

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

June 19, 2009

Mr. Chairmen:

The Uniform Personnel Classification and Compensation Plan Subcommittee met on June 11, 2009, at 10:00 a.m., in Room 151, of the State Capitol. The Subcommittee has reviewed the following personnel-related items and respectfully request that they be filed with the Arkansas Legislative Council:

1. Monthly Report - Arkansas Public Service Commission Utilities Division: **(Attachment 1)**
2. Monthly Report - Pay Level IV for Grades 21-26 Arkansas Department of Education: **(Attachment 2)**

3. Request for special entry rate of compensation for Exceptionally Well-Qualified Applicants:

<u>Agency</u>	<u>Title</u>	<u>Applicant</u>	<u>Proposed Salary / Grade</u>
ADH, Tobacco Prevention & Cessation	Hlth Med Care Services Administrator	Patricia Edwards	\$75,265 / Grade 24
DHS/Division of Youth Services	DHS/DYS Admin Program Compliance	Brett Smith	\$76,020 / Grade 26
Educational Television Network	Program Support Manager	Adam Robison	\$55,438 / Grade 22

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

Agency: **Department of Workforce Education**

Position Surrendered: 22080355, G147C, Grants Coordinator, Grade C119

Classification Requested: G109C, Grants Manager, Grade C121

Agency: **Board of Examiners in Counseling**

Position Surrendered: 22143645, M028C, Counseling Board Director, Grade C118

Classification Requested: M028C, Executive Director Counseling Board, Grade C123

Agency: **Department of Health**

Position Surrendered: 22076777, L091C, ADH Public Health Section Chief I, Grade C121

Position Surrendered: 22104882, L091C, ADH Public Health Section Chief I, Grade C121

Position Surrendered: 22106614, B081C, Chemist, Grade C117

Position Surrendered: 22106805, L091C, ADH Public Health Section Chief I, Grade C121

Position Surrendered: 22106837, L091C, ADH Public Health Section Chief I, Grade C121

Classification Requested: L028C, Epidemiologist, Grade C122 (5 Positions)

Agency: **Crowley's Ridge Technical Institute**

Position Surrendered: 22113747, R036C, Human Resources Specialist, Grade C113

Classification Requested: A090C, Payroll Services Specialist, Grade C115

Agency: **Department of Workforce Services**

Position Surrendered: 22143390, G015N, DWS Assistant Director, Grade N904

Classification Requested: DWS Assistant Director, Grade N908

Agency: **Department of Parks & Tourism**

Position Surrendered: 22092326, P035C, Park Interpreter, Grade C115

Position Surrendered: 22092452, C091C, ADPT Welcome Center Manager I, Grade C113

Position Surrendered: 22092329, C091C, ADPT Welcome Center Manager I, Grade C113

Classification Requested: P028C, Park Interpreter II, Grade C116

Classification Requested: C027C, ADPT Welcome Center Manager II, Grade C115 (2 Positions)

Agency: **Department of Higher Education**

Position Surrendered: 22104447, G011C, DHE Academic Affairs Manager, Grade C128

Classification Requested: N055N, DHE Associate Director, Grade N908

Agency: **Arkansas Game & Fish**

Position Surrendered: 22096006, S053C, Auto/Diesel Mechanic, Grade C112
Position Surrendered: 22096016, S053C, Auto/Diesel Mechanic, Grade C112
Position Surrendered: 22095878, T047C, Wildlife Officer, Grade C118
Position Surrendered: 22096057, T037C, AGFC Wildlife Office 1st Class, Grade C119
Classification Requested: B101C, Natural Resource Program Technician, Grade C113 (2 Positions)
Classification Requested: T026C, AGFC Corporal, Grade C121 (2 Positions)

Agency: **Department of Human Services, Division Volunteerism**

Position Surrendered: 22100122, G057C, DHS Dep Dir Office of Volunteer Services, Grade C125
Classification Requested: DHS Dep Dir Office of Volunteer Services, Grade N902

Agency: **Department of Community Correction**

Position Surrendered: 22077430, C037C, Administrative Analyst, Grade C115
Position Surrendered: 22083798, E051C, Staff Development Specialist, Grade C114
Position Surrendered: 22125073, X042C, DCC Parole/Probation Asst Area Manager, Grade C121 (4 Pos)
Classification Requested: E046C, Training Instructor, Grade C116
Classification Requested: E100C, ADC/DCC Training Academy Supervisor, Grade C119
Classification Requested: M007C, DCC Assistant Treatment Program Manager, Grade C122 (4 Positions)

Agency: **Department of Agriculture, Forestry Commission**

Position Surrendered: 22088461, D085C, Communications Supervisor, Grade C114
Classification Requested: C037C, Administrative Analyst, Grade C115

Agency: **U of A Community College at Batesville**

Position Surrendered: C064C, Bookstore Office Manager, Grade C110
Classification Requested: S056C, Food Preparation Supervisor, Grade C111

5. Request to obtain pool positions 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: X090C, ASP/CACD Senior Investigator, Grade C118 (2 Positions)

And a concurrent request to obtain pool positions from the pay plan pool established in Arkansas Code 21-5-225 (d)(1) by Act 688 of 2009:

Position Surrendered: 22143507, T022C, State Police Corporal, Grade C121
Classification Requested: T003C, State Police Captain, Grade C128

6. Request to obtain positions from the Two-Year Institution Growth Pool established by Act 379 of 2009:

Institution: Pulaski Technical College
Classification Requested: S085C, Food Preparation Specialist, Grade C104 (8 Positions)

7. Request to obtain a pool position from the pay plan transition pool in accordance with 21-5-225 (c)(1) as established by Act 688 of 2009:

Agency: Arkansas War Memorial Stadium
Classification Requested: C001C, Stadium Commission Asst Manager/Administrator, Grade C126

8. Request from Administrative Office of the Courts to fill two of the full-time attorney ad Litem positions established by ACT 1238 of 2007, Section 28:

- A. Legal Research Specialist, Grade 25
19E & 19W Judicial District - Position No 21142697
18E Judicial District - Position No 22142700

9. Request for a statewide nursing salary grid for hiring registered and licensed practical nurses by state agencies and institutions of higher education. **(Attachment 3)**

10. Request from both the Arkansas Department of Education and the Arkansas Department of Workforce Education for implementation of a salary structure and administrative plan in accordance with Arkansas Code 21-5-222 (a)(1) as established by Act 688 of 2009: **(Attachment 4)**

11. Request from Arkansas Game and Fish Commission for implementation of a salary structure and administrative plan in accordance with Arkansas Code 21-5-222(a)(1) as established by Act 688 of 2009 for the following classifications only: **(Attachment 5)**

<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
Natural Resource Technician	C113	\$26,531 - \$48,669
Education Program Coordinator	C119	\$35,554 - \$65,221
Biologist Specialist	C121	\$39,199 - \$70,108
AFGC Wildlife Officer	C118	\$33,861 - \$62,115
AFGC Wildlife Officer 1st Class	C119	\$35,554 - \$65,221
AFGC Corporal	C121	\$39,199 - \$70,108

And a concurrent request for Certification Pay in accordance with Arkansas Code 21-5-221 established by Act 688 of 2009 for the following classifications only: (Attachment 5)

<u>TITLE</u>	<u>GRADE</u>
AGFC Wildlife Officer	C118
AGFC Wildlife Officer - 1st Class	C119
AGFC Corporal	C121
AGFC Division Chief	C129
AGFC Division Assistant Chief	C126
AGFC Nature Center Manager	C123
Education Program Coordinator	C119
Education Program Specialist	C118
Education and Instruction Specialist	C116
AGFC Biologist Supervisor	C123
AGFC Biologist Program Specialist	C123
AGFC Biologist Specialist	C121
AGFC Biologist	C119

12. Request from the Arkansas Department of Finance and Administration - Revenue Division for implementation of a salary structure and administrative plan for Arkansas Tax Auditors in accordance with Arkansas Code 21-5-222 (a)(1) as established by Act 688 of 2009: **(Attachment 6)**
13. Request from the Arkansas State Bank Department for a progression plan in accordance with Arkansas Code 21-5-221 established by Act 688 of 2009: **(Attachment 7)**
14. Request from the Arkansas State Police for implementation of a salary structure and administrative plan in accordance with Arkansas Code 21-5-222 (a)(1) as established by Act 688 of 2009: **(Attachment 8)**

15. Request from the Arkansas Department of Correction to continue hazardous duty differential pay of 5.5% for the following classifications:

<u>Class Code</u>	<u>Title</u>	<u>Grade</u>
S056C	ADC/DCC Food Preparation Supervisor	C111
T083C	ADC/DCC Correctional Officer I	C112
T075C	ADC/DCC Corporal	C113
T065C	ADC/DCC Correctional Sergeant	C115
T059C	ADC/DCC Food Preparation Manager	C116
T054C	ADC/DCC Lieutenant	C117
T048C	ADC/DCC Captain	C118
T033C	ADC/DCC Major	C120

16. Request from the Arkansas Department of Health to continue 6% compensation differential for all medical doctors who are certified by the American Specialty Boards for the following classifications:

<u>Class Code</u>	<u>Title</u>	<u>Grade</u>
L002N	Deputy State Health Officer	N921
L003N	Chief Physician Specialist	N921
L008N	Physician Specialist	N917

17. Request from the Arkansas Department of Human Services to continue 6% compensation differential for all medical doctors who are certified by the American Specialty Boards for the following classifications:

<u>Class Code</u>	<u>Title</u>	<u>Grade</u>
L005N	Psychiatric Specialist	N919
L008N	Physician Specialist	N917
L013N	General Physician	N916

18. Request for establishment of a new Classified Title:

<u>Agency</u>	<u>Class Code/Title / Grade</u>
Department of Community Correction	T092C, DCC Parole/Probation Office I / Grade C116 (Attachment 9)
Department of Community Correction	T093C, DCC Parole/Probation Office II / Grade C117
Department of Parks & Tourism	C093C, Extra Help Assistant / Grade C101 (Attachment 10)
Department of Parks & Tourism	S091C, Park Aide/Grade C101

19. Salary Adjustments for Circuit Court Staff:

<u>District Judge</u>	<u>Employee</u>	<u>Current Salary</u>	<u>Requested Salary</u>	<u>Recommended Salary</u>
9-W Tom Cooper	Kim Garner	New Hire	\$37,490	\$37,490

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

Agency: **Arkansas Crime Information Center**

<u>Class Code / Title</u>	<u>Grade/FY09</u>	<u>Class Code / Title</u>	<u>Grade/FY10</u>
K039, Documents Examiner II (2 Pos)	12	C073C, Administrative Specialist II (2 Pos)	C109
R134, Planning Specialist II	18	G192C, ACIC Program Analyst	C117

Agency: **DHS, Division of Children and Family Services**

<u>Class Code / Title</u>	<u>Grade/FY09</u>
M003, Family Service Worker Trainee (25 Pos)	18
Extra Help (30 Positions)	
M005, Family Service Worker Specialist	20
R010, Administrative Assistant II	17

Agency: **State Military Department**

<u>Class Code / Title</u>	<u>Grade/FY10</u>
O196, Administrative Analyst (6 Positions)	C115

Agency: **DHS, Division of County Operations**

<u>Class Code / Title</u>	<u>Grade/FY09</u>	<u>Class Code / Title</u>	<u>Grade/FY10</u>
R168, Grant Coordinator II (2 Positions)	19	G180C, Grants Analyst (3 Positions)	C117

Agency: **DHS, Services for the Blind**

<u>Class Code / Title</u>	<u>Grade/FY09</u>	<u>Class Code / Title</u>	<u>Grade/FY10</u>
M102, Vocational Plac & Eval Prog Coord (5 Pos)	17	M032C, Vocational Rehab Plac Spec (5 Pos)	C117
E086, Habilitation/Rehab Instructor II (5 Positions)	17	L060C, Rehab Instructor Supervisor (5 Pos)	C115

Agency: **Arkansas Department of Workforce Services**

<u>Class Code / Title</u>	<u>Grade/FY09</u>	<u>Class Code / Title</u>	<u>Grade/FY10</u>
E074, Training Representative (30 Positions)	19	R111, ESD Program Operations Manager	21
R257, ESD Interviewer II (40 Positions)	17	X346, ESD UI Claim Technician (2 Positions)	18
A108, Accounting Technician II (10 Positions)	15	R257, ESD Interviewer II (7 Positions)	17
D121, User Support Analyst	20	710Z, ESD Area Operations Chief	24
D046, Systems Applications Supervisor (2 Pos)	23	R036, Attorney	24
A008, Accounting Supervisor II (2 Positions)	21	711Z, ESD Division Chief	24
R266, Management Project Analyst II (15 Positions)	20	X324, Claims Hearing Officer II (2 Positions)	21
A111, Accountant (3 Positions)	18	795Z, ESD Manager II (2 Positions)	22
		A056, Internal Auditor	20
		R048, Budget Specialist (2 Positions)	19

R195, Personnel Analyst (2 Positions)	18
R344, ESD Satellite Office Supervisor (5 Pos)	19
V040, Purchase Agent II/Purchase Agent (2 Pos)	18
A111, Accountant (5 Positions)	18
R190, Personnel Officer II (2 Positions)	17
K117, Medical or Legal Secretary	14

Agency: DHS, Division of Administrative Services

<u>Class Code / Title</u>	<u>Grade/FY09</u>
M042, DHS County Administrator IV	24
M040, DHS County Administrator III	23
M024, Family Support Spec Supervisor (2 Pos)	18
M020, Family Support Specialist I (99 Positions)	15
K039, Document Examiner II (9 Positions)	12

<u>Class Code / Title</u>	<u>Grade/FY10</u>
G100C, DHS County Administrator II	C122
G111C, DHS County Administrator II	C121
M037C, Program Eligibility Supervisor (2 Pos)	C117
M066C, Program Eligibility Specialist (99 Pos)	C114
C062C, Local Office Admin Asst. (9 Positions)	C110
D047C, Information System Business Analyst	C122
A031C, Assistant Controller	C124
L038C, Registered Nurse	C120
K019C, Registered Nurse Coordinator	C123
A060C, Senior Auditor	C119
A081C, Auditor	C117
Extra Help (3 Positions)	

Agency: Arkansas Economic Development Commission

<u>Class Code / Title</u>	<u>Grade/FY09</u>
909Z, Program Support Manager (3 Positions)	22
R127, Energy Conservation Prg Manager (4 Pos.)	22
A008, Accounting Supervisor II	21
R010, Administrative Assistant II (2 Positions)	17

<u>Class Code / Title</u>	<u>Grade/FY10</u>
G062C, AEDC Project/Regional Mgr (3 Pos)	C125
G148C, Energy Program Manager (4 Pos)	C119
A052C, Accounting Coordinator	C121
C056C, Administrative Specialist III (2 Pos)	C112

Respectfully Submitted,

Senator Steve Faris, Co-Chairman

Representative John Paul Wells, Co-Chairman

ATTACHMENT 1



John P. Bethel
Director
(501) 682-1794

ARKANSAS
PUBLIC SERVICE COMMISSION
UTILITIES DIVISION
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P.O. Box 400
Little Rock, Arkansas 72203-0400
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Paul Suskie
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(501) 682-1451

Colette D. Honorable
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Olan W. Reeves
Commissioner
(501) 682-1453

May 29, 2009

David Ferguson, Executive Director
Bureau of Legislative Research
Room 315, State Capitol Building
Little Rock, Arkansas 72201

Dear Mr. Ferguson:

As required by Act 785 of 2007 – Section 11 (Special Language – Special Rates of Pay), the following is our monthly report to the Arkansas Legislative Council of personnel actions involving applications of special rates of pay:

Month of March 2009

Job Title	Grade	Hourly Pay Rate	Position Number
DOT Corrosion Program Specialist	18	23.13	22087722
DOT Corrosion Program Specialist	18	23.43	22087720
Public Utility Auditor I	18	24.79	22087767
PSC Sr. Rate Case Analyst	24	33.65	22087795
PSC Sr. Rate Case Analyst	24	36.06	22087796

If you have any questions or need additional information, please let me know

Sincerely,

A handwritten signature in black ink, appearing to read "John P. Bethel".

John P. Bethel

C: Andrew.Bass

ATTACHMENT 3

Classification Title	Old C/C	Grade	Occupational Group	New C/C
LICENSED PRACTICAL NURSE	L116	C113	HEALTH RELATED	L069C
LICENSED PRACTICAL NURSE SUPERVISOR	L117	C115	HEALTH RELATED	L062C
REGISTERED NURSE	2843	C120	HEALTH RELATED	L038C
NURSE INSTRUCTOR	E038	C121	HEALTH RELATED	L036C
REGISTERED NURSE - HOSPITAL	L070	C121	HEALTH RELATED	L032C
REGISTERED NURSE SUPERVISOR	2851	C122	HEALTH RELATED	L027C
NURSING CLINIC COORDINATOR	0027	C123	HEALTH RELATED	L022C
NURSING SERVICES UNIT MANAGER	R184	C123	HEALTH RELATED	L020C
REGISTERED NURSE COORDINATOR	L078	C123	HEALTH RELATED	L019C
NURSE MANAGER	2850	C125	HEALTH RELATED	L009C
ADH NURSING PROGRAM COORD	R055	C123	HEALTH RELATED	L026C
ASSOCIATE DIRECTOR OF NURSING	0453	C126	HEALTH RELATED	L006C
NURSING DIRECTOR	0028	C128	HEALTH RELATED	L002C

ATTACHMENT 4

BEGINNING SALARIES PROPOSED FOR EACH SALARY SCHEDULE/GRID Arkansas Department of Education 2009-2010

Grades	BA	MA	Ed.D or Ph.D.
C122	\$43,284	\$48,468	\$50,891
C123	\$45,448	\$50,891	\$53,436
C124	\$47,721	\$53,436	\$56,108
C125	\$50,107	\$56,108	\$58,913
C126	\$52,612	\$58,913	\$61,859
C127	\$55,243	\$61,859	\$64,952
C128	\$58,005	\$64,952	\$68,199
C129	\$60,905	\$68,199	\$71,609
C130	\$63,950	\$71,609	\$75,190

Entry salaries for C122 were configured from the average AR teacher salary for the 2008-09 school year for both entry level Bachelors and Masters level teachers. Those salaries are then prorated from 190 day contract to 260 work day for state government.

Grades C123- C130 are adjusted 5.0% above the salary amount of the preceeding grade.

Ed.D or Ph.D is from the Master's column plus 5.0%.

2009-2010 Approved Salary Schedule *
Grade C129

Whose Positions Require that they hold a Valid AR Teaching License

This Salary Schedule is based on the Average Salaries calculated from the two hundred forty-five Salary Schedules submitted to the Arkansas Department of Education from Local School Districts on 11/12/08 and revised with the pay grades pursuant to Act 688 in 2009

The zero years of experience is the average computed for a 260 day contract
 The average increments were

Bachelors	Masters	Masters+ 5%
\$522	\$556	\$584

Years of Experience**	BA	MA	Ed.D. or Ph.D.
0	\$60,905	\$68,199	\$71,609
1	\$61,427	\$68,755	\$72,193
2	\$61,949	\$69,311	\$72,777
3	\$62,471	\$69,867	\$73,360
4	\$62,993	\$70,423	\$73,944
5	\$63,515	\$70,979	\$74,528
6	\$64,037	\$71,535	\$75,112
7	\$64,559	\$72,091	\$75,696
8	\$65,081	\$72,647	\$76,279
9	\$65,603	\$73,203	\$76,863
10	\$66,125	\$73,759	\$77,447
11	\$66,647	\$74,315	\$78,031
12	\$67,169	\$74,871	\$78,615
13	\$67,691	\$75,427	\$79,198
14	\$68,213	\$75,983	\$79,782
15	\$68,735	\$76,539	\$80,366
16	\$69,257	\$77,095	\$80,950
17	\$69,779	\$77,651	\$81,534
18	\$70,301	\$78,207	\$82,117
19	\$70,823	\$78,763	\$82,701
20	\$71,345	\$79,319	\$83,285
21	\$71,867	\$79,875	\$83,869
22	\$72,389	\$80,431	\$84,453
23	\$72,911	\$80,987	\$85,036
24	\$73,433	\$81,543	\$85,620
25	\$73,955	\$82,099	\$86,204

* The Department requests the ability to adjust this salary schedule as adjustments are made Legislatively to the Minimum Teacher Salary each year

** The Department will not utilize lanes 0-2 when the job description requires a minimum of three years of experience.

2009-2010 Approved Salary Schedule*

Grade C128 DWE Division Manager

Whose Positions Require that they hold a Valid AR Teaching License

This Salary Schedule is based on the Average Salaries calculated from the two hundred forty-five Salary Schedules submitted to the Arkansas Department of Education from Local School Districts on 11/12/08 and revised with the pay grades pursuant to Act 688 in 2009

The zero years of experience is the average computed for a 260 day contract
The average increments were:

Bachelors	Masters	Masters+ 5%
\$522	\$556	\$584

Years of Experience**	BA	MA	Ed.D. or Ph.D.
0	\$57,914	\$68,199	\$71,609
1	\$58,436	\$68,755	\$72,193
2	\$58,958	\$69,311	\$72,777
3	\$59,480	\$69,867	\$73,360
4	\$60,002	\$70,423	\$73,944
5	\$60,524	\$70,979	\$74,528
6	\$61,046	\$71,535	\$75,112
7	\$61,568	\$72,091	\$75,696
8	\$62,090	\$72,647	\$76,279
9	\$62,612	\$73,203	\$76,863
10	\$63,134	\$73,759	\$77,447
11	\$63,656	\$74,315	\$78,031
12	\$64,178	\$74,871	\$78,615
13	\$64,700	\$75,427	\$79,198
14	\$65,222	\$75,983	\$79,782
15	\$65,744	\$76,539	\$80,366
16	\$66,266	\$77,095	\$80,950
17	\$66,788	\$77,651	\$81,534
18	\$67,310	\$78,207	\$82,117
19	\$67,832	\$78,763	\$82,701
20	\$68,354	\$79,319	\$83,285
21	\$68,876	\$79,875	\$83,869
22	\$69,398	\$80,431	\$84,453
23	\$69,920	\$80,987	\$85,036
24	\$70,442	\$81,543	\$85,620
25	\$70,964	\$82,099	N/A

* The DWE requests the ability to adjust this salary schedule as adjustments are made Legislatively to the Minimum Teacher Salary each year.

** The DWE will not utilize lanes 0-2 when the job description requires a minimum of three years of experience.

2009-2010 Approved Salary Schedule *
Grade C126

Whose Positions Require that they hold a Valid AR Teaching License

This Salary Schedule is based on the Average Salaries calculated from the two hundred forty-five Salary Schedules submitted to the Arkansas Department of Education from Local School Districts on 11/12/08 and revised with the pay grades pursuant to Act 688 in 2009

The zero years of experience is the average computed for a 260 day contract
 The average increments were :

Bachelors	Masters	Masters+ 5%
\$522	\$556	\$584

Years of Experience**	BA	MA	Ed.D. or Ph.D.
0	\$52,612	\$58,913	\$61,859
1	\$53,134	\$59,469	\$62,442
2	\$53,656	\$60,025	\$63,026
3	\$54,178	\$60,581	\$63,610
4	\$54,700	\$61,137	\$64,194
5	\$55,222	\$61,693	\$64,778
6	\$55,744	\$62,249	\$65,361
7	\$56,266	\$62,805	\$65,945
8	\$56,788	\$63,361	\$66,529
9	\$57,310	\$63,917	\$67,113
10	\$57,832	\$64,473	\$67,697
11	\$58,354	\$65,029	\$68,280
12	\$58,876	\$65,585	\$68,864
13	\$59,398	\$66,141	\$69,448
14	\$59,920	\$66,697	\$70,032
15	\$60,442	\$67,253	\$70,616
16	\$60,964	\$67,809	\$71,199
17	\$61,486	\$68,365	\$71,783
18	\$62,008	\$68,921	\$72,367
19	\$62,530	\$69,477	\$72,951
20	\$63,052	\$70,033	\$73,535
21	\$63,574	\$70,589	\$74,118
22	\$64,096	\$71,145	\$74,702
23	\$64,618	\$71,701	\$75,286
24	\$65,140	\$72,257	\$75,870
25	\$65,662	\$72,813	\$76,454

* The Department requests the ability to adjust this salary schedule as adjustments are made Legislatively to the Minimum Teacher Salary each year.

** The Department will not utilize lanes 0-2 when the job description requires a minimum of three years of experience.

2009-2010 Approved Salary Schedule *
Grade C124

Whose Positions Require that they hold a Valid AR Teaching License

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The zero years of experience is the average computed for a 260 day contract
 The average increments were:

Bachelors Masters Masters+ 5%
\$522 \$556 \$584

Years of Experience**	BA	MA	Ed.D.or Ph.D.
0	\$47,721	\$53,436	\$56,108
1	\$48,243	\$53,992	\$56,692
2	\$48,765	\$54,548	\$57,275
3	\$49,287	\$55,104	\$57,859
4	\$49,809	\$55,660	\$58,443
5	\$50,331	\$56,216	\$59,027
6	\$50,853	\$56,772	\$59,611
7	\$51,375	\$57,328	\$60,194
8	\$51,897	\$57,884	\$60,778
9	\$52,419	\$58,440	\$61,362
10	\$52,941	\$58,996	\$61,946
11	\$53,463	\$59,552	\$62,530
12	\$53,985	\$60,108	\$63,113
13	\$54,507	\$60,664	\$63,697
14	\$55,029	\$61,220	\$64,281
15	\$55,551	\$61,776	\$64,865
16	\$56,073	\$62,332	\$65,449
17	\$56,595	\$62,888	\$66,032
18	\$57,117	\$63,444	\$66,616
19	\$57,639	\$64,000	\$67,200
20	\$58,161	\$64,556	\$67,784
21	\$58,683	\$65,112	\$68,368
22	\$59,205	\$65,668	\$68,951
23	\$59,727	\$66,224	\$69,535
24	\$60,249	\$66,780	\$70,119
25	\$60,771	\$67,336	\$70,703

* The Department requests the ability to adjust this salary schedule as adjustments are made Legislatively to the Minimum Teacher Salary each year.

** The Department will not utilize lanes 0-2 when the job description requires a minimum of three years of experience.

2009-2010 Approved Salary Schedule *
Grade C123

Whose Positions Require that they hold a Valid AR Teaching License

This Salary Schedule is based on the Average Salaries calculated from the two hundred forty-five Salary Schedules submitted to the Arkansas Department of Education from Local School Districts on 11/12/08 and revised with the pay grades pursuant to Act 688 in 2009

The zero years of experience is the average computed for a 260 day contract
 The average increments were :

	Bachelors	Masters	Masters+ 5%
	\$522	\$556	\$584
Years of Experience**	BA	MA	Ed.D.or Ph.D.
0	\$45,448	\$50,891	\$53,436
1	\$45,970	\$51,447	\$54,019
2	\$46,492	\$52,003	\$54,603
3	\$47,014	\$52,559	\$55,187
4	\$47,536	\$53,115	\$55,771
5	\$48,058	\$53,671	\$56,355
6	\$48,580	\$54,227	\$56,938
7	\$49,102	\$54,783	\$57,522
8	\$49,624	\$55,339	\$58,106
9	\$50,146	\$55,895	\$58,690
10	\$50,668	\$56,451	\$59,274
11	\$51,190	\$57,007	\$59,857
12	\$51,712	\$57,563	\$60,441
13	\$52,234	\$58,119	\$61,025
14	\$52,756	\$58,675	\$61,609
15	\$53,278	\$59,231	\$62,193
16	\$53,800	\$59,787	\$62,776
17	\$54,322	\$60,343	\$63,360
18	\$54,844	\$60,899	\$63,944
19	\$55,366	\$61,455	\$64,528
20	\$55,888	\$62,011	\$65,112
21	\$56,410	\$62,567	\$65,695
22	\$56,932	\$63,123	\$66,279
23	\$57,454	\$63,679	\$66,863
24	\$57,976	\$64,235	\$67,447
25	\$58,498	\$64,791	\$68,031

* The Department requests the ability to adjust this salary schedule as adjustments are made Legislatively to the Minimum Teacher Salary each year.

** The Department will not utilize lanes 0-2 when the job description requires a minimum of three years of experience.

2009-2010 Approved Salary Schedule *
Grade C122

Whose Positions Require that they hold a Valid AR Teaching License

This Salary Schedule is based on the Average Salaries calculated from the two hundred forty-five Salary Schedules submitted to the Arkansas Department of Education from Local School Districts on 11/12/08 and revised with the pay grades pursuant to Act 688 in 2009

The zero years of experience is the average computed for a 260 day contract
 The average increments were :

Bachelors	Masters	Masters + 5%
\$522	\$556	\$584

Years of Experience**	BA	MA	Ed.D. or Ph.D.
0	\$43,284	\$48,468	\$50,891
1	\$43,806	\$49,024	\$51,475
2	\$44,328	\$49,580	\$52,059
3	\$44,850	\$50,136	\$52,643
4	\$45,372	\$50,692	\$53,227
5	\$45,894	\$51,248	\$53,810
6	\$46,416	\$51,804	\$54,394
7	\$46,938	\$52,360	\$54,978
8	\$47,460	\$52,916	\$55,562
9	\$47,982	\$53,472	\$56,146
10	\$48,504	\$54,028	\$56,729
11	\$49,026	\$54,584	\$57,313
12	\$49,548	\$55,140	\$57,897
13	\$50,070	\$55,696	\$58,481
14	\$50,592	\$56,252	\$59,065
15	\$51,114	\$56,808	\$59,648
16	\$51,636	\$57,364	\$60,232
17	\$52,158	\$57,920	\$60,816
18	\$52,680	\$58,476	\$61,400
19	\$53,202	\$59,032	\$61,984
20	\$53,724	\$59,588	\$62,567
21	\$54,246	\$60,144	\$63,151
22	\$54,768	\$60,700	\$63,735
23	\$55,290	\$61,256	\$64,319
24	\$55,812	\$61,812	\$64,903
25	\$56,334	\$62,368	\$65,486

* The Department requests the ability to adjust this salary schedule as adjustments are made Legislatively to the Minimum Teacher Salary each year.

** The Department will not utilize lanes 0-2 when the job description requires a minimum of three years of experience.

2009-2010 Approved Salary Schedule *

Grade C121 Education & Instruction Manager

Whose Positions Require that they hold a Valid AR Teaching License

This Salary Schedule is based on the Average Salaries calculated from the two hundred forty-five Salary Schedules submitted to the Arkansas Department of Education from Local School Districts on 11/12/08 and revised with the pay grades pursuant to Act 688 in 2009

The zero years of experience is the average computed for a 260 day contract
The average increments were :

Bachelors	Masters	Masters+ 5%
\$522	\$556	\$584

Years of Experience**	BA	MA	Ed.D. or Ph.D.
0	\$43,284	\$50,891	\$53,436
1	\$43,806	\$51,447	\$54,019
2	\$44,328	\$52,003	\$54,603
3	\$44,850	\$52,559	\$55,187
4	\$45,372	\$53,115	\$55,771
5	\$45,894	\$53,671	\$56,355
6	\$46,416	\$54,227	\$56,938
7	\$46,938	\$54,783	\$57,522
8	\$47,460	\$55,339	\$58,106
9	\$47,982	\$55,895	\$58,690
10	\$48,504	\$56,451	\$59,274
11	\$49,026	\$57,007	\$59,857
12	\$49,548	\$57,563	\$60,441
13	\$50,070	\$58,119	\$61,025
14	\$50,592	\$58,675	\$61,609
15	\$51,114	\$59,231	\$62,193
16	\$51,636	\$59,787	\$62,776
17	\$52,158	\$60,343	\$63,360
18	\$52,680	\$60,899	\$63,944
19	\$53,202	\$61,455	\$64,528
20	\$53,724	\$62,011	N/A
21	\$54,246	\$62,567	N/A
22	\$54,768	\$63,123	N/A
23	\$55,290	\$63,679	N/A
24	\$55,812	\$64,235	N/A
25	\$56,334	\$64,791	N/A

* DWE requests the ability to adjust this salary schedule as adjustments are made Legislatively to the Minimum Teacher Salary each year.

** DWE will not utilize lanes 0-2 when the job description requires a minimum of three years of experience.

2009-2010 Approved Salary Schedule *

Grade C120 Education & Instruction Coordinator

Whose Positions Require that they hold a Valid AR Teaching License

This Salary Schedule is based on the Average Salaries calculated from the two hundred forty-five Salary Schedules submitted to the Arkansas Department of Education from Local School Districts on 11/12/08 and revised with the pay grades pursuant to Act 688 in 2009

The zero years of experience is the average computed for a 260 day contract
The average increments were :

Bachelors	Masters	Masters + 5%
\$522	\$556	\$584

Years of Experience**	BA	MA	Ed.D.or Ph.D.
0	\$43,284	\$48,468	\$50,891
1	\$43,806	\$49,024	\$51,475
2	\$44,328	\$49,580	\$52,059
3	\$44,850	\$50,136	\$52,643
4	\$45,372	\$50,692	\$53,227
5	\$45,894	\$51,248	\$53,810
6	\$46,416	\$51,804	\$54,394
7	\$46,938	\$52,360	\$54,978
8	\$47,460	\$52,916	\$55,562
9	\$47,982	\$53,472	\$56,146
10	\$48,504	\$54,028	\$56,729
11	\$49,026	\$54,584	\$57,313
12	\$49,548	\$55,140	\$57,897
13	\$50,070	\$55,696	\$58,481
14	\$50,592	\$56,252	\$59,065
15	\$51,114	\$56,808	\$59,648
16	\$51,636	\$57,364	\$60,232
17	\$52,158	\$57,920	\$60,816
18	\$52,680	\$58,476	\$61,400
19	\$53,202	\$59,032	\$61,984
20	\$53,724	\$59,588	\$62,567
21	\$54,246	\$60,144	N/A
22	\$54,768	\$60,700	N/A
23	\$55,290	\$61,256	N/A
24	\$55,812	\$61,812	N/A
25	\$56,334	\$62,368	N/A

* DWE requests the ability to adjust this salary schedule as adjustments are made Legislatively to the Minimum Teacher Salary each year.

** DWE will not utilize lanes 0-2 when the job description requires a minimum of three years of experience.

ATTACHMENT 5

Technicians

Year one C115 base level

Increments

*****		Bachelors used to qualify	Masters **** 6%
Years of Experience***		BA	MA
0	entry **	\$29,251	
1	base	\$31,052	\$1,863
2			
3			\$0
4			\$0
5	5%	\$32,605	\$1,956
6			\$0
7			\$0
8			\$0
9			\$0
10	mid	\$40,367	\$2,422
11			\$0
12			\$0
13			\$0
14	max	\$49,683	\$2,981
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25	career		

** entry is equivalent to Grade C114 **base is equivalent to C115

*** additional for years of experience

***** must have above average or exceeds on last performance evaluation

***** ability to take someone to base after 12 months probation
based on availability

Education Program Coordinator

C119

		Bachelors	Masters	Masters + 5%
			6%	\$3,168
Years of Experience		BA	MA	PhD.
0	entry	\$35,554		
1	base	\$35,554	\$2,133	
2		\$35,554	\$2,133	
3	3	\$36,834	\$2,210	
4	6	\$37,758	\$2,266	
5	9	\$38,967	\$2,338	
6	13	\$40,176	\$2,411	
7	16	\$41,314	\$2,479	
8	19	\$42,380	\$2,543	
9	21	\$44,087	\$2,645	
10	mid	\$57,806	\$3,468	
11	10	\$53,937	\$3,296	
12	15	\$56,397	\$3,384	
13	20	\$58,880	\$3,533	
14	max	\$69,734	\$4,184	
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25	career	\$65,221		

Entry = undergraduate degree with no experience

Base = completion of 12 month probationary period

Above Average or Exceeds Standards

Follow OPM recommendations for minimum qualifications

Based on funds availability

Biologist Specialists

Per the State of Arkansas Pay Plan, Grade C121

Increments

		Bachelors	Masters	Masters + 5%
			6%	\$0
Years of Experience**		BA	MA	PhD.
0	entry	\$39,199		
1	base	\$41,612	\$2,497	
2		\$41,612	\$2,497	
3	3	\$43,110	\$2,587	
4	6	\$44,109	\$2,647	
5	9	\$45,357	\$2,721	
6	13	\$47,022	\$2,821	
7	16	\$48,270	\$2,896	
8	19	\$49,518	\$2,971	
9	21	\$50,351	\$3,021	
10	mid	\$53,264	\$3,196	
11	10	\$58,590	\$3,515	
12	15	\$61,254	\$3,675	
13	20	\$63,936	\$3,836	
14	max	\$64,915	\$3,895	
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25	career	\$75,312		

(\$75312) the Maximum Level

Entry = undergraduate degree with no experience

Base = completion of 12 month probationary period

Above Average or Exceeds Standards Performance Evaluation

Subject to funds availability

Arkansas Game and Fish Commission Enforcement

Cadet thru Corporal

Increments

		Bachelors	Masters
Years of Experience**		Minimum Requirements	MA
0	entry C118	\$33,861	
1	graduation	\$35,946	\$2,157
2	base	\$35,946	\$2,157
3	grade C119	\$37,743	\$2,265
4			
5	grade C121	\$41,612	\$2,497
6			
7	1%		
8	2%		
9	2%		
10	3%		
11	3%		
12	3%		
13	3%		
14	3%		
15	4% under 45,000		
16	4% under 45,000		
17	4% under 45,000		
18	4% under 45,000		
19	4% under 45,000		
20	4% under 45,000		
21			
22			
23			
24			
25			
26			
27			
28			
25	Career	\$70,108	

* base level after successfully graduating from the academy

*must have satisfactory performance review

*C119 and C121 at base level

Nature Center Managers C123

Increments

		Bachelors	Masters 6%	Masters + 5% \$3,168
Years of Experience**		BA	MA	PhD.
0	entry	\$43,217		
1	base	\$45,877	\$2,753	
2		\$45,877	\$2,753	
3	3	\$47,529	\$2,852	
4	6	\$48,721	\$2,923	
5	9	\$50,281	\$3,017	
6	13	\$51,841	\$3,110	
7	16	\$53,309	\$3,199	
8	19	\$54,685	\$3,281	
9	21	\$56,887	\$3,413	
10	mid	\$57,806	\$3,468	
11	10	\$53,937	\$3,236	
12	15	\$56,397	\$3,384	
13	20	\$58,880	\$3,533	
14	max	\$69,734	\$4,184	
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25	career	\$75,312		

Entry = undergraduate degree with no experience
 Base = completion of 12 month probationary period
 Above Average or Exceeds Standards
 Follow OPM recommendations for minimum qualifications
 Based on funds availability

Certifications

Grades	Title	Certification	Percentage
Any	Computer Support Technician, Network Systems Analyst, Computer Operations Coordinations, Information Systems Manager	Microsoft Systems Engineer, A+, CISCO Intermediate Law	6%
Any	WLO	Enforcement	2%
Any	WLO	Advanced Law Enforcement	2%
Any	WLO	Senior	2%
Corresponds with Title	AGFC Division Chief, AGFC Division Assistant Chief, AGFC Nature Center Manager, Education Program Coordinator, Education Program Specialist, Education and Information Specialist	Certified Interpretive Planner	2%
Corresponds with Title	AGFC Division Chief, AGFC Division Assistant Chief, AGFC Nature Center Manager, Education Program Coordinator, Education Program Specialist, Education and Information Specialist	Certified Interpretive Manager	2%
Corresponds with Title	AGFC Division Chief, AGFC Division Assistant Chief, AGFC Nature Center Manager, Education Program Coordinator, Education Program Specialist	Certified Heritage Interpreter	2%
Biologists	Biologists	American Foresters Society	6%
Biologists	Biologists	Wildlife Society	6%
Biologists	Biologists	American Fisheries Society	6%
Varies	Related to job duties	Master's Degree	6%

- * Microsoft or agency paid certification without 6% pay increase
- * Only one Microsoft Certification per employee
- * Appropriate Performance Evaluation Rating
- * Subject to funds available

Satisfactory

NATIONAL ASSOCIATION OF INTERPRETATION (NAI) CERTIFICATION QUALIFICATIONS

Working Titles	Certification	Eligibility Requirements	Certification Requirements
Conservation Division Chief AFGC Assistant Chief AGFC Nature Center Manager Education Program Coordinator Education Program Specialist Education and Instruction Specialist	Certified Interpretive Manager (CIM)	Completion of a Bachelor's Degree in science, business, or arts with at least 40 semester hours related to natural/ cultural/historical sciences, communications, or performing arts.	Must meet eligibility requirements; open book short-answer/multiple-choice exam; essay exam; evidences of performance.
Conservation Division Chief AFGC Assistant Chief AGFC Nature Center Manager Education Program Coordinator Education Program Specialist Education and Instruction Specialist	Certified Interpretive Planner (CIP)	Completion of a Bachelor's Degree in science, business, or arts with at least 40 semester hours related to natural/ cultural/historical sciences, communications, or performing arts.	Must meet eligibility requirements; open book short-answer/multiple-choice exam; essay exam; evidences of performance.
Conservation Division Chief AFGC Assistant Chief AGFC Nature Center Manager Education Program Coordinator Education Program Specialist Education and Instruction Specialist	Certified Heritage Interpreter (CHI)	Completion of a Bachelor's Degree in science, business, or arts with at least 40 semester hours related to natural/ cultural/historical sciences, communications, or performing arts.	Must meet eligibility requirements; open book short-answer/multiple-choice exam; essay exam; evidences of performance.

Enforcement extra duty guidelines

Salary

[illegible]

- **satisfactory performance evaluation**
- ** meet testing requirements and complete specialty training**
- * based on vacancy**
- * competitive**
- * base**
- * subject to approval by OPM and Personnel Committee**

ATTACHMENT 6

Special Rates of Pay

The Revenue Division requests review and approval of this proposed plan to implement special rates of pay for three classifications of employees (1) Tax Auditor, (2) Tax Auditor II and (3) Tax Auditor Supervisors. This plan is for purposes of hiring and retention of qualified individuals.

This proposal will be implemented at the discretion of the DFA Director and will be based on the availability of revenues.

In previous bienniums, the Tax Auditor and Tax Auditor II classification experienced an excessive turnover rate. Almost without exception, the auditors liked their jobs but simply could not refuse the more attractive salaries being offered by the private sector and other state agencies.

The result of this turnover was that an auditor was lost to the private sector just at the time they had received enough training and experience to not only have confidence in themselves, but to have the trust and confidence of management in performing more technical and complex work assignments. Our work is becoming more technical and complicated and it takes a trained and experienced auditor to properly handle these audits. When these auditors are lost to other higher paying positions, the department loses. It takes three or more years to replace the experience and the resulting competency and expertise lost solely because of not being competitive in salary.

During the current and previous bienniums, a pay plan like the one being requested for the 2009-2011 biennium caused the turnover rate to drop to a more reasonable level.

1. **Tax Auditor, Grade C119**

Request – After twelve (12) months of service as a Tax Auditor, receipt of an "Above Average" (AA) rating on the Employee Performance Evaluation and a recommendation by the Audit Supervisor and District Manager, the Tax Auditor will be eligible for up to a 6% salary increase.

2. **Tax Auditor II, Grade C120**

Request – After thirty (30) months of service (24 months as Tax Auditor and 6 months as a Tax Auditor II), the receipt of an "Above Average" (AA) rating on the Employee Performance Evaluation and a recommendation from the Audit Supervisor and District Manager, the Tax Auditor II will be eligible to receive up to a 9% salary increase. At the mid-point of each subsequent year

of service, the Tax Auditor II will be eligible to receive up to a 9% salary increase.

The maximum salary that can be reached by a Tax Auditor II for purposes of the special pay plan will be the salary shown at the Maximum Pay Level for this position (C120).

3. Tax Auditor Supervisor, Grade C123

Employees classified as Tax Auditor Supervisor will maintain the customary salary difference from a Tax Auditor II.

Request - At the mid-point of each year of service the Tax Audit Supervisor will be eligible to receive up to a 9% salary increase. The Tax Audit Supervisor must receive an "Above Average" (AA) rating on their Employee Performance Evaluation and a recommendation from the District Manager.

The maximum salary that can be reached by a Tax Audit Supervisor for purposes of the special pay plan will be the salary shown at the Maximum Pay Level for this position (C123).

4. Special Qualifications – Advanced Accounting Certifications

Employees that earn advanced accounting certifications have demonstrated their knowledge and abilities and are singled out for special recognition within the accounting profession. The private sector recognizes by paying a higher salary for this demonstrated ability. Taxpayers recognize a state employee that has earned an advanced accounting certification for their extra knowledge and understanding of accounting and their abilities by showing more confidence in their work and more respect toward the auditor. In turn, the entire audit staff gains creditability.

Request – In accordance with Act 688 of 2009 a Tax Auditor, Tax Auditor II, or Tax Auditor Supervisor that earns certification as a Certified Public Accountant (CPA) and maintains an active Arkansas CPA license will be eligible for a one time salary increase of up to a 6% if they have not already received this salary recognition.

Tax Auditors, Tax Auditors II and Tax Auditor Supervisors who, prior to Act 688 of 2009, earned certification as a Certified Public Accountant and have maintained an active Arkansas CPA license will be reviewed for benefits that may be available in accordance with Act 688 of 2009.

Any Tax Auditor, Tax Auditor II, or Tax Auditor Supervisor that earns an advanced "tax" related degree or designation such as a Master's of Accounting Degree or a Certified Internal Auditor certification will be eligible for up to a 3% salary increase if they have not already received this salary recognition.

The amount of these increases will be added to the maximum salaries of this pay plan as described to prevent the recognition from disappearing.

This proposed pay plan is patterned after the plans in effect during previous bienniums and covers both years of the biennium.

The intention of this plan is to be reasonably competitive with the private sector and is considered vital in maintaining the current audit staffs' professional level of competency and ability.

ATTACHMENT 7

BANK DEPARTMENT 2010 PAY GRID

		BEGINNING	MAXIMUM	TITLES
CLASS CODE	PAY GRADE			
A070C	C119	\$35,554	\$60,389	Bank Examiner Trainee
In-House	C119	\$39,110	\$60,389	Bank Assistant Examiner
In-House	C119	\$44,976	\$60,389	Bank Jr. Examiner
A106C	C123	\$53,971	\$69,734	Bank Sr. Examiner
In-House	C123	\$57,209	\$69,734	Commissioned Sr. Examiner
A039C	C126	\$62,930	\$77,539	Certified Bank Sr. Examiner
G047C	C126	\$62,930	\$77,539	Staff Attorney
A107C	C127	\$69,223	\$80,301	Bank Exam Manager
A030C	C128	\$76,145	\$83,145	Bank Certified Exam Mgr
A018C	C130	\$83,759	\$89,085	Bank Chief Examiner

Positions under this pay grid will be paid according to the salaries above. In addition, in keeping with the career path and the State Bank Department, the following retention increase will be given annually to those employees who have not reached maximum pay and who are not being promoted to a different level.

RETENTION:

Chief Examiner	6%
All Others	5%

BANK DEPARTMENT 2010 PAY GRID

		BEGINNING	MAXIMUM	TITLES
CLASS CODE	PAY GRADE			
A070C	C119	\$35,554	\$60,389	Bank Examiner Trainee
In-House	C119	\$39,110	\$60,389	Bank Assistant Examiner
In-House	C119	\$44,976	\$60,389	Bank Jr. Examiner
A106C	C123	\$53,971	\$69,734	Bank Sr. Examiner
In-House	C123	\$57,209	\$69,734	Commissioned Sr. Examiner
A039C	C126	\$62,930	\$77,539	Certified Bank Sr. Examiner
G047C	C126	\$62,930	\$77,539	Staff Attorney
A107C	C127	\$69,223	\$80,301	Bank Exam Manager
A030C	C128	\$76,145	\$83,145	Bank Certified Exam Mgr
A018C	C130	\$83,759	\$89,085	Bank Chief Examiner

Positions under this pay grid will be paid according to the salaries above. In addition, in keeping with the career path and the State Bank Department, the following retention increase will be given annually to those employees who have not reached maximum pay and who are not being promoted to a different level.

RETENTION:

Chief Examiner	6%
All Others	5%

Arkansas State Police (ASP) Pay Plan Grid for FY10:

As required in Act 688 of 2009, Section 13, 21-5-222 Salary Administration Grids (page 149):

In an effort to meet the goals and objectives of the Department, as well as enhance recruitment and retention of employees, a continuation of specific items in the ASP Pay Plan which was established by special language in Section 14 of Act 1288 of 2007, will remain in effect for Fiscal Year 2010.

COMMISSIONED EMPLOYEES

- New Trooper recruits will be paid at the entry rate of \$34,500 within grade C118. Recruit Schools generally run anywhere from fourteen (14) weeks to six (6) months. The length of the school is determined by the certification levels previously obtained by the participants and other law enforcement requirements. Upon completion of Recruit School, the salary will be increased to a previously established Labor Market Rate of \$36,000, and the individual will be considered a Trooper Trainee for the next 12-month period. At the completion of the Trooper Trainee period, the employee will be considered a State Police Trooper.
- After completion of four and a half years of employment as a commissioned officer, the employee will be eligible for promotion to Trooper 1st Class, grade C119. After seven and a half years of employment as a commissioned officer, the employee will be eligible for promotion to Corporal, grade C121. Employees will be eligible for normal promotion increases as they advance to the classification of Sergeant, Lieutenant, Captain and Major.
Disciplinary actions taken against an employee may delay the promotional process.
- Midpoint Rates will be available at the discretion of the Director and as the budget allows for the following positions:

○	N057N ASP DEPUTY DIRECTOR/ LT. COLONEL/N908	\$96,228*
○	T001C ASP MAJOR/C130	\$76,819*
○	T003C ASP CAPTAIN/C128	\$70,849*
○	T007C ASP LIEUTENANT/C126	\$65,324*
○	T011C ASP SERGEANT/C124	\$60,214*

All promotions will be made according to ASP policies (i.e. LE SEC 3 Transfers and Promotions, GEN SEC 24 Residency Requirements, etc.) and take into consideration, but are not limited to, current rank of employee, years of service, and results of promotional testing.

All salary adjustments will be made at the discretion of the Director as budget allows.

*State Police will provide reports of any salary adjustments and the associated costs as these adjustments occur.

CIVILIAN EMPLOYEES

The Arkansas State Police recognizes the need to continue the practice of promoting individuals in various Departmental occupations. The agency will strictly adhere to pre-established criteria developed from federal mandates, certifications, experience, etc. Specific titles and related criteria are grouped as follows:

X107C ASP/CACD Investigator, grade C117

X090C ASP/CACD Senior Investigator, grade C118

To promote into the X090C ASP/CACD Senior Investigator, the applicant is required to meet the same minimum qualifications as required in the X107C ASP/CACD Investigator, which consists of a bachelor's degree in social work, sociology, psychology, criminal justice, criminology, or related field; OR five (5) years of law enforcement experience with two of those years in criminal investigation; PLUS the ASP/CACD Sr. Investigator will be required to have five years of child maltreatment investigative experience and three of those five years must be with the ASP Crimes Against Children Division. The applicant shall have no significant disciplinary action within the preceding twelve months (written reprimand or warning), and have a score higher than Satisfactory on their latest performance evaluation.

le

Recommendations must be made by the Area Supervisor and approved by the ASP/CACD Investigator Administrator and ASP/CACD Chief Administrator.

X178C Fingerprint Technician, grade C111
B107C ASP AFIS Technician, grade C112

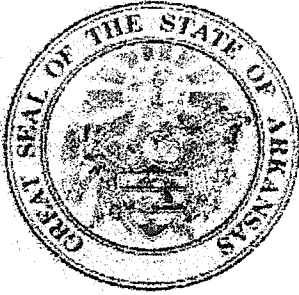
To promote into the B107C ASP AFIS Technician, the applicant is required to meet the same minimum qualifications as required as the X178C Fingerprint Technician, which consists of the equivalency of a high school diploma, plus one year experience in records systems maintenance; PLUS the ASP AFIS Technician will be required to have a total of two years experience as a fingerprint technician or equivalent experience in a criminal history related field. Successful completion of the 40 hour fingerprint training class administered by the Arkansas Crime Lab. Maintain ACIC Terminal Operations Level 1 and Level 2 certification. The applicant shall have demonstrated acceptable conduct within the preceding twelve months and have a score higher than Satisfactory on their latest performance evaluation.

Other Compensation Differentials

As required in Act 688 of 2009, Section 13, 21-5-221 Compensation Differentials (pages 147):

Second Language Differential

The Arkansas State Police operates from various facilities located throughout the state. The U.S. Census Bureau supports our justification to utilize the second language differential (Spanish) due to the continued growth of the Hispanic population within the state. Based on current information and previous studies, the 25% usage provision could be easily exceeded. Therefore, test results indicating the proficiency level will dictate the percentage of increase as noted in the Department of Finance and Administration, Office of Personnel Management's guidelines.



PAROLE/PROBATION OFFICER I

Class Code: T092C Grade: C116

FLSA Status: Exempt

Date: 07/01/2009

**STATE OF ARKANSAS
JOB DESCRIPTION**

SUMMARY:

The DCC Parole/Probation Officer I is responsible for assisting in the supervision of adult offenders placed on parole or probation. This position is governed by state and federal laws and agency policy.

TYPICAL FUNCTIONS:

Reviews policies, procedures, regulations, and conditions of parole or probation and establishes the frequency of office visits.

Observes and may participate with the counseling of parolees/probationers during office visits and refers them to various agencies for assistance such as substance abuse counseling and treatment, employment, education, and human services.

Maintains chronological history of contacts with parolees/probationers and/or actions taken related to parole or probation records and prepare reports.

Makes home and community visits to verify parole/probation information and recommends follow-up visits if parolees/probationers are adhering to conditions of parole/probation and to assist them with the community adjustment process.

Assist in the administering of board or court-ordered and random drug tests on parolees/probationers and observes or assists in writing parole violation warrants or probation violation reports when test results are positive.

May assist in parole/probation violation investigations by providing support in researching criminal activity and technical violations and assists in the writing of the summary of the investigation.

Observes in the serving of warrants, making arrests of parole violators, or assists in the contacting of the appropriate authority to issue warrants for the arrest of probation violators.

May observe or assist in submitting progress reports to other states regarding the behavior, residence, and employment information of interstate compact parolees/probationers being supervised by Arkansas under their supervision.

Performs other duties as assigned.

SPECIAL JOB DIMENSIONS:

Constant twenty-four (24) hour on call duty required and exposure to personal injury.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the characteristics of human behavior.
Ability to observe and learn parole or probation programs.
Ability to observe and learn caseload management.
Ability to observe and learn court and/or hearing procedures.
Ability to observe and learn maintain case records and writes reports.
Ability to observe and learn how to perform testing processes and procedures.
Ability to qualify with firearms and exercise self-defense tactics.
Ability to assist in the conducting of parole/probation investigations.

MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education equivalent of a bachelor's degree in criminal justice, sociology, psychology, social work, or a related field.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Arkansas driver's license.

Must be able to be certified as a specialized police officer by the Arkansas Law Enforcement Standard Commission as established by ACA 12-9-106 at one year of employment, or certified by the Department of Community Corrections as a DCC Parole/Probation officer.

Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.



DCC PAROLE/PROBATION OFFICER II

Class Code: T093C Grade: C117

FLSA Status: Exempt

Date: 07/01/2009

STATE OF ARKANSAS JOB DESCRIPTION

SUMMARY:

The DCC Parole/Probation Officer II is responsible for supervising adult offenders placed on parole or probation and acts as a mentor to those in the position of DCC Parole/Probation Officer I. This position is governed by state and federal laws and agency policy.

TYPICAL FUNCTIONS:

Meets with offenders on the initial and/or follow-up office visits and explains the rules, regulations, and conditions of parole/probation. Establishes the frequency of office visits, obtains parolees/probationers signatures on appropriate forms, and completes all required Department of Community Correction and Circuit forms.

Counsels with parolees/probationers during office visits and refers them to various agencies for assistance such as substance abuse counseling and treatment, employment, education, and human services.

Makes home and community visits to verify parole/probation information and makes follow-up visits to determine if parolees/probationers are adhering to conditions of parole/probation and to assist them with the community adjustment process.

Makes and maintains a chronological history of contacts with parolees/probationers and/or action taken related to parole or probation records and prepares reports.

Administers board or court-ordered and random drug tests on parolees/probationers and writes parole violation warrants or probation violation reports when test results are positive.

Conducts pre-parole or pre sentence investigations by researching criminal history and collecting information from Prosecuting Attorneys and local and other law enforcement agencies, writes summary of findings and submits to the Board of Parole or court to assist with parole/probation decisions.

Serves warrants, makes arrests of parole violators, or contacts the appropriate authority to issue warrants for the arrest of probation violators. Attends revocation hearings, presents evidence, and serve as a witness to prove violations.

Submits progress reports to other states regarding the behavior, residence, and employment information of interstate compact parolees/ probationers being supervised by Arkansas under their supervision.

Represents agency and area in meetings with civic and educational groups concerning departmental programs etc. Attends training sessions and trains field personnel with required.

Initiates and maintains frequent contact with parolees/probationers, law enforcement agencies, criminal justice agencies, courts, and community service agencies.

Performs other duties as assigned.

SPECIAL JOB DIMENSIONS:

Constant twenty-four (24) hour on call duty required and exposure to personal.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the characteristics of human behavior.
Knowledge of parole or probation programs, laws and policies.
Knowledge of caseload management.
Knowledge of court and/or hearing procedures.
Ability to plan, organize and oversee the work of others
Ability to maintain case records and writes reports.
Ability to qualify with firearms and exercise self-defense tactics.
Ability to perform testing processes and procedures.
Ability to conduct parole/probation, pre-parole or pre-sentence investigations.

MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education equivalent of a bachelor's degree in criminal justice, sociology, psychology, social work, or a related field, plus one year of experience as a DCC Parole/Probation Officer I.

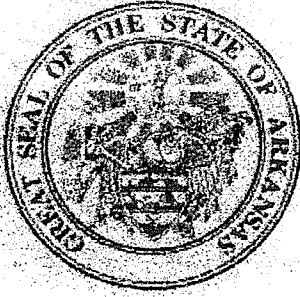
CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Arkansas driver's license.

Must be certified as a specialized police officer by the Arkansas Law Enforcement Standard Commission as established by Act 452 of 1975 and certified as a specialized police officer by the Arkansas Law Enforcement Standards Commission as established by Act 452 of 1975 or certified by the Department of Community Corrections as a DCC Parole/Probation officer after one year of employment.

Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

**EXTRA HELP ASSISTANT****Class Code: C093C Grade: C101****FLSA Status: Non-exempt****Date: 07/01/2009****STATE OF ARKANSAS
JOB DESCRIPTION**

SUMMARY:

The Extra Help Assistant is responsible for providing unskilled, semi-skilled labor or performing basic office tasks in a state agency or institution. This position is governed by state and federal law and agency policy.

TYPICAL FUNCTIONS:

May answer phone calls and direct inquiries, type and file documents, operate fax or copier machines, and direct incoming and outgoing mail and packages.

May greet visitors, give tours, run errands, take inventory, or assist skilled or professional staff as required.

May perform grounds maintenance duties such as mowing, raking, collecting and disposing of trash, and maintaining associated equipment.

May perform custodial duties including mopping, sweeping, cleaning bathrooms, vacuuming carpets, washing windows, busing restaurant tables, washing dishes and maintaining supplies and equipment.

May assist skilled tradesmen in carpentry work, painting exteriors, or other unskilled or semi-skilled labor.

Performs other duties as assigned.

SPECIAL JOB DIMENSIONS:

Some heavy manual labor may be required. Work in inclement weather, on weekends, and on holidays may be required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Ability to follow written or oral instructions.

Ability to perform manual labor and to operate and maintain the necessary tools and equipment.

Ability to utilize computer software programs or operate fax or copier machines for some positions.

MINIMUM EDUCATION AND/OR EXPERIENCE:

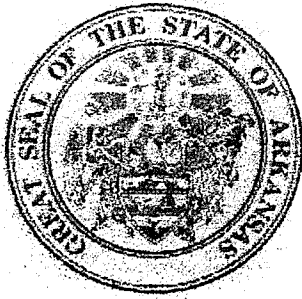
The ability to read and write.

CERTIFICATES, LICENSES, REGISTRATIONS:

Depending on the position, a valid Arkansas driver's license is required. Some positions are required to undergo a criminal background check and/or safe driving check.

Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.



PARK AIDE

Class Code: S091C Grade: C101

FLSA Status: Non-exempt

Date: 07/01/2009

STATE OF ARKANSAS JOB DESCRIPTION

SUMMARY:

The Park Aide is responsible for providing unskilled and semi-skilled labor in a state park. This position is governed by state and federal law and agency policy.

TYPICAL FUNCTIONS:

Performs grounds maintenance duties such as mowing, raking, collecting and disposing of trash, and maintaining associated equipment.

Performs custodial duties including mopping, sweeping, cleaning bathrooms, vacuuming carpets, washing windows, busing restaurant tables, washing dishes and maintaining supplies and equipment.

Assists skilled tradesmen in carpentry work, painting exteriors, or other unskilled or semi-skilled labor.

Performs minor maintenance on vehicles and equipment including changing oil, changing filters, cleaning equipment, sharpening blades, and replacing missing or broken parts.

Assists in facility management duties such as checking in campers, ringing sales on a cash register, renting boats or bicycles, taking food orders from restaurant guests, giving tours, running errands, taking inventory, or assisting skilled or professional staff as required.

Performs other duties as assigned.

SPECIAL JOB DIMENSIONS:

Frequent heavy manual labor is required. Work in inclement weather, on weekends, and on holidays may be required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Ability to perform typical customer service tasks such as waiting tables and guest registration.

Ability to follow written or oral instructions.

Ability to perform manual labor and to operate and maintain the necessary tools and equipment.

Ability to perform routine maintenance duties on buildings, grounds, and/or vehicles.

Ability to operate a cash register and/or computer software programs for some positions.

MINIMUM EDUCATION AND/OR EXPERIENCE:

The ability to read and write.

CERTIFICATES, LICENSES, REGISTRATIONS:

Depending on the position, a valid Arkansas driver's license is required. Some positions are required to undergo a criminal background check and/or safe driving check.

Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.