirements. All certificates and identification cards remain the property of the Commission and the Commission shall have the power to revoke any certificate pursuant to regulation 1015(6).

### **Fire Officer I**

This course is based on **NFPA 1021: Standard for Fire Officer Professional Qualifications (Chapter 4)** and may lead to IFSAC and Pro Board certification. The course identifies the requirements necessary to perform the duties of a first line supervisor. This course introduces the student to the basic concepts of management and supervision by concentration on such topics as Organizational Structure, Communication Skills, Human Resource Management, Public Relations, Planning, Emergency Service Delivery and Safety.

#### **Pre-Requisites**

- (Pro Board or IFSAC) Certified Fire Fighter II
- (Pro Board or IFSAC) Certified Fire Instructor I

### **Fire Officer II**

This course is based on **NFPA 1021: Standard for Fire Officer Professional Qualifications (Chapter 5)** and may lead to IFSAC and Pro Board certifications. The course is designed for the Fire Officer who is ready to assume more of a leadership role by moving into the middle management level of his/her department. This course expands on the knowledge base attained in Fire Officer I by revisiting some of the same subjects and adding additional material including Management, Government Structure, and Departmental Budget Planning and Management.

#### **Pre-Requisites**

- (Pro Board or IFSAC) Certified Fire Officer I
- (Pro Board or IFSAC) Certified Fire Instructor I

### **Fire Officer III**

This course is based on **NFPA 1021: Standard for Fire Officer Professional Qualifications (Chapter 6)** and may lead to IFSAC and Pro Board certifications. This course is specialized for the Chief Officer who is ready to advance to the upper management level of his/her department. This course consists of subjects designed to give the officer more knowledge of management and administration so that he/she can make basic evaluations of employee relations and assume a more proactive role in his/her department. This is a projects-based class

#### **Pre-Requisites**

- (Pro Board or IFSAC) Certified Fire Officer II



### **Fire Inspector I**

This course is based on **NFPA 1031: Standard for Professional Qualifications for Fire Inspector and Plan Examiner** and may lead to Pro Board, IFSAC, and ICC certifications. This is a beginning level course for fire fighters and other interested parties wishing to become more involved in the aspect of fire prevention and inspections. This course is primarily designed for those entering into fire service inspections and would be extremely useful to city inspectors and company level officers. Some of the topics covered in this course include building construction, decorative materials and furnishings, fire drills, inspection procedure, code enforcement, and fire alarm and communications

#### **Pre-Requisites**

- High school diploma/GED
- (Pro Board or IFSAC) Certified Fire Fighter I & II

### **Fire Inspector II**

This course is based on **NFPA 1031: Standard for Professional Qualifications for Fire Inspector and Plan Examiner** and may lead to IFSAC, Pro Board, and International Code Council certifications. This course delves deeper into the interpretation of applicable codes and standards, covers the procedure involved in various types of inspections, and prepares the inspector for the plans review process. It is an advanced level course which covers a wide range of topics, some of which include inspection procedure, building construction, occupancy classification and means of egress, fire protection and water supply systems, plans review, and the storage of hazardous materials

#### **Pre-Requisites**

- (IFSAC or Pro Board) Certified Fire Inspector I

### **Fire Instructor I**

This course is based on **NFPA 1041: Standard for Fire Service Instructor Professional Qualifications** and may lead to IFSAC and Pro Board certifications. The course is designed for individuals who want to develop the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments. The Fire Instructor I will adapt lesson plans to the unique requirements of the students and the authority having jurisdiction, organize the learning environment so that learning is maximized, and meet the recordkeeping requirements of the authority having jurisdiction

#### **Pre-Requisites**

- High school diploma/GED
- (Pro Board or IFSAC) Certified Fire Fighter I & II

### **Fire Instructor II**

This course is based on **NFPA 1041: Standard for Fire Service Instructor Professional Qualifications** and may lead to Pro Board and IFSAC certifications. The course is designed for the Fire Service Instructor who, in addition to meeting Instructor I qualifications, wants to develop the knowledge and ability to develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments; schedule training sessions based on overall training plan of the authority having jurisdiction; and supervise and coordinate the activities of other instructors.

#### **Pre-Requisites**

- High school diploma/GED
- (Pro Board or IFSAC) Certified Fire Instructor I

## Arkansas Law Enforcement Standards and Training Certification Requirements

### Basic Certificate:

In addition to all requirements set forth by the Arkansas Commission on Law Enforcement Standards and Training, the following are required for the award of the Basic Certificate:

1. Shall have completed a probationary period of not less than twelve (12) months with his/her present department.
2. Shall have successfully completed the Basic Police Training Course or the equivalent as determined by the Commission.

### General Certificate:

1. Shall possess the Basic Certificate
2. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience.

Education Points and/or Training Points	15	23	30	38
AND	&	&	&	&
Years of Experience	5	4	3	2

### Intermediate Certificate:

1. Shall possess the General Certificate
2. Shall have successfully completed six (6) semester hours of freshman English from a college or university, approved by the commission, with at least a 2.0 grade average on a 4.0 scale.
3. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience.

Education Points and/or Training Points	30	45	60	75	Associate Degree
AND	&	&	&	&	&
Years of Experience	8	7	6	5	4

### Advanced Certificate:

1. Shall possess the Intermediate Certificate
2. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience and have attained the college level indicated with an overall grade average of at least 2.0

Semester Hours	6	15	30	45	Associate Degree	Bachelor's Degree
Training Hours	420	360	300	240	210	210
Years of Experience	16	14	12	10	8	6

### Senior Certificate

1. Shall possess the Advanced Certificate
2. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience and have attained the college level indicated with an overall grade average of at least 2.0

Semester Hours	30	45	Associate Degree	Bachelor's Degree	Master's Degree
Training Hours	720	600	480	360	240
Years of Experience	18	15	12	9	6

\*Education Point: Each semester credit unit granted by a college or university, approved in accordance with Specification S-8, paragraph (a), operating on a semester schedule, shall equal one point. Each quarter credit unit granted by a college or university, approved in accordance with Specification S-8, paragraph (a) operating on a quarter schedule, shall equal .75 education point.

\*Training Point: Twenty (20) classroom hours of police training approved by the Commission shall equal one (1) training point.



# Arkansas State Bank Department

Candace A. Franks  
Commissioner

Asa Hutchinson  
Governor

May 23, 2019

Kay Barnhill, Administrator  
Office of Personnel Management  
1509 W. 7<sup>th</sup> Street, Suite 201  
Little Rock, AR 72201



Dear Kay:

The Arkansas State Bank Department is requesting to maintain our Professional Certification Differential of up to 10% on the following classifications for FY20:

Class Code	Grade	Title
A005N	GS15	Assistant Deputy Bank Commissioner
A030C	GS14	Certified Exam Manager
A107C	GS14	Bank Exam Manager
G257C	GS14	Bank Chief Counsel
A018C	GS14	Bank Chief Examiner
A039C	GS13	Certified Bank Senior Examiner

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. 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 Department uses CSBS for three certifications for our examination staff who want to acquire additional knowledge and training in areas that are very relevant to their employment. The certifications are: Certified Large Institution Examiner (CLIE); Certified Senior Trust Examiner (CSTE) and Certified Examinations Manager (CEM) which has always been a certification applicable to our Deputy Commissioners.

Over the past few years with the new laws and increase in complexity of bank examinations, some of our senior staff have achieved certification as Certified Fraud Examiners (CFE); a Certified

Kay Barnhill, Administrator  
Page Two  
May 23, 2019

Information Systems Auditor (CISA); and Certified Anti-Money Laundering Specialists (CAMS). While these special certifications are not required by the State Bank Department, with the ever-changing complexity of banking and our business environment, we encourage our staff to gain this level of knowledge in their specific fields. These certifications are consistently recognized among professionals in the fields of bank examinations, control, security and cyber security.


In response to a new and emerging issue on the banking industry, the Department requests to add an additional certification differential through the CSBS: Certified Capital Markets Examiner (CCME) (see attached description). This new certification offered by CSBS is a critical addition to the Department's certification program. As the banking landscape continues to evolve, Arkansas' banking industry faces increased challenges and complexities related to liquidity, funds management and asset/liability management. Arkansas banks, including our four (4) "Large Bank" institutions that exceed \$10 billion each in total assets, are utilizing more robust models, products and services to manage their increasing risk profiles. As Arkansas banks continue to grow in asset size and expand into new markets, it is imperative that our examiners increase their knowledge and training and capital markets is one area where we are requiring additional training and seeing more examiners seek opportunities to expand their areas of expertise.

Once certification is achieved, they are required by the Bank Department to successfully complete the required continuing education units each year to maintain the certification.

The Department has adequate current and ongoing assessments to fund the continuation of this Professional Certification Differential. In FY19, the Department had thirty two (32) employees who maintained Professional Certification Differentials at a cost of \$152,901. If approved, the continuation of this differential will allow us to continue to provide a framework for the retention of examiners, as well as ensure that the Department has the personnel resources to provide the best services possible to the banking industry, safeguard the general public and continue to operate the agency at a high level of performance.

Thank you in advance for your consideration of this request. If additional information is needed, please contact me or my Fiscal Division Manager, Jessica Wallace at 501-683-3214.

Sincerely,



Candace A. Franks  
Commissioner

attachments

## **Certified Capital Markets Examiner (CCME)**

Candidates for the CCME credential must provide evidence of the following:

- I. Completion of a minimum of five (5) years of on-the-job service and training as an examiner, examiner-in-charge, or review examiner. Equivalent industry experience may be substituted on a case-by-case basis.
- II. Satisfactory completion of two or more of the following course offerings or an equivalent\*:
  - CSBS Capital Markets Examiner Training
  - FFIEC Capital Markets Conference (both the general and advanced versions are required in order to qualify as a single offering)
  - Approved corporate training course, either professional or University-based, with a capital market-focused curriculum and which comprises at least 28 hours of classroom training\*  
*\*Equivalent and/or corporate training options should be pre-approved by CSBS certification staff before beginning the application process.*
- III. Attestation of successful job performance and mastery of appropriate job-related skills by a superior within the candidate's organization. A superior is defined as an individual whose job classification is at the Certified 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 should be confident that the applicant meets all the requirements as noted on the form.  
The attestation form addresses the following categories:

**TECHNICAL** - Provides effective leadership and organization to the examination process by:

- Effectively following established examination procedures to collect and analyze data
- Effectively reviewing reports of examination for accuracy, content, conclusions, and proper grammar
- Effectively evaluating and adjusting scope of examination as required

**CONCEPTUAL** - Provides effective and accurate evaluation of how a financial institution manages the risk of common capital market activities, including raising capital and managing the investment portfolio. A candidate must be able to effectively:

- Assess a financial institution's earnings and market risk exposure to interest rate risk positions
- Evaluate a financial institution's management of liquidity risk
- Assess the effectiveness of a financial institution's asset/liability management function
- Review progressively larger and more complex bank balance sheets
- Review banks with stressed CAMELS ratings with liquidity, market risk, or investment portfolio issues

- Assess a financial institution's ability to accurately conduct stress tests, including Dodd-Frank Act Stress Test and/or Comprehensive Capital Analysis and Review
- Possess a working knowledge of the financial markets and how developments can affect banks (i.e., Federal actions, yield curve, interest rates, domestic and global economic growth, asset classes and risk profiles)
- Provide leadership role when working with federal counterparts during a focused capital market examination
- Develop correct conclusions from collected data

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

#### **HUMAN RELATIONS**

- Effectively conducts meetings with management and the boards of directors of financial institutions
- Effectively coordinates examination planning and execution with other state and federal supervisory authorities

#### **ORAL AND WRITTEN COMMUNICATIONS**

- Effectively and clearly communicates assignments to assisting personnel
- Effectively and clearly communicates with financial institution personnel to obtain information
- Effectively and clearly communicates examination findings to financial institution and supervisory personnel
- Effectively prepares written comments which are accurate, grammatically correct, logically arranged, and factually support any conclusions drawn

#### **CONTINUING EDUCATION / EQUIVALENT CERTIFICATION**

In order to maintain the CCME credential, the successful applicant is required to submit a minimum of sixty-three (63) continuing education hours (CEHs) over the three-year term of certification. Attendance at least once during the term at the FFIEC Capital Markets Specialists Conference is required. This Conference is approved for eighteen (18) CEHs. The remaining forty-five (45) hours may be acquired by additional attendances at the Conference, through in-house agency training, or by completion of the following training options or an acceptable equivalent:

- Approved university undergraduate or certificate program
- Approved corporate training course  
Banking department staff and/or federal counterparty in-house training will be accepted for continuing education credit. The person(s) responsible for conducting and/or developing the training program must hold the CCME designation or equivalent professional credentials.



University and/or corporate training courses and seminars will be approved for CE purposes when it is provided by a nationally recognized training center and depending upon the nature and content of the course. Evidence regarding applicability of course content to capital markets regulation, along with the length of the seminar, must be provided to obtain credit when applying for recertification.

Sixty-three CEHs will be awarded for each approved capital markets-related certification received or renewed during the three-year certification term [e.g., GARP's Financial Risk Manager (FRM) and PRMIA's Professional Risk Manager (PRM)]. Additional certifications should be pre-approved by CSBS staff before placing any reliance on their applicability to continuing education requirements.



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

**OFFICE OF THE DIRECTOR**  
1509 West Seventh Street, Suite 401  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278  
Phone: (501) 682-2242  
Fax: (501) 682-1029  
[www.arkansas.gov/dfa](http://www.arkansas.gov/dfa)

May 20, 2019

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



Dear Ms. Barnhill:

The Arkansas Department of Finance and Administration (DFA) is requesting a continuation of certification compensation through FY 2020.

Three employees at DFA continue to receive a 3% certification pay for a CPA, CIA, or MAcc. These are paid as a Wage Type and are not added to the employees' base pay. If an employee transfers to a position not eligible for certification pay, the employee will no longer receive these percentages.

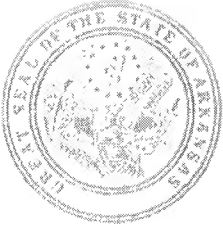
The certification pay for the 3 employees has totaled \$5,912 for FY 2019.

Your favorable consideration of this request is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry W. Walther".  
Larry W. Walther  
Director

BA	Agency	Request Type	Title	Percentage	Position Affected	Cost
0610-0634	DFA	Geographical	DFA Local Revenue Office Manager DFA Local Revenue Office Supervisor DFA Revenue Office Asst District Manager DFA Revenue Office District Manager DFA Service Representative DFA Supervisor Legal Support Specialist	10%	81	\$ 231,857.12
						Based on 10% for year. Duplicate removed for person or position.
0610-0634	DFA	Second Language	All	2%-10%	5	\$ 13,864.63
						Based on % each employee rec'd for year.
630	DFA	Certification	Tax Auditor II Tax Auditor Supervisor	3%	3	\$ 5,911.56
						Based on 3% for year
0610-0634	DFA	Shift	All	6% evening /nights, 12% weekends	44	\$ 32,884.54
						Year to date. July 1, 2018 - May 4, 2019
630	DFA	LMR	DFA Revenue Security Supervisor	30.00 per hour	13	\$ 20,070.00
						Year to date. July 1, 2018-May 4, 2019



# ARKANSAS SCHOOL FOR THE BLIND

## BUSINESS / PERSONNEL OFFICE

[ESTABLISHED 1859]

2606 WEST MARKHAM  
LITTLE ROCK, ARKANSAS 72205  
(501) 603-3521 - Fax: (501) 603-3532



May 9, 2019

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 and the 6% education differential. These requests are based on the need to maintain equity between teacher salaries and those of the central Arkansas public school systems.

Attached is a summary of the positions that would be affected and examples of the additional certification or education that would warrant the need for a differential to be awarded.

We appreciate your consideration of this matter. If you have any questions, please feel free to contact either our Fiscal Support Manager Breonda Hodges at (501) 603-3527 or [breonda.hodges@asb.k12.ar.us](mailto:breonda.hodges@asb.k12.ar.us) or our Assistant Personnel Manager Bonita Nash at (501) 603-3531 or [bonita.nash@asb.k12.ar.us](mailto:bonita.nash@asb.k12.ar.us).

Sincerely,

A handwritten signature in black ink, appearing to read "James Caton".

James Caton  
Superintendent

Cc: Breonda Hodges



# ARKANSAS SCHOOL FOR THE BLIND

## BUSINESS / PERSONNEL OFFICE

[ESTABLISHED 1859]

2606 WEST MARKHAM  
LITTLE ROCK, ARKANSAS 72205  
(501) 603-3521 - Fax: (501) 603-3532

May 9, 2019

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



Ms. Barnhill,

The Arkansas School for the Blind (ASB) is requesting the continuation of the 4% certification differential. This request is based on the need to maintain equity of the position within the cafeteria.

Attached is a summary of the position that would be affected and an example of the additional certification or education that would warrant the need for a differential to be awarded.

We appreciate your consideration of this matter. If you have any questions, please feel free to contact either our Fiscal Support Manager Breonda Hodges at (501) 603-3527 or [breonda.hodges@asb.k12.ar.us](mailto:breonda.hodges@asb.k12.ar.us) or our Assistant Personnel Manager Bonita Nash at (501) 603-3531 or [bonita.nash@asb.k12.ar.us](mailto:bonita.nash@asb.k12.ar.us).

Sincerely,

A handwritten signature in black ink, appearing to read "James Caton".

James Caton  
Superintendent

Cc: Breonda Hodges