

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

March 18, 2010

Mr. Chairmen:

The Uniform Personnel Classification and Compensation Plan Subcommittee met on March 18, 2010 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. Monthly Report - Pay Level IV for Grades 21-26 Arkansas Department of Education: **(Attachment 1)**
2. Approval of Provisional Positions for 2 year and 4 year institutions of Higher Education: **(Attachment 2)**
3. University of Arkansas for Medical Sciences Quarterly Report: **(Attachment 3)**
4. Request to obtain growth positions from the Non-Classified Higher Education pool established in Act 378 of 2009.

<u>Agency</u>	<u>Title</u>	<u>Proposed Salary / Grade</u>
Arkansas State University- Jonesboro	12 Month Instructor (20 positions)	\$80,098
	9 Month Instructor (20 positions)	\$69,263
Arkansas Tech University- Ozark	Workforce Ed PT Faculty (30 positions)	\$21,120

5. Request for Non-Classified Higher Education employment bonus for Representative Karen Hopper of 2% in accordance with A.C.A. § 21-1-402(a)(3).
6. Request for special entry rate of compensation for Exceptionally Well-Qualified Applicant:

<u>Agency</u>	<u>Title</u>	<u>Applicant</u>	<u>Proposed Salary / Grade</u>
Arkansas Public Service Commission	PSC Rate Case Analyst	Mr. Kim Davis	\$64,915 / C121

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

Agency: Arkansas Dept of Human Services, Division of Developmental Disabilities: **(Attachment 4)**

Agency: Arkansas Public Service Commission

Positions Surrendered: 22087814, G076C, Administrative Services Manager, Grade C124
22087787, A074C, Fiscal Support Supervisor, Grade C118

Classification Requested: A014C, Fiscal Division Manager, Grade C127
A052C, Account Coordinator, Grade C121

8. Request to obtain positions from the pay plan transition pool established in Act 688 of 2009:

Agency: Arkansas Livestock and Poultry Commission

Classification Requested: P013C, Public Information Coordinator, Grade C120

9. Request from the Arkansas Department of Health for authorization to use a second language differential of up to seven and one-half percent (7.5%) for one position in Pulaski County occupied by incumbent fluent in Spanish, as follows and as is authorized by Arkansas Code 21-5-221, as established by Act 688 of 2009.

Up to 7.5% for Amber Colvin, Nutritionist

10. Request from the Arkansas Department of Health for a salary administration grid, as authorized by Arkansas Code 21-5-222 (a)(1) established by Act 688 of 2009 for the following classifications: **(Attachment 5)**
11. Request from the Northwest Technical Institute for a salary administration grid, as authorized by Arkansas Code 21-5-222 (a)(1) established by Act 688 of 2009 for the following classifications: **(Attachment 6)**

12. Salary Adjustments for Circuit Court Staff:

Court Reporter

<u>District</u>	<u>Judge</u>	<u>Employee</u>	<u>Current Salary</u>	<u>Recommended Salary</u>
6	Ernest Sanders, Jr.	Kim Hardin	\$36,354	\$47,952

13. Special Entry Rate Report, Exceptionally Well Qualified: **(Attachment 7)**

Respectfully Submitted,

Senator Steve Faris, Co-Chairman

Representative John Paul Wells, Co-Chairman

Arkansas Public Higher Education Provisional Positions Report

March 2010



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

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

DATE: March 2010
INST: University of Arkansas Community College at Morrilton

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
 5
 35
 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
4	New	Project Coordinator	Project Coordinator	1	\$58,486	Winthrop Rockefeller Foundation	School Counts

Total Number of Positions 1

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

DATE: March 2010
INST: South Arkansas Community College

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

50
32
18
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
910	New	C073C/Administrative Specialist II	C073C/Administrative Specialist II	1	C109	US Department of Education	Student Services
				Total Number of Positions			
				1			

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

DATE: March 2010
INST: Pulaski Technical College

Number of Positions Authorized by Act 688 and 245 of 2009 80
Number of Positions Established To Date 54
Number of Positions Remaining for 2009-10 26
Number of New Provisional Positions 2
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
25	New	Project/Program Manager	Project/Program Manager	1	\$62,978	AR Dept. of Human Services	BIC
26	New	Special Instructor	Special Instructor	1	\$69,264	AR Dept. of Human Services	BIC

Total Number of Positions 2

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

DATE: March 2010
INST: National Park Community College

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
18
22
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
11	New	Special Instructor	Faculty	1	\$69,264	Federal through US Dept of Edu	Dept. of Nursing

Total Number of Positions 1

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

DATE: March 2010

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
671
329
20

Item No.	New or Continual	Authorized Title	Working Title	# of Positions	Classified Grade or Maximum Annual Salary 2009-10	Source of Funding	Position Assignment
270	New	Research Associate	Research Associate	1	\$88,450	Robert Wood Johnson Foundation	ACHRI
271	New	Education Coordinator	Education Coordinator	1	\$106,925	Health Resources & Services Administration	VAD Diversity Affairs
272	New	Research Assistant	Research Assistant	2	\$71,707	Nat Inst On Alcohol Abuse and Alcoholism	COM Neurobiology/Development
273	New	Post Doctoral Fellow	Post Doctoral Fellow	4	\$76,019	NIH/Nat Cancer Institute & NIH/Nat Inst Of Allergy & Infectious Diseases	COP Pharmaceutical Sciences Admin
274	New	Research Assistant	Research Assistant	1	\$71,707	Jill James Autism Research Fund	College of Medicine Pediatrics Development
275	New	Project/Program Specialist	Project/Program Specialist	1	\$66,016	Department of Justice	VCA Partners Inclusive Communities
276	New	Post Doctoral Fellow	Post Doctoral Fellow	1	\$76,019	Nat Inst on Alcohol Abuse & Alcoholism	COM Neurobiology & Dev
277	New	Research Assistant	Research Assistant	1	\$71,707	Department of Health & Human Services	VCAPartners
278	New	Project/Program Specialist	Project/Program Specialist	1	\$66,016	Dept of Transportation Nat. Highway Traffic Safety Admin.	ACHRI
279	New	Research Associate	Research Associate	1	\$88,450	NIH/Nat Inst On Alcohol Abuse & Alcoholism	COM Neurobiology & Dev
280	New	Research Associate	Research Associate	1	\$88,450	NIH/Nat Cancer Institute	COM Family/Preventive Medicine Research
281	New	Project/Program Specialist	Project/Program Specialist	1	\$66,016	USDA	COM PEDS Care
1061	New	B081C/Research Technologist	B081C/Research Technologist	1	C119	NIH National Institutes of Health	COM Biochemistry
1062	New	B113C/Research Technician	B113C/Research Technician	1	C108	NIH National Institutes of Alcohol Abuse and Alcoholism	COM Geriatrics
1063	New	B113C/Research Technician	B113C/Research Technician	1	C108	NIH National Institutes of Alcohol Abuse and Alcoholism	Neurobiology/Development
1064	New	B113C/Research Technician	B113C/Research Technician	1	C108	NIH National Institute of Allergy & Infectious Disease	Pharmaceutical Sciences Admin

Total Number of Positions 20

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

DATE: March 2010
INST: University of Arkansas at Fayetteville

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

500
257
243
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
935	New	G195CAHEI Program	G195CAHEI Program	1	C116	Wal Mart Foundation	College of Business
				Total Number of Positions			
				1			

Provisional Positions Approved 2009-10 Fiscal Year

DATE: March 2010
INST: Arkansas State University

Number of Positions Authorized by Act 688 and 245 of 2009 300
Number of Positions Established To Date 217
Number of Positions Remaining for 2009-10 83
Number of New Provisional Positions 4
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
56	New	Associate Professor - 9 Month	Associate Professor of Mechanical Engineering	1	\$106,042	Ark. Science & Technology Authority	Engineering
57	New	Associate Professor - 9 Month	Associate Professor of Civil Engineering	1	\$106,042	Ark. Science & Technology Authority	Engineering
58	New	Associate Professor - 9 Month	Associate Professor of Electrical Engineering	1	\$106,042	Ark. Science & Technology Authority	Engineering
59	New	Research Assistant	Research Assistant	1	\$54,560	Nat. Science Foundation MRI Grant	Arkansas Biosciences Institute

Total Number of Positions 4

UAMS Clinical Expansion and Research Pool Quarterly report
October 2009 - December 2009

Name		Titles	Salary	Funding Source	Duration of funds	Justification of Allocation
Dohr, David	27524	Associate Vice Chancellor	\$ 159,650.00	Hospital Fund	FY 2010	While incorporation new titles from the FY 2010 Appropriation Act and properly classifying employees into these new title it was determined that the number originally in the act did not cover sufficiently - No new funding is request - only administrative
Taylor, Leslie	12758	Associate Vice Chancellor	\$ 142,356.30	General Operating Funds	FY 2010	While incorporation new titles from the FY 2010 Appropriation Act and properly classifying employees into these new title it was determined that the number originally in the act did not cover sufficiently - No new funding is request - only administrative
						Total of 2 Associate Vice Chancellor
Gant, Tomisha	29892	Education Coordinator	32,566.00	ST Tobacco	FY 2010	The Education Outreach Specialist at the Delta Center on Aging will present community and healthcare professional education programs, participate in health fairs and other health promotions activities, assist with maintaining an up to date referral resources list for seven counties, work with other community services providers, assist with maintaining DCOA database information and provide opportunities for in-services for healthcare providers and educational programs for senior adults in the assigned county areas.
Burroughs-Ray, Desiree	20049	Education Coordinator	30,000.00	DHHS Grant & Contractual Services	FY 2010	Award from the NIH for Colorectal Cancer Education and Screening Program
						Total of 2 Education Coordinator
Fenters, Phillips	33664	Departmental Manager	\$ 40,000.00	Professional Fees	FY 2010	In 2007 UAMS Office of Regional Programs accepted Dr. Herbert Fendley's resignation as AHEC-Pine Bluff Family Medicine Residency Program Director and promoted Dr. Mark Attwood, AHEC-Pine Bluff Director, to the position of Family Medicine Residency Program Director and Mr. J. E. Maples, Jr., Associate Director, to the position of AHEC-Pine Bluff Director. For the past two years, Mr. Maples has performed the responsibilities of AHEC Director and Associate Director (Business Manager). Dr. Mark Mengel, Vice Chancellor for Regional Programs, has recommended that a Business Manager position for AHEC-Pine Bluff be obtained and filled as soon as possible. This position is critical due to the increased work load on Mr. Maples and his support staff. The AHEC-Pine Bluff operates a Family Medicine Residency Program and three primary care clinics - the Family Practice Center, Justus-Lindsey Clinic and the Pine Bluff VA Clinic. The Business Manager will be responsible for (1) maintaining financial records of AHEC-Pine Bluff; (2) preparing budgets and financial reports; (3) developing and overseeing processes for purchasing supplies, materials and services; authorizing travel payments; submitting payroll; overseeing
Cook, Bettie	5239	Departmental Manager	49963.00	General Operating Fund	FY 2010	While incorporation new titles from the FY 2010 Appropriation Act and properly classifying employees into these new title it was determined that the number originally in the act did not cover sufficiently - No new funding is request - only administrative
Hall, Jesse	557	Departmental Manager	\$ 46,412.91	General Operating Fund	FY 2010	While incorporation new titles from the FY 2010 Appropriation Act and properly classifying employees into these new title it was determined that the number originally in the act did not cover sufficiently - No new funding is request - only administrative
Wyatt, Amanda	25823	Departmental Manager	\$ 40,000.00	Contractual Services	FY 2010	While incorporation new titles from the FY 2010 Appropriation Act and properly classifying employees into these new title it was determined that the number originally in the act did not cover sufficiently - No new funding is request - only administrative
Holland, Angela	4093	Departmental Manager	\$ 56,000.00	Professional Fees	FY 2010	While incorporation new titles from the FY 2010 Appropriation Act and properly classifying employees into these new title it was determined that the number originally in the act did not cover sufficiently - No new funding is request - only administrative
Coleman, Shannon	3684	Departmental Manager	\$ 38,273.26	Hospital Fund	FY 2011	While incorporation new titles from the FY 2010 Appropriation Act and properly classifying employees into these new title it was determined that the number originally in the act did not cover sufficiently - No new funding is request - only administrative
Louden, Redonia	6850	Departmental Manager	\$ 35,500.00	Hospital Fund	FY 2012	While incorporation new titles from the FY 2010 Appropriation Act and properly classifying employees into these new title it was determined that the number originally in the act did not cover sufficiently - No new funding is request - only administrative
Michener, Sharon	6989	Departmental Manager	\$ 51,861.00	General Operating Fund	FY 2010	While incorporation new titles from the FY 2010 Appropriation Act and properly classifying employees into these new title it was determined that the number originally in the act did not cover sufficiently - No new funding is request - only administrative
						Total of 7 Departmental Managers

No. of Positions Surrendered	Position Number	Title	Class Code	Grade	No. of Positions Requested	Classification Requested	Class Code	Grade
	22099837	Administrative Specialist II	C073C	C109		Admin Specialist III	C112	C056C
	22111804	Administrative Specialist II	C073C	C109		Admin Specialist III	C112	C056C
3	22100164	Administrative Specialist II	C073C	C109	3	Admin Specialist III	C112	C056C
1	22097328	DHS Institution Business Manager	A055C	C120	1	Procurement Manager	C121	V004C
	22099836	Program Eligibility Specialist	M066C	C114		DHS Program Coor	C117	G183C
	22100015	Program Eligibility Specialist	M066C	C114		DHS Program Coor	C117	G183C
3	22109492	Program Eligibility Specialist	M066C	C114	3	DHS Program Coor	C117	G183C
1	22109937	DHS Program Specialist	G210C	C115	1	DHS Program Coor	C117	G183C
1	22097601	Assistant Personnel Manager	R024C	C118	1	DHS Program Manager	C119	G152C
1	22103961	DHS Field Manager	M016C	C120	1	Registered Nurse Supervisor	C122	L027C
1	22097625	DHS Program Manager	G152C	C119	1	Registered Nurse Supervisor	C122	L027C
1	22103138	Maintenance Supervisor	S033C	C115	1	Maintenance Coordinator	C117	S017C
1	22097323	Residential Services Manager	M024C	C118	1	DHS Program Administrator	C122	G099C
1	22098400	Maintenance Specialist	S050C	C112	1	Water Filter/Waste Disposal Plant Supervisor	C116	S021C
1	22102982	Administrative Analyst	C037C	C115	1	DHS Program Admin	C122	G099C
1	22097621	Residential Care Technician	M083C	C108	1	Skilled Trade Supervisor	C116	S022C
	22097982	Staff Development Specialist	E051C	C114		Education Instructor Spe	C116	E048C
2	22109486	Staff Development Specialist	E051C	C114	2	Education Instructor Spe	C116	E048C
1	22099331	Maintenance Supervisor	S033C	C115	1	Maintenance Coordinator	C117	S017C
1	22101286	Staff Development Specialist	E051C	C114	1	Rehab Instructor Supervisor	C115	L060C
	22100120	Residential Care Technician	M083C	C108		Admin Spec II	C109	C073C
	22101000	Residential Care Technician	M083C	C108		Admin Spec II	C109	C073C
3	22109255	Residential Care Technician	M083C	C108	3	Admin Spec II	C109	C073C
1	22109773	Residential Care Supervisor	M073C	C111	1	Admin Spec III	C112	C056C
1	22102006	Stock Clerk	V031C	C102	1	Maintenance Assistant	C108	S056C
25					25			

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Representative John Paul Wells, Co-Chairman
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Tier I

Service: Two (2) years of continuous service within either the Radiation Control Section or Emergency Management Section.

Performance Evaluation: A minimum score of *satisfactory* job performance.

Training: Completion within two years of a combination of the following courses approved by the Section Chief:

Radiological Emergency Response Operations conducted by FEMA

And

One (1) of the following Applied Health Physics courses conducted by a recognized institution and approved by the Section Chief:

- a) Introductory Health Physics
- b) Radiation Physics
- c) Mammography Quality Standards Act – Radiation Physics
- d) FDA Online X-ray Field Testing training
 - Module 1 – Introduction to Radiological Physics
- e) FDA Online X-ray Field Testing training
 - Module 2 – Above Table Radiographic X-ray Systems

Or

One (1) five week course of Applied Health Physics

Tier II

Service: Three (3) years of continuous service within either the Radiation Control Section or Emergency Management Section.

Performance Evaluation: A minimum score of *satisfactory* job performance.

Training: Completion within the third year of service of two (2) of the following courses with approval of the Section Chief:

- a) Licensing Practices and Procedures
- b) Inspection Procedures
- c) Radiological Accident Assessment
- d) Advanced Radiological Incident Operations

- e) Mammography Quality Standards Act Inspection Techniques Procedures
- f) Mammography Quality Standards Act Rules/Regulations
- g) Health Physics in Radiation Accidents
- h) Medical X-ray Survey Techniques Course
- i) FDA Online X-ray Field Testing Training – Module 2

Tier III

Service: Four (4) years of continuous service within either the Radiation Control Section or Emergency Management Section.

Performance Evaluation: A minimum score of *above average* or *excellent* job performance.

Training: A required combination of four (4) courses consisting of a minimum of three (3) days unless an approved exception is approved by the Section Chief. In unique situations, approved shorter courses may be given fractional course credit, e.g., a one (1) day course may be considered as a 1/3 credit and a two (2) day course may be considered as a 2/3 credit.

All course selections must be relevant to the section's technical and/or radiological emergency management responsibilities, completed after the third year of service, and approved by the Section Chief. Each course must be sponsored or conducted by a recognized federal or state agency, professional or technical organization or accredited school. Tier II listed courses, not previously completed, are eligible.

NRC Courses:

- a) Licensing Practices and Procedures
- b) Inspection Procedures
- c) Inspection for Performance Materials
- d) Environmental Monitoring for Radioactivity
- e) Air Sampling for Radioactive Materials
- f) Radiological Surveys in support of Decommissioning
- g) Diagnostic and Therapeutic Nuclear Medicine
- h) Safety Aspects of Industrial Radiography
- i) Transportation of Radioactive Materials
- j) Internal Dosimetry and Whole Body Counting
- k) Teletherapy and Brachytherapy
- l) Safety Aspects of Well Logging

FEMA Courses:

- a) Radiological Accident Assessment
- b) Advanced Radiological Incident Operations
- c) Radiological Exercise Evaluation
- d) Radiological Planning Workshop
- e) Exercise Development Course
- f) Weapons of Mass Destruction Technical Emergency Response Training

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FDA Courses:

- a) Mammography Quality Standards Act Inspection Techniques Procedures
- b) Mammography Quality Standards Act Rules/Regulations

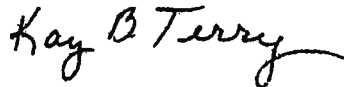
Department of Energy Course:

Domestic Nuclear Detection Office's REACHBACK

The estimated cost of salary grid implementation for incumbents is \$47,115. The Office of Personnel Management has reviewed the salary grid request and approves the proposed requirements for advancement of Health Physicists based upon the successful performance of the job, state service, and training.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill Terry
State Personnel Administrator



Chief Fiscal Officer of the State

MAR 11 2010

Date

KBT/eac:1-4

Arkansas Department of Health

Health Physicist Salary Grid

Under the former pay plan, Legislative Personnel Committee approved a Health Physicist Training Program Plan to address the high turnover rates for these professional positions. The plan evolved over the years to allow Health Physicists to progress to grade 20, level III. We are proposing a similar structure that would function as a salary grid for these positions.

Employees working as Health Physicists require two years of additional highly specialized training under the purview of the Nuclear Regulatory Commission (NRC), Federal Emergency Management Agency (FEMA) and Food and Drug Administration (FDA) to function independently. Retaining qualified employees is essential for protection of the citizens of Arkansas in the areas of radiological emergency preparedness, regulation of radioactive materials and x-ray equipment in addition to the licensing of radiologic technologists.

Surveys of Health Physicists in surrounding states a year ago showed an average salary of \$52,837. The average salary of Health Physicists at the Department of Health is currently \$47,094, with an average of 6 years, 2 months of service. Until July 1, 2009, Health Physicists had an approved Market Entry Rate of \$41,016.

Under the proposed grid, employees who meet minimum qualifications would be eligible for entry level salary. Employees with an additional two years of experience in nuclear/environmental safety or a related field beyond minimum qualifications or a master's degree in chemistry, physics, engineering or a related field would be eligible for base level plus salary level of \$40887. Additional 6% increases would be based on completion of three tiers of coursework (Attachment I)

If approved, the salary administration grid will be used to establish starting salaries for employees in individual positions. Subsequent salary determinations will be made for individual employees based on their experience and achievement of training goals along the grid.

Minimum Qualifications	Entry Level	\$35,554
Minimum Qualifications <u>plus 2 years additional experience in nuclear/environmental safety/regulation or a related field or Masters Degree in chemistry, physics, engineering or a related field</u>	Base Level Plus	\$40,762
Qualifications above <u>plus Tier 1: 2 years continuous employment in Radiation Control or Emergency Management sections, with most recent Performance Evaluation score of Excellent (E), Above Average (A), or Satisfactory (S), plus course</u>	Base Level Plus	\$42,392

<u>work required in Attachment I</u>		
<u>Qualifications above plus Tier 2: 3 years continuous employment in Radiation Control or Emergency Management sections, with most recent Performance Evaluation score of Excellent (E), Above Average (A), or Satisfactory (S), plus course work required in Attachment II</u>	Base Level Plus	\$44,087
<u>Qualifications above plus Tier 3: 4 years continuous employment in Radiation Control or Emergency Management sections, with most recent Performance Evaluation score of Excellent (E) or Above Average (A), plus course work required in Attachment III</u>	Base Level Plus	\$45,410

TIER 1 REQUIREMENTS

6% increase in annual salary

The Tier I criteria for the Health Physicist Salary Grid require the completion of the following:

- The completion of at least two (2) years of continuous service within the Radiation Control Section or the Emergency Management Section.
- Radiological Emergency Response Operations (one (1) week course) conducted by the Federal Emergency Management Agency

AND

- Applied Health Physics Course (one (1) week conducted by a recognized institution approved by the Radiation Control Section Chief and Branch Chief, Health Licensing & Regulation)

Examples are:

1. H-117 -- Introductory Health Physics;
2. MQSA (1) – Radiation Physics (two (2) Weeks);
3. FDA ONLINE X-RAY FIELD TESTING TRAINING
 - * Module 1 – Introduction to Radiological Physics;
4. FDA ONLINE X-RAY FIELD TESTING TRAINING
 - * Module 2 – Above Table Radiographic X-ray Systems;

OR

- Applied Health Physics (Five (5) Weeks) – Oak Ridge, TN

Each course application must be approved by the employee's Section Chief.

TIER 2 REQUIREMENTS

6% increase in annual salary

The Tier 2 criteria for the Health Physicist Salary Grid require the following:

- The completion of at least three (3) years of continuous service within the Radiation Control Section or the Emergency Management Section.
- The completion of two (2) of following:
 1. Licensing Practices and Procedures (One (1) Week) – NRC
 2. Inspection Procedures (One (1) Week) – NRC
 3. Radiological Accident Assessment (One (1) Week) – FEMA
 4. Advanced Radiological Incident Operations (One (1) Week) – FEMA
 5. MQSA (2) – Inspection Techniques Procedures (Two (2) Weeks) – FDA
 6. MQSA (3) – MQSA Rules/Regulations (Two (2) Weeks) – FDA
 7. Health Physics in Radiation Accidents – REAC/TS
 8. Medical X-ray Survey Techniques Course – U.S. Army Medical Department Center & School
 9. FDA ONLINE X-RAY FIELD TESTING TRAINING
 - * Module 2 – Above Table Radiographic X-ray Systems;

Each course application must be approved by the employee's Section Chief.

TIER 3 REQUIREMENTS**6% increase in annual salary**

Tier 3 requires the completion of four (4) radiological or emergency management technical training courses. The specific requirements are as follows:

- The completion of at least four (4) years of continuous service within the Radiation Control Section or the Emergency Management Section;
- The receipt of an "EXCELLENT" (E) or "ABOVE AVERAGE" (A) Rating on the Health Physicist's Current Performance Evaluation;
- Where feasible, each course must be at least a minimum of three (3) days in length. In unique situations, approved shorter courses may be given fractional course credit, i.e., a one (1) day course may be considered as a 1/3 credit and a two (2) day course may be considered as a 2/3 credit.
- Each course must be relevant to the Section's technical and/or radiological emergency management responsibilities.
- Each course application must be approved by the Section Chief.
- Each course must be sponsored or conducted by a recognized federal or state agency, professional or technical organization or accredited school. Tier 2 listed courses, not previously completed, are eligible.

Reference may be made to the following course listing:

Technical training coordinated by the Nuclear Regulatory Commission:

1. Licensing Practices and Procedures (One (1) Week) – NRC
2. Inspection Procedures (One (1) Week) – NRC
3. Inspection for Performance Materials Version
4. Environmental Monitoring for Radioactivity
5. Air Sampling for Radioactive Materials
6. Radiological Surveys in Support of Decommissioning
7. Diagnostic and Therapeutic Nuclear Medicine
8. Safety Aspects of Industrial Radiography
9. Transportation of Radioactive Materials
10. Internal Dosimetry and Whole Body Counting
11. Teletherapy and Brachytherapy
12. Safety Aspects of Well Logging

Technical training sponsored by the Federal Emergency Management Agency:

1. Radiological Accident Assessment (One (1) Week)

2. Advanced Radiological Incident Operations (One (1) Week)
3. Radiological Exercise Evaluation
4. Radiological Planning Workshop
5. Exercise Development Course
6. WMD Technical Emergency Response Training (TERT) Course

Technical training coordinated by the Food & Drug Administration

1. MQSA (2) – Inspection Techniques Procedures (Two (2) Weeks)
2. MQSA (3) – MQSA Rules/Regulations (Two (2) Weeks)

Technical training coordinated by Department of Energy

1. Domestic Nuclear Detection Office's REACHBACK Course

Each course application must be approved by the employee's Section Chief.

**NORTHWEST TECHNICAL INSTITUTE**

P.O. Box 2000, 709 So. Old Missouri Rd
 Springdale, AR 72765-2000
 (479) 751-8824
 (479) 751-7780 (FAX)

A condition of employment for instructors without an Arkansas Teaching Certificate includes an agreement they will complete 31 modules (Instructor level) of the Performance Based Teacher Education program. Achievement above Instructor level will be compensated as follows:

<u>Achievement</u>	<u>Pay Adjustment</u>
Instructor Level (31 initial modules)	-0- (Condition of employment)
Senior Instructor (33 additional modules)	3%
Master Instructor (36 additional modules)	3%

- Instructors must remain at each level for a minimum of one year. Instructors will be eligible for only one PBTE adjustment per year. The program will be used for current and future employees.

The PBTE program and subsequent pay adjustments are a continuation of a plan that has been in place for at least the past twenty years. A copy of the Professional Development Handbook containing details of the program is attached.

Instructors who, at the time of hire, have a current Arkansas Teaching Certificate are exempt from the PBTE program. Instructors who do not have an Arkansas Teaching Certificate but have completed the hours of formal teacher education training at an accredited four-year institution are also exempt from the PBTE program.

The PBTE program is provided for instructors who do not have formal teacher education training or experience as educators. This program will provide valuable training and an opportunity for professional development.

The classifications of instructors who may participate in the PBTE program are:

Career & Technical Faculty	E027C	C120
Nurse Instructor	L036C	C121
Specialized Technical Faculty	E018C	C122

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**OFFICE OF PERSONNEL MGMT
 CLASS & COMP**

March, 2010
Special Entry Rate
EXCEPTIONALLY WELL QUALIFIED
Chief Fiscal Officer

DATE RECEIVED	AGENCY/INST	APPLICANT	CODE	TITLE	GR	CURRENT/ PREVIOUS SALARY	PAY LEVEL / ENTRY	REQ SALARY	APPROVED/ DISAPPROVED SALARY	COST
12/10/2009	DHS	Marco Howe	D047C	Information Systems Business Analyst	C122	\$39,000	\$41,159	\$55,490	\$48,750	\$9,750
1/26/2010	DHS	Ian Hendry	X031C	Skilled Tradesman	C115	\$32,811	\$29,251	\$32,811	\$32,811	\$0
2/1/2010	Health	Jimmie Carl Brown	C056C	Administrative Specialist III	C112	\$34,871	\$25,268	\$34,871	\$30,828	(\$4,043)
2/2/2010	DIS	Chris Cockrell	D015C	State Network Engineer	C126	\$69,400	\$50,029	\$65,000	\$65,000	(\$4,400)
2/4/2010	Oil & Gas	Jeffery Gayler	B050C	Oil & Gas District Petroleum Supervisor	C120	\$180,000	\$37,332	\$51,124	\$51,124	(\$128,876)
2/4/2010	DHS	Ben Colter	E040C	Staff Development Coordinator	C117	\$32,249	\$32,249	\$33,460	\$33,460	\$1,211
2/4/2010	DHS	Vincent Ayers	L050C	Certified Respiratory Therapy Technician	C118	\$54,080	\$33,861	\$46,730	\$46,730	(\$7,350)
2/11/2010	DFA	Charles Thomas	X129C	Construction Inspector	C116	\$65,000	\$30,713	\$35,000	\$35,000	(\$30,000)
2/11/2010	DFA	Kenneth Johnson	X129C	Construction Inspector	C116	\$45,240	\$30,713	\$35,000	\$35,000	(\$10,240)
2/16/2010	AETN	Edward Koehler	E048C	Education & Instruction Specialist	C116	\$31,679	\$30,713	\$40,000	\$36,000	\$4,321
2/16/2010	AETN	Angela Goodin	E048C	Education & Instruction Specialist	C116	\$38,925	\$30,713	\$40,000	\$36,325	(\$2,600)
2/19/2010	DDSSA	Tiffany Thomason	D065C	Network Support Analyst	C118	\$35,946	\$33,861	\$37,500	\$37,500	\$1,554
2/26/2010	War Memorial Stadium	Catherine Hooker	C003C	Stadium CMSN Marketing/Event Manager	C121	\$60,000	\$39,199	\$41,612	\$41,612	(\$18,388)
3/3/2010	Finance Authority	Lornea Wells	A040C	ADFA Fiscal Program Officer	C123	\$62,000	\$43,217	\$52,530	\$52,530	(\$9,470)
3/3/2010	Higher Education	Rebecca Burks	A052C	Accounting Coordinator	C121	\$60,000	\$39,199	\$53,264	\$53,264	(\$6,736)

LABOR MARKET/MOVEMENT
Chief Fiscal Officer

DATE RECEIVED	AGENCY/INST	APPLICANT	CODE	TITLE	GR	CURRENT/ PREVIOUS SALARY	PAY LEVEL / ENTRY	REQ SALARY	APPROVED/ DISAPPROVED SALARY	COST
12/10/2009	ADFA	Nona Robinson	G027C	ADFA Program Officer	C127	\$66,706	\$52,530	\$68,032	\$0	\$0