



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

OFFICE OF PERSONNEL MANAGEMENT
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October 17, 2017

Senator John Cooper, Co-Chairperson
Representative Les Eaves, 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 second language compensation differential request from the Department of Career Education in accordance with Ark. Code Ann. §21-5-221(j).

Career Education requests the establishment of second language differentials for Fiscal Year 2018 for Arkansas Career Education and Arkansas Rehabilitation Services, business areas 590 and 520, respectively, based on the following levels of proficiency:

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

Individuals receiving the differential must pass oral and written proficiency examinations. 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. Second language differentials are not considered part of an employee's base pay. Career Education estimates that these differentials would currently affect two incumbents. The total cost to the agency is estimated to be \$7,230.

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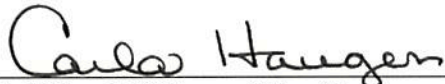
The Office of Personnel Management has reviewed Career Education's request and recommends establishment of second language differentials for Fiscal Year 2018.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

OCT 04 2017

Date

KB/cmb: 1-2



Asa Hutchinson
Governor

Department of Career Education
D. Alan McClain, *Commissioner*

Charisse Childers, Ph.D.
Director

October 3, 2017

Kay Barnhill, State Personnel Administrator
Office of Personnel Management, Suite 201
Arkansas Department of Finance and Administration
Post Office Box 3278
Little Rock, Arkansas 72203-3278

RE: Fiscal Year 2018 Special Language Differential:

Dear Ms. Barnhill:

The purpose of this letter is to request Special Language Differential. As you are aware, the roles and responsibilities of bilingual professionals are critical to the productive and efficient operations of the Department of Career Education. The agency administration greatly depends on the expertise and judgement of these employees daily. In order to operate in an effective manner, it is of the utmost importance that bilingual services are offered to employees, students, and outside businesses.

Your support of this request of 10% differential pay is appreciated. Thank you.

Sincerely,

DeCarlia Smith, Human Resources Administrator