



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  
Fax: (501) 682-5104  
<http://www.state.ar.us/dfa>

August 19, 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 Arkansas Department of Community Correction for your review.

The Arkansas Department Community Correction has requested an amendment to the previously approved certification differentials in accordance with ACA 21-5-221, which states:

*(i)(1) A professional certification differential of up to six percent (6%) for job-related professional certifications for individual positions or for specific classifications within an agency or institution may be authorized if the certification is:*

*(A) From a recognized professional certifying organization and is determined to be directly related to the predominant purpose and use of the position or classification; and*

*(B) Not included as a minimum qualification established or as a special requirement for the classification by the official class specification.*

*(2)(A) A professional certification differential may be paid only while the certification is current and maintained by the employee and while employed in a position or classification covered by the plan.*

*(B) Documentation of continuation or renewal of the certification of the employee is required for continuation of the certification differential.*

**CERTIFICATION DIFFERENTIAL AMENDMENT**

The previously approved licensure for the following two classifications omitted Certified Alcohol and Drug Counselor (CADC), Certified Co-Occurring Disorder Professional (CCDP), and Licensed Alcohol and Drug Abuse Counselor (LADAC). In order for someone to be a Certified Clinical Supervisor, the must also have one of the three certifications listed above. This will not result in any additional compensation for these two classifications, but will correct the oversight. The previously approved certification differentials, other than below, remain accurate.

<b><u>Certification</u></b>	<b><u>Education</u></b>	<b><u>Experience</u></b>
Certified Co-Occurring Disorder Professional (CCDP)	270 clock hours	3 years as a counselor
Certified Alcohol and Drug Counselor (CADC)	270 clock hours	3 years as a counselor
Licensed Alcohol and Drug Abuse Counselor (LADAC)	270 clock hours	3 years as a counselor
Certified Clinical Supervisor (CCS)	30 hours of didactic education	5 years as a counselor and certification as CCDP Bachelor or Diplomat Level, CADC, or ACADC

The Arkansas Department of Community Correction has requested that the following classifications be eligible to receive a certification differential as described:

<b><u>Title</u></b>	<b><u>Class Code</u></b>	<b><u>Grade</u></b>	<b><u>Eligible Certifications</u></b>	<b><u>Percentage</u></b>
DCC Treatment Supervisor	M021C	C119	CCS, CCDP CADC, LADAC	6%
DCC Assistant Treatment Program Mgr	M007C	C122	CCS, CCDP CADC, LADAC	6%

The Arkansas Department of Community Correction is requesting that incumbents occupying the classifications listed above be eligible to receive a certification differential for completion of any one of the specified certifications listed for each classification. It is also requested that incumbents within these classifications may only be compensated for the initial certification they obtain, regardless of the number of certifications obtained.

Senator Uvalde Lindsey, Co-Chairperson  
Representative Lanny Fite, Co-Chairperson  
August 19, 2015  
Page 3

The Office of Personnel Management has reviewed and recommends the amendment of the previously approved certification differentials. Your consideration of this request is appreciated.

Sincerely,

  
Kay Barnhill Terry  
State Personnel Administrator



---

Chief Fiscal Officer of the State

JUL 15 2015

---

Date

KBT/AB:1-3



# Arkansas Community Correction

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

June 23, 2015

Ms. Kay Terry  
 State Personnel Administrator  
 1509 West 7<sup>th</sup>  
 Little Rock, AR 72203

Dear Ms. Terry:

Arkansas Community Correction (ACC) is requesting to amend the previously approved certification pay differential for the following classifications.

The previously approved licensure for the following two classifications only required the Clinical Supervisor Certification. In order for someone to be a Certified Clinical Supervisor, he/she must have one of the other three certifications listed. ACC is requesting to add the Alcohol and Drug Counselor Certification (CADC), Co-occurring Disorder Professional Certification (CCDP), and the Alcohol and Drug Abuse Counselor License (LADAC). This will not result in any additional compensation for these two classifications, but will appropriately fix the oversight.

<u>TITLE</u>	<u>CERTIFICATION</u>	<u>RATE</u>
DCC Treatment Supervisor	Certified Clinical Supervisor	6%
	Certified Alcohol and Drug Counselor (CADC)	6%
	Certified Co-occurring Disorder Professional (CCDP)	6%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	6%
DCC Asst Treatment Program MGR	Certified Clinical Supervisor	6%
	Certified Alcohol and Drug Counselor (CADC)	6%
	Certified Co-occurring Disorder Professional (CCDP)	6%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	6%

In addition, ACC is requesting to add the following classification be added to receive a certification pay differential. Currently there are two filled positions in ACC that would be

Arkansas Community Correction

eligible which will cost approximately \$9,656.18. The DCC Treatment Administrator (M001C), Grade C128, supervises all previously approved treatment classifications and should be eligible for the same 6%. Not only does this position supervise all treatment staff, it is also responsible for the management and oversight of all treatment operations for ACC.

---

<u>TITLE</u>	<u>CERTIFICATION</u>	<u>RATE</u>
DCC Treatment Administrator	Certified Clinical Supervisor	6%
	Certified Alcohol and Drug Counselor (CADC)	6%
	Certified Co-occurring Disorder Professional (CCDP)	6%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	6%

An ACC employee who successfully attains one or multiple certifications and/or licensures from above will only be awarded one 6% increase to his or her base rate of pay. Any additional certifications and/or licensure from the list above that an employee chooses to complete will not result in an additional 6% increase.

Thank you in advance for your consideration.

Respectfully,  
  
Sheila Sharp  
ACC Director