

REPORT OF THE
UNIFORM PERSONNEL CLASSIFICATION AND COMPENSATION PLAN SUBCOMMITTEE OF THE
ARKANSAS LEGISLATIVE COUNCIL

October 15, 2009

Mr. Chairmen:

The Uniform Personnel Classification and Compensation Plan Subcommittee met on October 15, 2009 at 10:00 a.m., in Room 171, of the State Capitol and reviewed the following personnel-related items and respectfully request that they be filed with the Arkansas Legislative Council:

1. Approval of Provisional Positions for 2 year and 4 year institutions of Higher Education: **(Attachment 1)**

2. Request for special entry rate of compensation for Labor Market conditions:

<u>Agency</u>	<u>Title</u>	<u>Proposed Salary / Grade</u>
Agri, Livestock, & Poultry Comm	Agriculture Program Manager Position 22094775 only	\$58,000 / C120
AR Insurance Dept	Public Safety Officer (4 positions) 22088093, 22088096, 22088099, 22088101	\$25 per hour / C116
AR Dept of Emergency Management	ADEM Admin Div. Director: Tina Owens Position 22130597	\$59,723 / C123

3. Request to obtain pool positions from the OPM pool established in Arkansas Code 21-5-225 (a)(1) by Act 688 of 2009:

Agency: AR Dept of Human Services, Division of Aging and Adult Services, Public Guardianship Office
Positions Surrendered: 22136924, G198C, DHS/DAAS Program Specialist, Grade C116
Classification Requested: G047C, Attorney Specialist (1), Grade C126

Agency: Dept of Workforce Education
Positions Surrendered: 22081593, S089C, Food Preparation Technician, Grade C102
22081539, S085C, Food Preparation Specialist, Grade C104
22081694, C087C, Administrative Specialist I, Grade C106
22081680, S087C, Institutional Services Assistant, Grade C103
Classification Requested: E034C, Certified Vocational Rehabilitation Counselors (3), Grade C119
A052C, Accounting Coordinator (1), Grade C121

4. Request to obtain pay plan correction pool positions as authorized by Arkansas Code 21-5-225 (d)(1) established by Act 688 of 2009:

Agency: Northwest Technical Institute
Position Surrendered: 22080656, E027C, Career and Technical Faculty, Grade C120
22080678, E022C, Education and Instruction Manager, Grade C121
22080601, E027C, Career and Technical Faculty, Grade C120
22080669, E027C, Career and Technical Faculty, Grade C120
Classification Requested: L036C, Nurse Instructor (1), Grade C121
E018C, Specialized Technical Faculty (1), Grade C122
E013C, Education Program Manager (2), Grade C124

5. Request to obtain a pool position from the central growth pool established in Ark. Code 21-5-225 (b)(1) by Act 688 of 2009:

Agency: Arkansas State Police
Classification Requested: T082C, Arkansas State Police Executive Security Guard (1), Grade C112

6. Request to obtain a position from the Institution of Higher Learning Growth Pool established by Act 379 of 2009:

Institution: Southeast Arkansas College
Classification Requested: S050C, Maintenance Specialist (1), Grade C112

7. Request from the Arkansas Department of Correction for salary administration grids, as authorized by Arkansas Code 21-5-222 (a)(1) established by Act 688 of 2009 for the following classifications: **(Attachment 2)**

<u>Code</u>	<u>Labor Market:</u>	<u>Grade</u>	<u>Entry Rate</u>	<u>Requested Rate</u>
M020C	Licensed Professional Counselor	C119	\$35,554	\$48,000-\$60,390
M044C	Associate Professional Counselor	C117	\$32,249	\$43,500-\$52,977
NEW	ADC Psychologist	C128	\$55,156	\$66,100-\$83,145
L133C	Psychological Examiner	C121	\$39,199	\$45,000-\$64,915
M088C	Licensed Master Social Worker	C120	\$37,332	\$43,500-\$62,454
M009C	Licensed Certified Social Worker	C121	\$39,199	\$48,000-\$64,564

And a concurrent request for geographical compensation differential, for up to six percent (6%).

8. Request from the Arkansas Department of Health for salary administration grids, as authorized by Arkansas Code 21-5-222 (a)(1) established by Act 688 of 2009 for the following classifications: **(Attachment 3)**

L028C, Epidemiologist, Grade C122, Salary Range \$41,159 to \$67,287

<u>Pay Level</u>	<u>Requested Salary</u>	<u>Education</u>	<u>Experience</u>
Entry	\$41,159	Bachelor's Degree Master's Degree	4 years 2 years
Base	\$43,693	Bachelor's Degree plus 9 total graduate hours with 3 hours each of: epidemiological methods, general epidemiology and statistical methods	2 additional years
Base Plus	\$46,227	Master's Degree in Epidemiology, Public Health or related field	1 additional year
Base Plus	\$48,761	Master's Degree in Epidemiology, Public Health or related field	3 additional years

9. Request from the Department of Arkansas Heritage (DAH) for authorization to use an education compensation differential of up to six percent (6%) for specific positions obtaining related college degrees as follows and as is authorized by Arkansas Code 21-5-221 established by Act 688 of 2009: **(Attachment 4)**

Per agency request, and with committee approval, a title correction changing "DAH Assistant Director" to "DAH Agency Assistant Director", Class Code P006C, shall be implemented.

10. The following classification titles for use in implementation of Miscellaneous Federal Grant Positions (A.C.A. § 19-7-501 et seq):

Agency: Disability Determination for Social Security Admin.

<u>Class Code / Title</u>	<u>Grade</u>	<u>Positions</u>
L001C, Psychologist Supervisor	C129	4
L012N, DDSSA Medical Consultant	N916	6

Agency: DHS/Division of County Operations

<u>Class Code / Title</u>	<u>Grade</u>	<u>Positions</u>
G180C, Grants Analyst	C117	1

Respectfully Submitted,

Senator Steve Faris, Co-Chairman

Representative John Paul Wells, Co-Chairman

Arkansas Public Higher Education Provisional Positions Report

October 2009



Arkansas Department of Higher Education
114 East Capitol, Little Rock, Arkansas 72201

**Provisional Positions Approved
2009-10 Fiscal Year**

DATE: October 2009
INST: South Arkansas Community College

Number of Positions Authorized by Act 688 and 245 of 2009 50
Number of Positions Established To Date 29
Number of Positions Remaining for 2009-10 21
Number of New Provisional Positions 3
Number of Continual Provisional Positions

Item No.	New or Continual	Authorized Title	Working Title	# of Positions	Classified Grade or Maximum Annual Salary 2009-10	Source of Funding	Position Assignment
15	New	Project/Program Specialist	Grant Activity Planning Coordinator	1	\$56,653	DOE Title III Program	Enrollment Services
908	New	C056C / Administrative Specialist III	C056C / Administrative Specialist III	1	C109	Dept of Education Title III Program	Enrollment Services
909	New	C073C / Administrative Specialist II	C073C / Administrative Specialist II	1	C112	Dept of Education Title III Program	Enrollment Services
				Total Number of Positions 3			

**Provisional Positions Approved
2009-10 Fiscal Year**

DATE: October 2009
INST: University of Arkansas Community College at Hope

Number of Positions Authorized by Act 688 and 245 of 2009
 Number of Positions Established To Date
 Number of Positions Remaining for 2009-10
 Number of New Provisional Positions
 Number of Continual Provisional Positions

40
 12
 28
 1

Item No.	New or Continual	Authorized Title	Working Title	# of Positions	Classified Grade or Maximum Annual Salary 2009-10	Source of Funding	Position Assignment
6	New	Student Development Specialist	Career Technical Education Student Success Coordinator	1	\$51,908	Carl Perkins Federal Grant	Student Services
				Total Number of Positions <u>1</u>			

**Provisional Positions Approved
2009-10 Fiscal Year**

DATE: October 2009
INST: University of Arkansas - Cooperative Extension Service

Number of Positions Authorized by Act 688 and 245 of 2009
 Number of Positions Established To Date
 Number of Positions Remaining for 2009-10
 Number of New Provisional Positions
 Number of Continual Provisional Positions

250
 102
 148
 1

Item No.	New or Continual	Authorized Title	Working Title	# of Positions	Classified Grade or Maximum Annual Salary 2009-10	Source of Funding	Position Assignment
7	New	Program Associate	Program Associate - Geospatial Modeling	1	\$99,227	ANRC Grant	Bio & Ag Engineering

Total Number of Positions 1

**Provisional Positions Approved
2009-10 Fiscal Year**

DATE: October 2009
INST: University of Arkansas - Medical Sciences

Number of Positions Authorized by Act 688 and 245 of 2009
Number of Positions Established To Date
Number of Positions Remaining for 2009-10
Number of New Provisional Positions
Number of Continual Provisional Positions

1000
626
374
5

Item No.	New or Continual	Authorized Title	Working Title	# of Positions	Classified Grade or Maximum Annual Salary 2009-10	Source of Funding	Position Assignment
245	New	Project/Program Specialist	Project/Program Specialist	1	\$66,016	American Cancer Society, Inc.	College of Public Health
246	New	Post Doctoral Fellow	Post Doctoral Fellow	1	\$76,019	NIH/Nat. Inst. Of Diabetes and Digestive and Kidney Disease	COM PEDS Critical Care
247	New	Research Assistant	Research Assistant	1	\$71,707	NIH/Nat. Inst. Of Nursing	College of Nursing
248	New	Post Doctoral Fellow	Post Doctoral Fellow	1	\$76,019	NIH/Nat. Inst. On Aging	COM MED Endocrinology
249	New	Research Assistant	Research Assistant	1	\$71,707	Arkansas Breast Cancer Research	College of Public Health/Epidemiology

Total Number of Positions 5

M020C LICENSED PROFESSIONAL COUNSELOR C119
M044C ASSOCIATE PROFESSIONAL COUNSELOR C117

NEW ADC PSYCHOLOGIST C128
LI33C PSYCHOLOGICAL EXAMINER C121

NEW LICENSED MASTER SOCIAL WORKER C120
M009C LICENSED CERTIFIED SOCIAL WORKER C121

YEARS OF EXPERIENCE	UPO	ARC
1		\$43,500
2		\$44,553
3	\$48,000	\$45,606
4	\$48,728	\$46,659
5	\$49,456	\$47,712
6	\$50,184	\$48,765
7	\$50,912	\$49,818
8	\$51,640	\$50,871
9	\$52,368	\$51,924
10	\$53,096	\$52,977
11	\$53,824	
12	\$54,552	
13	\$55,280	
14	\$56,008	
15	\$56,736	
16	\$57,464	
17	\$58,192	
18	\$58,920	
19	\$59,648	
20	\$60,390	

YEARS OF EXPERIENCE	ADC PSYCHOLOGIST	PSYCH EXAMINER
0		\$45,000
1	\$66,100	\$46,171
2	\$66,997	\$47,342
3	\$67,894	\$48,513
4	\$68,791	\$49,684
5	\$69,688	\$50,855
6	\$70,585	\$52,026
7	\$71,482	\$53,197
8	\$72,379	\$54,368
9	\$73,276	\$55,539
10	\$74,173	\$56,710
11	\$75,070	\$57,881
12	\$75,967	\$59,052
13	\$76,864	\$60,223
14	\$77,761	\$61,394
15	\$78,658	\$62,565
16	\$79,555	\$63,736
17	\$80,452	\$64,915
18	\$81,349	
19	\$82,246	
20	\$83,145	

YEARS OF EXPERIENCE	MSW	LCSW
0	\$43,500	\$48,000
1	\$44,553	\$48,974
2	\$45,606	\$49,948
3	\$46,659	\$50,922
4	\$47,712	\$51,896
5	\$48,765	\$52,870
6	\$49,818	\$53,844
7	\$50,871	\$54,818
8	\$51,924	\$55,792
9	\$52,977	\$56,766
10	\$54,030	\$57,740
11	\$55,083	\$58,714
12	\$56,136	\$59,688
13	\$57,189	\$60,662
14	\$58,242	\$61,636
15	\$59,295	\$62,616
16	\$60,348	\$63,592
17	\$61,401	\$64,564
18	\$62,454	
19		
20		

Maximum of assigned grade

Maximum of assigned grade

Criteria for Use of Special Labor Market Rate For Hiring Senior Epidemiologist, Pay Grade 22

ATTACHMENT 3

Based on the urgent need by the Arkansas Department of Health (ADH) to attract and retain qualified applicants for Senior Epidemiologist (grade 22) vacancies, the Personnel Committee of the Arkansas Legislature and the Office of Personnel Management approved a special labor market rate in October of 2002. This approval has carried forward through the current biennium. These special rates apply only to those positions functioning as Epidemiologists. The Personnel Committee was very clear about the limited use of this rate for attracting qualified applicants versus promoting incumbents. For this reason, the following criteria will be used in determining the entry salary of all new hires in this classification:

- ❖ Entry levels for new hires in the Senior Epidemiologist position will range between \$38,300 and \$47,500 per year, based on their qualifications according to the following chart:

\$47,500/year (23.3173/hour)	1. At least two years of relevant experience in the field of epidemiology or a closely related field, as determined by the Epidemiology Review Team; and 2. MPH or equivalent, as determined by the Epidemiology Review Team; and 3. At least three appropriate graduate level courses (e.g., epidemiology, biostatistics), as determined by the Epidemiology Review Team.
\$42,900/year (20.6250/hour)	#1 and either #2 or #3 above
\$38,300/year (18.4135/hour)	#1 above

- ❖ The Epidemiology Review Team will consist of the Director of the Center for Public Health Practice (CPHP), the Associate Director for Management and Operations of CPHP, the Epidemiology Branch Chief, the Associate Epidemiology Branch Chief, and, if applicable, a management representative from either the Center for Health Advancement or the Center for Health Protection.
- ❖ The higher labor market rate is for the sole purpose of recruiting and retaining qualified Epidemiologists. Any person who is hired at a higher rate than \$38,300 will forfeit the difference between that higher rate and the \$38,300 at any time he/she chooses to enter another position that does not function as an Epidemiologist. New hires at rates above \$38,500 will sign a memorandum of agreement (MOA) with this policy.
- ❖ Any incumbents functioning as Epidemiologists and meeting the above requirements may be sent, on a case-by-case basis, to the Personnel Committee for approval and movement to the special rate. These incumbents must also sign an MOA agreeing to forfeit the special pay differential in the event they accept a position not functioning as an Epidemiologist.

Approved by:

Warden R. Dean
Epidemiology Branch Chief

Martha U. Phillips
Director, Center for Public Health Practice

September 23, 2009

Kay Terry, Administrator
DFA/OPM Class & Comp
1509 West 7th, 2nd Floor
Little Rock, AR 72201

Dear Ms. Terry:

Following is my request to implement a Compensation Differential Plan for additional education in the Department of Arkansas Heritage. I am seeking the approval of OPM and the Legislative Personnel Committee.

JUSTIFICATION FOR EDUCATION PAY:

- 1) DAH Employees completing an Associate degree applicable to their position within DAH may be eligible to receive a 3% increase in pay after submitting a copy of their certification of completion, diploma, or transcript.

Examples of an Associate degree may include the following:

- Business
- Building Trades
- Computer Technology
- Human Resources

Examples of positions that may be eligible include the following:

- Administrative Specialist II and III
- Building and Grounds Coordinator
- Maintenance Assistant and Technician
- Purchasing Specialist
- Information Support Analyst
- Executive Assistant to the Director
- Payroll Technician

- 2) DAH Employees completing a Bachelor's degree applicable to their position within DAH may be eligible to receive a 4% increase in pay after submitting a copy of their diploma/transcript.

Examples of a Bachelor's degree may include the following:

- Business
- Financial Management

Examples of positions that may be eligible include the following:

- Executive Assistant to the Director

Administrative Specialist II and III
Administrative Analyst
Purchasing Specialist

- 3) DAH Employees completing a Master's degree applicable to their position within DAH may be eligible to receive a 5% increase in pay after submitting their diploma/transcript. Examples of a Master's degree may include the following:

Business Administration
Financial Management
Science
Computer Technology
History
Public Administration
Interior Design
Land Management
Museum Studies
Human Resources
Journalism

Examples of positions that may be eligible include the following:

Business Operations Specialist
Procurement Manager
Accountant II
Agency Fiscal Manager
Museum Store Manager
Fiscal Support Analyst
Personnel Manager
Public Information Specialist
Computer Support Analyst
Information System Analyst
Land Management Specialist
Data Base Analyst
Museum Program Assistant II
Museum Registrar

- 4) DAH Employees completing a PhD degree applicable to their position within DAH may be eligible to receive a 6% increase in pay after submitting their diploma/transcript.

Examples of a PhD degree may include the following:

Business Administration
Public Administration
Public Policy and Administration
Financial Management
Science
History

Examples of positions that may be eligible include the following:

Curator
Biologist Specialist
Historian
DAH Agency Director
DAH Assistant Director
Administrative Service Manager
Grants Analyst
Grants Specialist

NOTE:

The increase in base pay for the educational differential category must be pre-approved by both the Office of Personnel Management and the Personnel Committee on an as needed basis. Completion of an Associate's, Bachelor's, Master's or PhD that is applicable to positions in DAH and greater than the required Minimum Qualifications that would enhance job performance may result in a base salary increase. Employees successfully completing all requirements stated for an increase in the base salary will receive the appropriate increase upon completion of additional education and after providing official transcripts.

Your favorable approval and assistance with this request would be appreciated.

Sincerely,

Cathie Matthews