



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

**OFFICE OF PERSONNEL MANAGEMENT
Classification & Compensation**
1509 West Seventh Street, Suite 205
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1753
FAX: (501) 682-5104

November 16, 2016

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 University of Arkansas Cooperative Extension Service for your review. The University of Arkansas Cooperative Extension Service (UACES) is requesting approval to establish a second language differential. The request is based upon Ark. Code Ann. §21-5-221(j)(1) which states:

"A second language differential of up to ten percent (10%) may be authorized for an employee who has the demonstrated ability and skill to communicate in a language other than English, including American Sign Language, and that 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."

OPM Policy 20.05.05 states that second language differentials will be awarded at one of four levels based on levels of proficiency. The levels of proficiency, and the differentials for each, are:

Advanced	10%
Fluent	7.5%
Intermediate	5.0%
Beginning/Basic	2.0%

The request must contain the name and location of the testing facility, the type of examination offered, and the results of such testing. The second language must be utilized at least 25% of the time in performing job duties. Employees receiving the differential whose job duties change and no longer require the use of the second language will no longer receive the differential.

Senator Uvalde Lindsey, Co-Chairman
Representative Lanny Fite , Co-Chairman
November 16, 2016
Page 2

UACES has requested the differential for the classification CES Program Assistant in the Expanded Food and Nutrition Education Program. UACES is asking for a second language differential for Ms. Samantha Toro, an incumbent in the classification. According to UACES, Ms. Toro will be expected to speak Spanish at least 50% of the time in an effort to conduct outreach to Hispanic populations. UACES has submitted documentation relating to Ms. Toro's proficiency testing by Arkansas Spanish Interpreters and Translators on September 27, 2016; Ms. Toro tested at the intermediate level. If approved, this level of proficiency is eligible for a 5% differential.

The Office of Personnel Management has reviewed the submitted documentation by the University of Arkansas Cooperative Extension Services and **recommends** the institution's request to establish a second language differential for the classification CES Program Assistant in the Expanded Food and Nutrition Education Program.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

OCT 17 2016

Date

TO: Office of Personnel Management, DFA

FROM: Donna Rothberg
Director of Human Resources
UA Division of Agriculture Cooperative Extension Service

SUBJECT: Second Language Differential

DATE: October 6, 2016

In accordance with the guidelines for Second Language Differential as established in Arkansas Annotated Code § 21-5-221, the UA Cooperative Extension Service is requesting approval of a 5% differential rate of pay for Samantha Toro based upon an Intermediate level of proficiency in the Spanish language. Deirdre Gibson, manager, and Jael Castro, interpreter, of Arkansas Spanish Interpreters and Translators (P.O. Box 55928, Little Rock, AR 72215) were responsible for the oral and written Spanish Language testing for Ms. Toro. Ms. Toro completed the tests on September 27, 2016. Documentation is attached.

The title of Ms. Toro's position is CES Program Assistant. The target audience for her assigned program, the Expanded Food and Nutrition Education Program (EFNEP), is Hispanic homemakers and youths. The qualifications for this position included a fluency in Spanish to accomplish outreach to the Hispanic population, and Ms. Toro will be using Spanish at least 50% of the time in this job. Ms. Toro understands that this differential compensation would be removed if she were to move into a position which does not require communication in Spanish.

You may contact me at 671-2336 or drothberg@uaex.edu if you need additional information. Thank you for your help in securing Second Language Compensation for Ms. Toro.

Arkansas Spanish Interpreters & Translators

1-800-368-5928
 501-313-2211

TELEPHONE 501-412-1300
 FAX 501-313-0677
 Interpreters@arkspansit.com

SAMANTHA TORO

SPANISH INTERPRETER/ FLUENCY EXAMINATION EVALUATION FORM
 UAA Division of Agriculture

9/27/10

WRITTEN EXAMINATION- TRANSLATION:

<u>ADVANCED</u> (1 - 1/2 errors)	<u>FLUENT</u> (1 - 2 errors)	<u>INTERMEDIATE</u> (3 - 4 errors)	<u>BEGINNING/BASIC</u> (5+ errors)
Written Ability to translate			Subtotal: <u>7</u> / 4 = <u>75</u> %
Oral Ability to Interpret			Subtotal: <u>3</u> / 4 = <u>75</u> %
Written Total (Average of Subtotals)			%

Written Ability:			
<input type="checkbox"/> Below 50% or less	<input type="checkbox"/> Beginning 60%-74%	<input checked="" type="checkbox"/> Intermediate 75%-89%	<input type="checkbox"/> Fluent 90%-100%
Oral Ability:			
<input type="checkbox"/> Below 50% or less	<input type="checkbox"/> Beginning 60%-74%	<input checked="" type="checkbox"/> Intermediate 75%-89%	<input type="checkbox"/> Fluent 90%-100%

Ms. Toro was very precise translating phrases back to me. Limited mistakes. Did not ask to repeat phrases more than twice.

EXPLANATION OF RESULTS

<u>Oral Score</u>	<u>Communication Abilities</u>
60-74%	Get and set appropriate out, give directions Needs more knowledge of the Spanish language
75-89%	Explain basic procedures, conduct simple interviews Elementary/Elementary School level. Needs more vocabulary of high school and professional level
90-94%	Conduct interviews at a High School level, needs more professional vocabulary
95-99%	Interview at a Professional level
100%	Professional level at all tasks
<u>Written Score</u>	<u>Translating Abilities</u>
Did Not Pass	Do not use for any written translations
Beginner	Can translate notes with many grammatical, syntax, and vocabulary errors Should not translate any written documents, letters, forms or letters
Intermediate	Can translate documents at an Elementary School level with a maximum of two grammatical, syntactical, vocabulary errors and omissions
Fluently	Can translate all written documents with a maximum of two grammatical, syntactical, vocabulary errors and omissions

Position Information

Working Title CES Program Assistant - EFNEP

Line Item Title CES Program Assistant

Position Type Full-Time

Position Percent 100

**Fund Number and Name
(include % and amount)** Adult para-professional: 21214
80% Adult
Youth-para-professional: 21212
20% Youth

Department Pulaski County - 4764

Position Location Little Rock - Pulaski County

Summary The Cooperative Extension Service Program Assistant works for an assigned county Extension program under the supervision of a county agent in the Expanded Food & Nutrition Program (EFNEP).

Minimum Qualifications High school diploma or equivalent required. Must agree to comply with the Youth Protection policy, including authorized release of relevant Arkansas Child Abuse & Neglect Central Registry records. Ability to work without close supervision is required. Transportation for use on the job with liability insurance in effect is required.

Preferred Qualifications Fluent in Spanish.
Some college desirable.

Skills Ability to conduct programs & work with all clientele regardless of race, color, national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status. Ability to communicate effectively, both orally & in writing. Ability to keep accurate records & submit timely reports of activities. Ability to respond positively to supervisor direction. Ability to work without close daily supervision.

Does this position require frequent driving (once a week or more)? Yes

Does this position require a criminal background screen? Yes

Does this position require a No

drug screen?

Assigned Responsibilities

Assigned Responsibility	Maintains enrollment records for families and individuals in the Expanded Food and Nutrition Education Program (EFNEP). Prepares and submits required weekly, monthly and annual reports.
Assigned Responsibility	Teaches planned lessons and assists with the preparation of basic teaching material. Conducts food demonstrations, both one-on-one and on a group basis.
Assigned Responsibility	Travels and recruits families and youth who qualify for participation in the EFNEP program.
Assigned Responsibility	Participates in and training sessions in nutrition, budgeting, exercising, and preparing food demonstrations.
Assigned Responsibility	Works collaboratively with faculty and staff to transition youth into the ENFEP Program.