



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
www.dfa.arkansas.gov

June 15, 2016

N.4

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 (OPM) submits a request for the continuation of previously approved second language differentials for FY17. The requested differentials for continuation are attached.

The Office of Personnel Management is requesting the continuation of nine second language differentials. There are no modifications recommended by OPM for the second language differentials.

After review of the requests, the Office of Personnel Management **recommends** the approval of the continuation of these previously approved second language differentials for FY17. Your consideration of this request is greatly appreciated.

Sincerely,

Kay Barnhill
State Personnel Administrator

Chief Fiscal Officer of the State

JUN 07 2016

Date

KB/sd:1

**SECOND LANGUAGE DIFFERENTIAL
CONTINUATION FY17**

BA	Agency/Institution Name	Request Type	Classifications Affected	Recommendation	Positions Affected
311	DDSSA	Second Language: 2-10%	ALL	Continue as Requested	1
390	Worker's Compensation Commission	Second Language: 2-10%	ALL	Continue as Requested	1
513	AR School of the Deaf	Second Language: 2-10%	ALL	Continue as Requested	11
610-634	Department of Finance & Administration	Second Language: 2-10%	ALL	Continue as Requested	1
645	AR Dept. of Health	Second Language: 2-10%	ALL	Continue as Requested	29
710	AR Dept. of Human Services	Second Language: 2-10%	ALL	Continue as Requested	17
800	Department of Labor	Second Language: 2-10%	Administrative Specialist III, C056C, C112	Continue as Requested	1
810	Workforce Services	Second Language: 2-10%	DWS Workforce Specialist, G217C, C114	Continue as Requested	4
950	AR State Police	Second Language: 2-10%	ALL	Continue as Requested	4

TOTAL 69



STATE OF ARKANSAS
Disability Determination for Social Security Administration

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

ASA HUTCHINSON
 Governor

ARTHUR BOUTIETTE
 Director

May 16, 2016

Ms. Kay Barnhill
 State Personnel Administrator
 Office of Personnel Management
 1509 West Seventh Street, Suite 201
 Little Rock, AR 72203

RE: Continuation of Second Language Pay Differential

Dear Ms. Barnhill:

Disability Determination for Social Security Administration (DDSSA) is requesting a continuation of the Agency's established second language pay differential plan. Since Arkansas DDSSA is a federally funded state agency, the costs associated with both language proficiency testing and elevated employee salaries will be funded through the agency's federal budget. The breakdown listed below shows the rate of pay associated with the different skill levels:

- Advanced 10.00%
- Fluent 7.50%
- Intermediate 5.00%
- Basic 2.00%

The Arkansas DDSSA continues to see a dramatic increase in the number of claimants for whom English is a second language. This is especially true since the agency continues to adjudicate disability claims from several other states, including but not limited to Arizona, California, New Mexico and Texas, all of which have large Spanish-speaking populations.

Due to a limited number of bilingual speaking employees at the DDSSA, those employees that can speak a second language have had to undertake much of the responsibility for communicating with claimants with limited English proficiency, and have dedicated a significant amount of time to serving their needs. The Arkansas DDSSA must respond to the changing needs of the general population and in order to do so, we would like to continue compensating qualified bilingual employees.

Thank you for your consideration and if you should have any questions, please feel free to contact me.

Sincerely,

Arthur Boutiette
 Agency Director

State of Arkansas

SCOTTY DALE DOUTHIT, CHAIRMAN
KAREN H. MCKINNEY, COMMISSIONER
PHILIP A. HOOD, COMMISSIONER



SPRINGDALE DIVISION
244 SOUTH 40TH STREET
SPRINGDALE, AR 72762-3846
TELEPHONE 479-751-2780
TOLL FREE 1-800-853-6376

BARBARA W. WEBB
CHIEF EXECUTIVE OFFICER

DAVID GREENBAUM
CHIEF ADMINISTRATIVE LAW JUDGE

ASA HUTCHINSON, GOVERNOR

WORKERS' COMPENSATION COMMISSION

324 S. Spring Street
P.O. Box 950
Little Rock, Arkansas 72203-0950
Telephone 501-662-9930 / 1-800-622-4472
Arkansas Relay System TDD 1-800-265-1131
www.bwcc.state.ar.us

April 1, 2016

Ms. Kay Barnhill, Administrator
Arkansas Dept. of Finance & Administration
Office of Personnel Management
1509 West Seventh Street
Little Rock, AR 72201

Dear Ms. Barnhill,

The Arkansas Workers' Compensation Commission requests the continuation of our Second Language Differential and Labor Market Rate for fiscal year 2017.

The Second Language Differential is imperative for Hispanic workers to be able to communicate with a Workers' Compensation Commission employee when injured. This differential has allowed the agency the ability to maintain a qualified Spanish translator.

The Second Language Differential is assigned to position number 22094363, C050C, C113, Administrative Support Supervisor.

This Labor Market Rate is necessary to retain a qualified Hearing Reporter for our in-house court reporting needs.

The Labor Market Rate is assigned to position number 22094417, C009C, C118, Hearing Reporter.

Thank you very much for your assistance in this matter.

Very truly yours,

Barbara W. Webb
Chief Executive Officer

BWW/lc

**ASD**

Arkansas School for the Deaf

2400 West Markham • Little Rock, AR 72205 • (501) 324-9506 • (501) 324-9553 Fax
Dr. Janet Dickinson, Superintendent

May 4, 2016

Kay Barnhill, Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
P.O. Box 3278
Little Rock, AR 72203-3278

The Arkansas School for the Deaf is requesting the continuation of the Second Language Plan for fiscal year 2017.

Your consideration of this request is appreciated.

Sincerely,

A handwritten signature in cursive script, appearing to read "Janet Dickinson".

Janet Dickinson
Superintendent
Arkansas School for the Deaf

MISSION STATEMENT

Working Together to Create Learning Opportunities for Academic Excellence and Personal Independence



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

OFFICE OF ADMINISTRATIVE SERVICES
 Human Resources
 1515 West Seventh Street, Suite 102
 Post Office Box 2485
 Little Rock, AR 72203-2485
 Phone: (501) 324-9065
 Fax: (501) 683-2174
<http://www.arkansas.gov/dfa>

May 20, 2016

Kay Barnhill, Administrator
 Office of Personnel Management
 Department of Finance and Administration
 1509 West 7th Street, Suite 201
 Little Rock, AR 72201

Dear Ms. Barnhill:

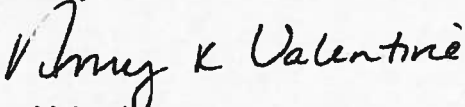
The Arkansas Department of Finance and Administration is requesting a continuation of Second Language salary differential for Fiscal Year 2017 based on Act 688 of 2010 that states the following compensation of Second Language payment of up to 10% will be based upon four levels of proficiency:

A. Advanced	10%
B. Fluent	7.5%
C. Intermediate	5.0%
D. Beginning/Basic	2.0%

Any position requiring translation of a language other than English for speaking purposes only will be allowed to use the score from the speaking portion of the exam. Any position requiring translation of a language other than English for writing only will be allowed to use the score from the written portion of the exam. In case the position requires both speaking and written translation, and average of the two scores will be taken to derive the overall score. The second language must be used at least 25% of the time in the job to be eligible for use of the provision.

Your favorable consideration of this request is appreciated.

Sincerely,


 Amy Valentine
 DFA Human Resources Manager



Arkansas Department of Health

4815 West Markham Street • Little Rock, Arkansas 72205-3867 • Telephone (501) 661-2000
 Governor Asa Hutchinson
 Nathaniel Smith, MD, MPH, Director and State Health Officer

May 19, 2016

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

Re: Request for Continuation of Special Language Differential

Dear Ms. Barnhill:

The Arkansas Department of Health is requesting approval for continuation of the Special Language Differential under the previous approval law that allows for agencies and institutions to request a second language differential for rate of pay for employees who have demonstrated the ability and skill to communicate in a language other than English, including American Sign Language and that the skill is determined by the agency or institution to be directly related to the effective performance of the job duties for the position occupied by the employee (Arkansas Code 21-5-221).

We are request authorization for special language differential rate of pay for an individual employee of up to ten percent (10%). Payment is based upon four levels of proficiency:

- | | |
|----------------------|-------------------------|
| A. Advanced 10% | B. Fluent 7.5% |
| C. Intermediate 5.0% | D. Beginning/Basic 2.0% |

We understand that the agency must have the employee or prospective employee tested by an organization that can certify proficiency testing at different skill levels. . We also understand that the second language must be used at least 25% of the time in the job to be eligible for this provision Also, included in the request should be the justification which states in detail the duties, responsibilities and reason for the second language requirement for the position and all request will be submitted to the Office of Personnel Management for their review and approval after review by the Personnel Committee of the Legislative Council. In addition if an employee who is receiving second language differential rate of pay and moves into a position that does not require the skill to communicate in a language other than English, or whose position no longer requires the use of the skill, shall revert, on the effective date of the change, to the employee's base rate of pay.

Thank you for your consideration and approval of this request. Please contact me at (501) 661-2440 if you need additional information.

Sincerely,

Joyce Watson,
 Human Resources Manager
 Arkansas Department of Health



Office of Finance and Administration



HUMAN RESOURCES

PO Box 1437, Slot WG1 Little Rock, AR 72203-1437 Tel: 501-682-6455 Fax: 501-683-4351

September 30, 2011

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

RE: Differential Pay Plan
Secondary Language
Department of Human Services

Ms. Terry:

The Department of Human Services (DHS) requests to establish a pay plan for a Secondary Language pay differential. As outlined in the Classification and Compensation Act, DHS will only allow for such when it is determined that the employee will utilize the second language at least twenty-five per cent (25%) of the time in the job occupied. Furthermore, any employee who receives this differential shall no longer be eligible to continue to receive it when they move out of the position for which they were required to use the language or when it is determined that the second language is no longer necessary for the current job.

The differential payments shall be determined after eligible employee has been assessed by an independent language testing body and the level of proficiency has been set. The percentage of pay based upon the proficiency levels are as follows:

Table with 2 columns: Proficiency Level and Percentage. Rows: Advanced (10%), Fluent (7.5%), Intermediate (5%), Basic (2%).

Your favorable consideration of this request is appreciated. Should further information be required, please contact me at 683-5928.

Sincerely,
George Bryant
DHS Human Resources Manager

CC: Gary Cain
DHS Human Resource Director

0800

Asa Hutchinson
Governor

Leon Jones, Jr.
Director



STATE OF ARKANSAS
ARKANSAS DEPARTMENT OF LABOR
10421 WEST MARKHAM • LITTLE ROCK, ARKANSAS 72205-2190
(501) 682-4500 • Fax: (501) 682-4535 • TDD: (800) 285-1131

May 18, 2016

Mr. Larry Walther, Director
Department of Finance & Administration
1509 West Seventh Street, Room 401
Little Rock, AR 72203

Dear Mr. Walther:

Effective March 26, 2015, OPM approved a Second Language plan for the Department of Labor that we request to continue through FY2017. We currently have only one employee receiving this differential. At this time, the cost to continue the differential is \$1,933. This is already authorized in Act 36 of FY2016.

Best Regards,

A handwritten signature in black ink, appearing to read "L. Jones, Jr." with a stylized flourish.

Leon Jones, Jr.
Director



2 Capitol Mall
P.O. Box 2981
Little Rock, AR 72203
dws.arkansas.gov

Asa Hutchinson
Governor
Daryl E. Bassett
Director

May 17, 2016

Ms. Kay Barnhill
Office of Personnel Management
1509 W. Seventh St., Suite 201
Little Rock, AR 72203

Ms. Barnhill,

The Arkansas Department of Workforce Services requests the existing 2nd Language Differentials for four DWS employees be continued at the current rate. These individuals serve the Spanish speaking population of the state who need services through DWS. They are located in different areas of the state and are available to any DWS office that might need assistance.

Thank you for your consideration.

Beverly McCollum
Human Resources Administrator



Asa Hutchinson
Governor

State of Arkansas



William J. Bryant
Director

ARKANSAS STATE POLICE

1 State Police Plaza Drive Little Rock, Arkansas 72209-4822 www.usp.arkansas.gov

"SERVING WITH PRIDE AND DISTINCTION SINCE 1935"

May 26, 2016

**ARKANSAS
STATE POLICE
COMMISSION**

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Chairman
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Dr. Lewis Shepherd
Vice-Chairman
Arkadelphia

John Allison
Secretary
Conway

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Little Rock

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Harrison

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Bella Vista

Bill Benton
Helen Springs

Ms. Kay Terry
Arkansas Department of Finance & Administration
Office of Personnel Management
Post Office Box 3278
Little Rock, Arkansas 72203

RE: Agency 0960 - FY17 Request for Renewal of Second Language Differential

Dear Ms. Terry:

The Arkansas State Police is requesting to renew the previously approved Second Language Differential for the following positions for Fiscal Year 2017:

Position Number	Classification	Pay Grade
22089872	X179C Commercial Driver License	C111
22089893	Examiner T022C, ASP Corporal	C121
22090322	T100C, ASP Trooper	C118
22089984	X182C, Driver's License Examiner	C110

These positions satisfy the pre-established criteria and each of these employees have been tested and certified according to OPM procedures and in accordance with ACA § 21-5-221. ASP operates from various facilities located across the state, covering all 75 Arkansas counties. Data from the U.S. Census Bureau supports our justification to utilize second language differential due to the continued growth of the Hispanic population within the state.

Your review and consideration of this request is greatly appreciated. Should you have any questions, please do not hesitate to contact Ms. Harmony Daniels, Human Resources Manager, at (501) 618-8193.

Sincerely,

Colonel William J. Bryant
Agency Director

WJB/hd

cc: Personnel