



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

**OFFICE OF PERSONNEL MANAGEMENT  
Administrator's Office**  
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September 17, 2014

Senator Uvalde Lindsey, Co-Vice Chairperson  
Representative Andrea Lea, 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 Arkansas Rehabilitation Services (ARS) for your consideration.

Arkansas Rehabilitation Services has requested a professional certification compensation differential of 6.0% for the classification Rehabilitation Program Manager, G121C, as established by ACA 21-5-221. The requested professional certification compensation differential is listed below:

**JUSTIFICATION:**

Arkansas Rehabilitation Services currently possesses thirteen positions authorized as Rehabilitation Program Manager. These positions are responsible for supervising the operations within numerous rehabilitation programs. The agency needs to segregate one position from the others and utilize it in a unique manner. It needs a position, functioning as a Rehabilitation Program Manager, to supervise security and law enforcement operations in addition to assist with the development of a post-secondary training program for disabled individuals pursuing law enforcement careers. This position would operate within their Arkansas Career Training Institute (ACTI). It would also benefit from law enforcement certification; therefore, the agency requests to supply a compensation differential for any individual within this position who acquires this supplementary certification.

The individual would complete a twelve-week basic law enforcement officer training within the Arkansas Law Enforcement Training Academy. The course requirements are as follows:

- 1) Successful completion of a minimum of 432 hours of instruction
- 2) A minimum score of 70% in each academic block of instruction
- 3) A passing score on the commissioned approved firearms course
- 4) A minimum score of 70% on each examination administered in the course

- 5) For eligibility for retention on a permanent basis, the individual must satisfactorily complete a basic training course or its equivalent within twelve months, or a total of twenty months with an approved extension, from the date of employment

The agency has stated that once these requirements are accomplished, a valid certification document has been secured from the Arkansas Law Enforcement Training Academy, as well as the ACTI Rehabilitation Director and the Rehabilitation Services Commissioner have approved the recommendation the individual would receive this compensation differential.

**RECOMMENDATION:**

The Office of Personnel Management has reviewed this request from Arkansas Rehabilitation Services and recommends approval for this professional certification compensation differential of 6.0% for Position #22081963, as only one position is necessary to accomplish this objective. The agency has guaranteed our office that it possesses sufficient funding to support this compensation differential. Your approval of this request is greatly appreciated.

Sincerely,



Kay Terry  
DFA State Personnel Administrator



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Chief Fiscal Officer of the State

SEP - 8 2014

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Date

STATE OF ARKANSAS



Mike Beebe  
Governor

Department of Career Education  
Arkansas Rehabilitation Services  
Jonathan Bibb, *Interim Commissioner*

William L. "Bill" Walker, Jr.  
*Director*

Friday, September 4, 2014

Kay Barnhill Terry  
State Personnel Administrator  
Office of Personnel Management  
Department of Finance and Administration  
1509 West Seventh Street, Room 201  
Little Rock, Arkansas 72201

**RECEIVED**

SEP 08 2014

OFFICE OF PERSONNEL MGMT  
CLASS & COMP

RE: Professional Certification Differential

Dear Ms. Terry:

The purpose of this letter is to formally request the development of a plan for Professional Certification differential for employees of Arkansas Rehabilitation Services who achieve and maintain certification as Certified Law Enforcement Officers by the Arkansas Law Enforcement Training Academy (ALETA).

Each candidate must complete twelve weeks of basic law enforcement officer training at the Arkansas Law Enforcement Training Academy. The minimum amount of training for which certification will be granted in Course shall be 432 hours. The Commission will not accept satisfactorily completion of the Basic Training Course unless the trainee has attained at least 70% in each academic block of instruction and attains a passing score on the Commissioned approved firearms course. In addition, the minimum academic score of 70% on each examination administered in the course will be required for successful completion of the training program. Finally, to be eligible for retention on a permanent basis an officer must satisfactorily complete a Basic Training Course or its equivalent within twelve (12) months or with an approved extension, a total of twenty (20) months from the date of employment.

The position of Rehabilitation Program Manager: G121C; Grade: C120 will be used for this purpose. The need for highly qualified professionals that serve as Rehabilitation Program Manager over Security and Law Enforcement for the Agency is critical. This request is necessary to allow for seamless communication with law enforcement and other first responders. In addition, it will allow for the development of a post-secondary training program for people with disabilities in law enforcement careers.

Sincerely,

  
Jonathan Bibb, *Interim Commissioner*