



**Department of Finance
and Administration**

OFFICE OF PERSONNEL MANAGEMENT
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March 19, 2019

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 Military Department for a salary administration grid pursuant to Ark. Code Ann. §21-5-222.

The Arkansas Military Department (AMD) requests a salary administration grid for the following classifications working within AMD's Youth Challenge and C-STEP programs:

Class Code	Title	Grade	Range
M091C	ARNG Youth Program Shift Leader	GS05	\$32,405-\$46,987
M060C	Youth Program Coordinator	GS05	\$32,405-\$46,987
M070C	Youth Program Specialist	GS03	\$26,034-\$37,749

The Youth Challenge and C-STEP programs assist adolescents with behavioral difficulties. The Youth Challenge program is voluntary, whereas the C-STEP program enrolls youth who have been adjudicated through the state's juvenile justice system. Working with troubled youth poses working conditions different from those experienced by many employees at this grade level. This salary administration grid is requested for recruitment and retention of qualified staff working with these at-risk youth at AMD.

Based upon grade level, employees in the above classifications will progress through the grid based upon satisfactory performance and time in the classification:

Grade Level	Starting Salary	Salary @ 6 Months	Salary @ 1 Year
GS05	\$36,215	\$39,696	\$43,341
GS03	\$30,000	\$31,892	\$34,820

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The starting salary in the table above is the current labor market rate approved for these classifications. After six months of service in the classification with performance that meets expectations, incumbents are eligible to move to the midpoint of the grade; after one year of service in the classification with performance that meets expectations, incumbents are eligible to move to the step indicated in the table above, which is halfway between the midpoint and the maximum pay level. Any subsequent salary increases will result from performance increases only.

OPM estimates that the cost for implementing this grid is approximately \$180,000 over the next year with the current incumbents. Maintenance costs for the grid thereafter are expected to be relatively small, as they will be incurred incrementally as positions are hired. Most of the costs associated with this salary administration grid are eligible for a 75% federal match.

After careful review and consideration, OPM recommends the approval of AMD's request to establish the foregoing salary administration grid for Fiscal Year 2019.

Respectfully submitted,



Kay Barnhill
State Personnel Administrator

KB:cmb



Chief Fiscal Officer of the State

MAR 14 2019

Date



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

13 March 2019

Kay Barnhill, State Personnel Manager
Office of Personnel Manager
Department of Finance and Administration
P. O. Box 3278
Little Rock, AR 72203

Dear Ms. Barnhill

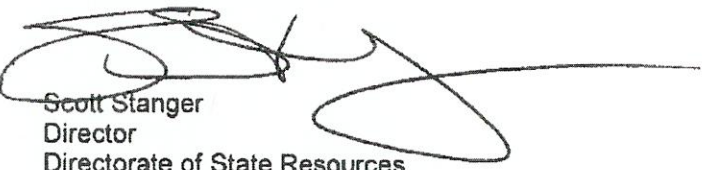
The Arkansas Military Department (AMD) is requesting a salary administration grid for the following classifications working within the Arkansas Military Department Youth Challenge and C-STEP programs:

- Class Code: M091C ARNG Youth Program Shift Leader Grade GS05
- Class Code: M060C Youth Program Coordinator Grade GS05
- Class Code: M070C Youth Program Specialist Grade GS03

The Youth Challenge and C-STEP programs administered by AMD assist adolescents with behavioral difficulties. The Youth Challenge program is voluntary, whereas the C-STEP program enrolls youth who have been adjudicated through the state's juvenile justice system. Working with troubled youth poses working conditions different from those experienced by many employees at this grade level. This salary administration grid is requested for recruitment and retention of qualified staff working with these at-risk youth at AMD.

Your favorable approval of the Arkansas Military Department (AMD) salary administration grid listed above would be greatly appreciated.

Respectfully submitted,


Scott Stanger
Director
Directorate of State Resources