



Department of Transformation and Shared Services
Governor Asa Hutchinson
Secretary Amy Fecher
Director Kay Barnhill

June 16, 2020

The Honorable David Wallace, Co-Chairperson
The Honorable Jim Wooten, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Wooten:

The Office of Personnel Management (OPM) has received a request from the Department of Human Services (DHS) for a salary administration grid for hiring Licensed Social Worker classifications utilizing the career service schedule of pay grades as delineated in the Uniform Classification and Compensation Act 365 of 2017. Please review the proposal for Licensed Social Worker, Licensed Master Social Worker and Licensed Certified Social Worker.

Base level salary for the classifications listed above would be determined by adding the appropriate percentage for work experience to a higher entry level salary for the assigned pay grade for the classification. The percentage amounts for relevant work experience for those classifications are 1.25% for each year of work experience.

Examples of social worker calculations utilizing the above described work experience percentages are below.

**Licensed Social Worker,
GS07**

YRS OF EXP	ENTRY SALARY
0	\$43,000.00
2	\$44,075.00
4	\$45,176.88
6	\$46,306.30
8	\$47,463.95
10	\$48,650.55
12	\$49,866.82
14	\$51,113.49
16	\$52,391.32
18	\$53,701.11
20	\$55,043.64
22	\$56,419.73
24	\$57,830.22
26	\$58,493.00

**Licensed Master Social
Worker, GS08**

YRS OF EXP	ENTRY SALARY
0	\$48,000.00
2	\$49,200.00
4	\$50,430.00
6	\$51,690.75
8	\$52,983.02
10	\$54,307.59
12	\$55,665.28
14	\$57,056.92
16	\$58,483.34
18	\$59,945.42
20	\$61,444.06
22	\$62,980.16
24	\$64,554.66
26	\$65,264.00

**Licensed Certified Social
Worker, GS09**

YRS OF EXP	ENTRY SALARY
0	\$53,000.00
2	\$54,325.00
4	\$55,683.13
6	\$57,075.20
8	\$58,502.08
10	\$59,964.64
12	\$61,463.75
14	\$63,000.34
16	\$64,575.35
18	\$66,189.74
20	\$67,844.48
22	\$69,540.59
24	\$71,279.11
26	\$72,821.00

JUSTIFICATION

Currently, the State of Arkansas employs 59 employees in these classifications, 32 of which are within DHS. The proposed statewide salary administration grid will be available for use by all requesting agencies. See below for supporting data.

	FY19 Turnover	FY20 Turnover	Average Salary	Average Years of Service
Licensed Social Worker	15.28%	16.67%	\$48,619	16.7

	FY19 Turnover	FY20 Turnover	Average Salary	Average Years of Service
Licensed Master Social Worker	26.79%	11.79%	\$50,923	7.5

	FY19 Turnover	FY20 Turnover	Average Salary	Average Years of Service
Licensed Certified Social Worker	16.96%	3.33%	\$59,222	11.3

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Salary survey data based upon this industry in both the private and public sectors, for companies ranging from 500- 7,500 employees, averages the following rates for these classifications (see below). This is a highly competitive field for employment throughout the state.

CLASSIFICATION	Overall Average	GRADE/ CURRENT ENTRY
M026C, Licensed Social Worker, GS07	\$54,000	GS07/\$40,340
M088C, Licensed Master Social Worker, GS08	\$60,693	GS08/\$45,010
M009C, Licensed Certified Social Worker, GS09	\$64,540	GS09/\$50,222

The proposed social worker grid will require a **one-time implementation adjustment** of all incumbents in this classification. All employees will be assessed at the appropriate grid rate. No single employee will receive more than a \$5,000 increase in a fiscal year. All employees in these classifications will receive at least a 1% increase. The anticipated statewide cost for the implementation of the salary administration grid recommended above is \$277,524 based upon current years of state service for incumbents. This salary administration grid, if approved, would be effective through FY21.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director
Office of Personnel Management



Secretary, Transformation & Shared Services

06/03/2020

Date

KB/sd:1-4



Office of Human Resources

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 501-320-6250 · Fax: 501-371-1210



January 8, 2020

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

Re: Special Rate of Pay - Labor Market Rate

Dear Ms. Barnhill:

The Arkansas Department of Human Services (DHS) request a labor market rate (mid-point) for the following social worker positions:

- M009C – Licensed Certified Social Worker
- M088C – Licensed Master Social Worker
- M026C – Licensed Social Worker

DHS has and is continuing to experience hardships in successfully hiring and retaining qualified applicants to implement social work and counseling activities to our clients. We have also reached out to Department of Corrections who is also experiencing these same hardships.

Below is a breakdown of research gathered.

	Turnover				Average Annual Salary / Average Years of Experience	
	FY '19		7/19 – 11/19		DHS	State
	*DHS	State	*DHS	State		
M009C: Licensed Certified Social Worker	25.53%	16.22%	28.75%	12.9%	\$60,168 / 11.5 years	\$59,555 / 11.3 years
M088C: Licensed Master Social Worker	66.67%	9.09%	57.14%	12.5%	\$47,269 / 5.7 years	\$50,813 / 8.4 years
M026C: Licensed Social Worker	54.55%	21.43%	0%	8.33%	\$49,091 / 16.1 years	\$48,619 / 16.5 years
*Includes termination, promotion/demotion/transfer						

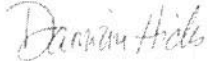
Below is the only data received regarding an equivalent position:
Arkansas Children's Hospital pays for experience on Licensed Master Social Workers. Data received shows \$50,000 - \$76,000. DHS average salary is \$47,269 with 5.7 years of experience.

DHS is proposing the above class codes be brought in at midpoint beginning the pay period after approval and each incumbents salary will increase mid-point, if not already equivalent or above. From a fiscal perspective DHS is spending more in recruiting and onboarding and still not retaining applicants. There are currently 39 employees who would receive increases. The annual cost for the increase would be around \$212,000.

Due to high turnover of the three class codes stated above, we feel the request for a Labor Market Rate to mid-point will more equitably compensate these positions, attract qualified candidates, and retain individuals in these positions.

If any additional information is needed for this request, please do not hesitate to contact me at (501) 320-6250. Your review and favorable consideration of this request is greatly appreciated.

Sincerely,



Damian Hicks
Chief of Human Resources