



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

August 15, 2017

Senator John Cooper, Co-Chairperson
 Representative Les Eaves, 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 submits a request from the Arkansas Department of Community Correction (DCC) to continue compensation differentials previously established in Fiscal Year 2017 in accordance with Ark. Code Ann. §21-5-221.

Hazardous duty differentials were previously approved for the DCC's Special Response Team (SRT). The SRT is responsible for tracking and apprehending offenders who have failed to report or absconded. Employees eligible for this differential are in contact with offenders at least 85% of the time; incumbents in these positions are exposed to a greater risk of personal injury. The differential was approved for the following classifications at 6%:

- DCC Parole/Probation Officer I, T092C, GS05
- DCC Parole/Probation Officer II, T093C, GS06
- DCC Parole/Probation Officer, T045C, GS07
- DCC Parole/Probation Asst. Area Manager, X042C, GS08
- ADC/DCC Internal Affairs Administrator, G222C, GS09

The cost of these differentials in Fiscal Year 2017 by classification was as follows:

<u>Title</u>	<u>Fiscal Year 2017 Cost</u>
DCC Parole/Probation Officer I	\$7,139
DCC Parole/Probation Officer II	\$6,991
DCC Parole/Probation Officer	\$25,264
DCC Parole/Probation Asst. Area Manager	\$2,401
ADC/DCC Internal Affairs Administrator	\$3,911
Fiscal Year 2017 Total:	\$46,066

Geographic differential of 6% was previously approved to decrease turnover in Pulaski County. As the turnover rate has significantly decreased, DCC is no longer providing this differential to new employees; the differential will be discontinued through attrition. DCC requests current employees receiving the differential continue to do so. Currently there are 70 employees receiving this differential; however, this number will continue to decrease. Incumbents in Pulaski County in the following classifications were eligible for the geographic differential before DCC began eliminating the differential through attrition:

- DCC Parole/Probation Officer I, T092C, GS05
- DCC Parole/Probation Officer II, T093C, GS06
- DCC Parole/Probation Officer, T045C, GS07
- DCC Parole/Probation Asst. Area Manager, X042C, GS08
- DCC Parole/Probation Area Manager, X025C, GS10

The cost of these differentials in Fiscal Year 2017 by classification was as follows:

<u>Title</u>	<u>Fiscal Year 2017 Cost</u>
DCC Parole/Probation Officer I	\$0
DCC Parole/Probation Officer II	\$42,563
DCC Parole/Probation Officer	\$101,957
DCC Parole/Probation Asst. Area Manager	\$24,795
DCC Parole/Probation Area Manager	\$6,2992
Fiscal Year 2017 Total:	\$175,607

Certification differential of 6% was previously approved for substance abuse treatment classifications at DCC for Fiscal Year 2017. DCC policy requires employees in these classifications to obtain certain certifications in a two to three year period, depending on the classification. The differential is awarded once the employee provides documentation that he or she has earned one of the listed certifications. Currently DCC has 64 employees receiving this differential. The classifications covered by this differential, and the certifications for which the differential is applied, are as follows:

<u>Title</u>	<u>Certifications Eligible</u>
ADC/DCC Advisor, M059C, GS05	<ul style="list-style-type: none"> • Certified Alcohol and Drug Counselor • Certified Co-Occurring Disorder Professional • Licensed Alcohol and Drug Abuse Counselor
Substance Abuse Program Leader, M048C, GS06	<ul style="list-style-type: none"> • Certified Alcohol and Drug Counselor • Certified Co-Occurring Disorder Professional • Licensed Alcohol and Drug Abuse Counselor

ADC/DCC Treatment Coordinator, M046C, GS07	<ul style="list-style-type: none"> • Certified Alcohol and Drug Counselor • Certified Co-Occurring Disorder Professional • Licensed Alcohol and Drug Abuse Counselor
DCC Treatment Supervisor, M021C, GS08	<ul style="list-style-type: none"> • Certified Clinical Supervisor • Certified Alcohol and Drug Counselor • Certified Co-Occurring Disorder Professional • Licensed Alcohol and Drug Abuse Counselor
DCC Asst. Treatment Program Manager, M007C, GS08	<ul style="list-style-type: none"> • Certified Clinical Supervisor • Certified Alcohol and Drug Counselor • Certified Co-Occurring Disorder Professional • Licensed Alcohol and Drug Abuse Counselor
DCC Treatment Administrator, M001C, GS11	<ul style="list-style-type: none"> • Certified Clinical Supervisor • Certified Alcohol and Drug Counselor • Certified Co-Occurring Disorder Professional • Licensed Alcohol and Drug Abuse Counselor

The cost of these differentials in Fiscal Year 2017 by classification was as follows:

<u>Title</u>	<u>Fiscal Year 2017 Cost</u>
ADC/DCC Advisor	\$46,795
Substance Abuse Program Leader	\$55,026
ADC/DCC Treatment Coordinator	\$18,419
DCC Treatment Supervisor	\$13,773
DCC Asst. Treatment Program Manager	\$10,896
DCC Treatment Administrator	\$7,698
Fiscal Year 2017 Total:	\$155,427

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Page 4 of 4

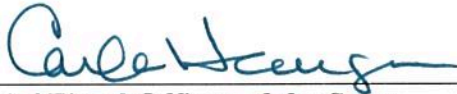
The total cumulative costs of all differentials for Fiscal Year 2017 for DCC is estimated to be \$377,100. The Office of Personnel Management has reviewed this request from the Arkansas Department of Community Correction and **recommends** continuation for Fiscal Year 2018 the previously approved hazardous duty differentials for SRT, all certification differentials, and geographic differential only for incumbents currently receiving geographic differential. The agency has assured OPM that it possesses funding to maintain these differentials for the fiscal year.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

JUL 14 2017

Date

KB/cmb: 1-4



Arkansas Community Correction

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

June 29, 2017

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, Geographic, and Hazardous Duty Differential's. The following is a brief explanation of these differentials.

Hazardous Duty

This differential was approved for ACC's Special Response Team (SRT), who are responsible for tracking and apprehending offenders that have absconded or failed to report to their parole/probation officer. Employees in these classifications are in direct contact with offenders at least eighty five percent (85%) of the work time which requires these positions to be exposed to increased risk of personal injury.

<u>Class Code</u>	<u>Title</u>	<u>Grade</u>	<u>%</u>
T092C	DCC Parole/Probation Officer I	GS05	up to 6%
T093C	DCC Parole/Probation Officer II	GS06	up to 6%
T045C	DCC Parole/Probation Officer	GS07	up to 6%
X042C	DCC Parole/Probation Asst. Area Manager	GS08	up to 6%
G222C	ADC/DCC Internal Affairs Administrator	GS09	up to 6%

It is critical for ACC to keep this differential due to the type of offenders these officers must deal with daily. This differential affects a total number of 18 positions. Currently, ACC has 17 employees receiving this differential.

Geographic

ACC utilized the approval of this differential to stabilize and decrease turnover in Pulaski County. Due to a significantly lower turnover rate in Pulaski County, we are no longer providing the 6% differential to new employees. Once an employee leaves ACC, or a position approved for the differential, we discontinue the differential for that position.

Arkansas Community Correction

<u>Class Code</u>	<u>Title</u>	<u>Grade</u>	<u>%</u>
T092C	DCC Parole/Probation Officer I	GS05	up to 6%
T093C	DCC Parole/Probation Officer II	GS06	up to 6%
T045C	DCC Parole/Probation Officer	GS07	up to 6%
X042C	DCC Parole/Probation Asst. Area Manager	GS08	up to 6%
X025C	DCC Parole/Probation Area Manager	GS10	up to 6%

This differential affects a total number of 108 positions. Currently, ACC has 70 employees receiving this differential. ACC fully expects a decrease in the number of employees receiving this differential through attrition.

Certification

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

<u>Class Code</u>	<u>Title</u>	<u>Grade</u>	<u>%</u>
M059C	ADC/DCC Advisor	GS05	up to 6%
M048C	Substance Abuse Program Leader	GS06	up to 6%
M046C	ADC/DCC Treatment Coordinator	GS07	up to 6%
M021C	DCC Treatment Supervisor	GS08	up to 6%
M007C	DCC Asst. Treatment Prg. Manager	GS08	up to 6%
M001C	DCC Treatment Administrator	GS11	up to 6%

This differential affects a total number of 201 positions. Currently, ACC has 64 employees receiving this differential. The significant gap between those employees currently receiving and the number of authorized positions is due to turnover along with ACC policy that requires an employee to get their certification in a two to three year period depending on the position.

Respectfully,



Sheila Sharp
ACC Director

