



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) 682-1753
FAX: (501) 682-5104

June 10, 2015

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, 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 Disability Determination for Social Security Administration (DDSSA) for your review.

DDSSA has requested a modification to the previously approved Adjudicator Grid for the following classifications in Fiscal Year 2016:

CURRENT GRID

<u>Classification</u>	<u>Entry Level</u>	<u>Continuation Request</u>
DDSSA Claims Adjudicator I, X143C, C115	\$29,251	\$32,000
DDSSA Claims Adjudicator II, X104C, C117	\$32,249	\$44,505
DDSSA Claims Adjudicator III, X071C, C119	\$35,554	\$49,067
DDSSA Case Consultant, X190C, C120	\$37,332	\$51,124
DDSSA Unit Supervisor, G112C, C121	\$39,199	\$51,124
DDSSA Medical Consultant Assistant, G235C, C121	\$39,199	\$51,124

REQUESTED GRID WITH MODIFICATIONS

<u>Classification</u>	<u>Entry Level</u>	<u>Continuation Request</u>
DDSSA Claims Adjudicator I, X143C, C115	\$29,251	\$32,000
DDSSA Claims Adjudicator II, X104C, C117	\$32,249	\$44,505
DDSSA Claims Adjudicator III, X071C, C119	\$35,554	\$49,067
DDSSA Case Consultant, X190C, C120	\$37,332	\$51,124
DDSSA Unit Supervisor, G112C, C121	\$39,199	\$53,264
DDSSA Medical Consultant Assistant, G235C, C121	\$39,199	\$53,264
DDSSA Quality Assurance Specialist, X203C, C121	\$39,199	\$53,264
DDSSA Hearing Officer, G258C, C121	\$39,199	\$53,264

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JUSTIFICATION

DDSSA has requested modification of the above rates for grade C121 in order to maintain consistency throughout the grid as all other classifications in the grid terminate at midpoint. They also request to add the titles of DDSSA Quality Assurance Specialist and DDSSA Hearing Officer to the existing grid as they were reclassifications of existing positions due to audit findings in the biennium session. DDSSA has established training criteria that these classifications must satisfy prior to any salary increases.

OPM has reviewed the requested salary administration grid modifications and **recommends** the alterations into and through Fiscal Year 2016. Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill Terry
State Personnel Administrator



Chief Fiscal Officer of the State

JUN 01 2015

Date

KBT/sd:1-2



ASA HUTCHINSON
Governor

May 28, 2015

Ms. Kay Barnhill Terry
State Personnel Administrator
Department of Finance and Administration
1509 West Seventh Street, Suite 201
Little Rock, AR 72201

RE: Salary Administration Grid Modification Request

Dear Ms. Terry:

During the biennial budget process, Disability Determination for Social Security Administration (DDSSA) requested and received approval to have specific employees reclassified from a DDSSA Unit Supervisor to one of two new classifications, a DDSSA Quality Assurance Specialist or a DDSSA Hearing Officer. Although these employees are being reclassified, they will not receive a change in pay because all three classifications are a Grade C121. However, these new classifications are part of DDSSA's career ladder, so the Agency is requesting to have them added to the salary administration grid.

In addition to adding these two new classifications to the Agency's salary administration grid, DDSSA is also requesting to change the salary for the Grade C121 classifications from \$51,124 to \$53,264, which is midpoint on the Career Service Pay Plan. The Grade C121 classifications affected by our request are DDSSA Unit Supervisor, DDSSA Medical Consultant Assistant, DDSSA Quality Assurance Specialist and DDSSA Hearing Officer. Although the Agency is making this request, all current Grade C121 employees are already at or above the new salary request of \$53,264. This change would only affect future employees who may receive a promotion into one of the above Grade C121 classifications.

Each classification listed on the salary administration grid take part in an ongoing rigorous training program and are part of our internal promotional ladder that is vital to the success of the Agency. As an employee's tenure increases, so does their knowledge and experience, which makes them a valuable asset to the Agency. These individuals that are in a Grade C121 classification perform various tasks such as supervising less experienced adjudicators, triaging with medical consultants, working complex and specialty cases, reviewing all case types for accuracy and quality, as well as performing face-to-face hearings with claimants, who's disability has been ceased.

On the Agency's current salary administration grid, the classifications that are Grades C117, C119 and C120 have an approved salary of midpoint on the Career Service Pay Plan. DDSSA is requesting that the Grade C121 classifications mentioned above also be approved for the midpoint salary on the Career Service Pay Plan.

Thank you in advance for your consideration and I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Arthur Boutiette".

Arthur Boutiette
Agency Director

STATE OF ARKANSAS
Disability Determination for Social Security Administration

701 SOUTH PULASKI STREET
LITTLE ROCK, ARKANSAS 72201
TELEPHONE 501-682-3030

ARTHUR BOUTIETTE
Director

Disability Determination for Social Security Administration's (DDSSA) is requesting approval for the following salary administration grid, which displays additional classifications and other modifications.

DDSSA Salary Administration Grid for 2015 - 2016				
Class Code	Classification	Grade	Entry Level	Salary Request
X143C	DDSSA Claims Adjudicator I	C115	\$29,251	\$32,000
X104C	DDSSA Claims Adjudicator II	C117	\$32,249	\$44,505
X071C	DDSSA Claims Adjudicator III	C119	\$35,554	\$49,067
X190C	DDSSA Case Consultant	C120	\$37,332	\$51,124
G258C	DDSSA Hearing Officer	C121	\$39,199	\$53,264
G235C	DDSSA Medical Consultant Assistant	C121	\$39,199	\$53,264
X203C	DDSSA Quality Assurance Specialist	C121	\$39,199	\$53,264
G112C	DDSSA Unit Supervisor	C121	\$39,199	\$53,264

**Graduated Maximum Pay Grid for DDSSA Adjudicator Series
Fiscal Year 2016**

Service as an Adjudicator	Adjudicator I	Adjudicator II	Adjudicator III	Adjudicator IV or Case Consultant	Hearing Officer, Medical Consultant Assistant, QA Specialist or Supervisor
New Hire	29,251				
6 months	30,251				
12 months	32,000				
18 months to 3 years		35,200			
3 years to 5 years		38,000			
5 years to 10 years		40,000			
More than 10 years		44,505			
Less than 5 years			44,520		
5 years to 10 years			46,000		
10 years to 20 years			47,000		
Over 20 years			49,067		
Over 5 years but less than 10				49,000	
10 years but less than 20 years				50,000	
Over 20 years				51,124	
4 years or more					51,124