



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

OFFICE OF PERSONNEL MANAGEMENT  
**Administrator's Office**  
1509 West Seventh Street, Suite 201  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278  
Phone: (501) 682-1823  
<http://www.state.ar.us/dfa>

November 18, 2015

Senator Uvalde Lindsey, Co-Chairperson  
Representative Lanny Fite, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Legislative Council  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Human Services (DHS) for your review.

The Arkansas Department of Human Services has requested continuation of the previously approved salary administration grid for the classifications listed below:

<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
Psychological Examiner	L033C	C121
Psychologist	L003C	C127
Psychologist Supervisor	L001C	C129
Licensed Professional Counselor	M020C	C119
Licensed Social Worker	M026C	C118
Licensed Master Social Worker	M088C	C120
Licensed Certified Social Worker	M009C	C121

The proposed grids are based on recent market data as well as an analysis of salaries of current state employees within these classifications. The Office of Personnel Management recommends continuation of the salary grid for the requesting agency. Your approval of this request is greatly appreciated.

Sincerely,

Kay Barnhill  
State Personnel Administrator

NOV - 5 2015

Chief Fiscal Officer of the State

Date



## Division of Administrative Services

### Office of Finance Administration

#### Human Resources/Personnel

P.O. Box 1437, Slot WG-1· Little Rock, AR 72203-1437  
501-682-6455 Fax: 501-683-4351



November 23, 2015

Ms. Kay Barnhill Terry  
State Personnel Administrator  
Department of Finance and Administration  
Office of Personnel Management  
1509 West 7th Street  
Little Rock, Arkansas 72203

RE: Funding Source for Salary Pay Grids

Ms. Terry:

The Department of Human Services' request to use any authorized Salary Administrative Pay Grid is based upon the fact that it will use existing funding to cover all costs. As deputy director for the department's managerial accounting, I certify that there exists ample salary savings from position vacancies that will cover any additional costs associated with grid utilization.

Should further information be required, please contact me at 371-2094.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Crawford".

Gregory Crawford  
DHS Asst. Dep. Dir for Mgr Accounting

GC/gmb



## Division of Administrative Services

### Office of Finance Administration

#### Human Resources/Personnel

P.O. Box 1437, Slot WG-1 Little Rock, AR 72203-1437  
501-682-6455 Fax: 501-683-4351



October 21, 2015

Ms. Kay Barnhill Terry  
State Personnel Administrator  
Department of Finance and Administration  
Office of Personnel Management  
1509 West 7th Street  
Little Rock, Arkansas 72203

RE: Continuation of Counseling Salary Administration Pay Grid for FY 2016

Ms. Terry:

The Department of Human Services is requesting permission to continue its use of the Counseling Salary Administrative Pay Grid authorized by Arkansas Code 21-5-222 (a)(1) established by Act 688 of 2009. We are not requesting any changes to our current utilization procedures.

The requested classifications include:

<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
Psychological Examiner	L033C	C121
Psychologist	L003C	C127
Psychologist Supervisor	L001C	C129
Licensed Professional Counselor	M020C	C119
Licensed Social Worker	M026C	C118
Licensed Master Social Worker	M088C	C120
Licensed Certified Social Worker	M009C	C121

Should further information be required, please contact me at 683-5928.

Sincerely,

George Bryant  
DHS HR Administrator

**PSYCHOLOGIST GRID**

	<b>L033C</b>	<b>L003C</b>	<b>L001C</b>
	<b>Psychological</b>	<b>Psychologist</b>	<b>Psychologist</b>
	<b>Examiner</b>	<b>Grade C127</b>	<b>Supervisor</b>
<u>YEARS OF EXPERIENCE</u>	<u>Grade C121</u>	<u>Grade C127</u>	<u>Grade 129</u>
<b>0</b>	\$39,199		\$65,000
<b>1</b>	\$40,280		\$66,053
<b>2</b>	\$41,361	\$52,530	\$67,106
<b>3</b>	\$42,442	\$55,746	\$68,159
<b>4</b>	\$43,523	\$57,516	\$69,212
<b>5</b>	\$44,604	\$59,268	\$70,265
<b>6</b>	\$45,685	\$61,020	\$71,318
<b>7</b>	\$46,766	\$62,772	\$72,371
<b>8</b>	\$47,847	\$64,524	\$73,424
<b>9</b>	\$48,928	\$66,276	\$74,477
<b>10</b>	\$50,009	\$68,028	\$75,530
<b>11</b>	\$51,090	\$69,255	\$76,583
<b>12</b>	\$52,171	\$70,482	\$77,636
<b>13</b>	\$53,264	\$71,709	\$78,689
<b>14</b>	\$54,345	\$72,936	\$79,742
<b>15</b>	\$55,426	\$74,163	\$80,795
<b>16</b>	\$56,507	\$75,390	\$81,848
<b>17</b>	\$57,588	\$76,617	\$82,901
<b>18</b>	\$58,669	\$77,844	\$83,954
<b>19</b>	\$59,750	\$79,071	\$85,007
<b>20</b>	\$60,831	\$80,301	\$86,072

**Must be a Licensed Psychologist**

# SOCIAL WORKER GRID

	M026C	TBD	M009C
	Licensed Social Worker (LSW)	Licensed Master Social Worker (LMSW)	Licensed Certified Social Worker (LCSW)
<u>YEARS OF EXPERIENCE</u>	<u>Grade C118</u>	<u>Grade C120</u>	<u>Grade C121</u>
0	\$37,500	\$40,250	\$43,000
1	\$38,157	\$41,249	\$44,026
2	\$38,814	\$42,248	\$45,052
3	\$39,471	\$43,247	\$46,078
4	\$40,128	\$44,246	\$47,104
5	\$40,785	\$45,245	\$48,130
6	\$41,442	\$46,244	\$49,156
7	\$42,099	\$47,243	\$50,182
8	\$42,756	\$48,242	\$51,208
9	\$43,413	\$49,241	\$52,234
10	\$44,070	\$51,124	\$53,264
11	\$44,727	\$52,123	\$54,290
12	\$45,384	\$53,122	\$55,316
13	\$46,041	\$51,421	\$56,342
14	\$46,700	\$55,120	\$57,368
15	\$47,357	\$56,119	\$58,394
16	\$48,014	\$57,118	\$59,420
17	\$48,671	\$58,117	\$60,446
18	\$49,328	\$59,116	\$61,472
19	\$49,985	\$60,115	\$62,498
20	\$50,642	\$61,114	\$63,524

\*Must be a Licensed Social Worker

## COUNSELOR GRID

M020C

Licensed Professional

Counselor

YEARS OF EXPERIENCE

Grade C119

0	\$40,000
1	\$40,906
2	\$41,812
3	\$42,718
4	\$43,624
5	\$44,530
6	\$45,436
7	\$46,342
8	\$47,248
9	\$48,154
10	\$49,067
11	\$49,973
12	\$50,879
13	\$51,785
14	\$52,691
15	\$53,597
16	\$54,503
17	\$55,409
18	\$56,315
19	\$57,221
20	\$58,127

Must be a Licensed Counselor

**A**

1.

**2.**

**3.**

4.

**5.**

6.

**7.**

B

D.

DATE:

## **GUIDELINES FOR USING THE COUNSELING PAY GRID**

### **REQUESTING APPROVAL FOR USE OF THE GRID**

Agencies must send a written request to the Office of Personnel Management for use of the Grid within their agency. The request should include the job classifications requested for approval and a listing of the employees that will be placed on the Grid including name, job title, and current salaries. Estimated cost of the adjustments and funding source should also be provided in the request. OPM will review the request and submit it to Personnel Committee for final review.

### **LEGISLATIVE REVIEW AND APPROVAL**

The agency will be notified of the approval status of the grid by OPM after legislative review. Implementation of the grid will be made effective as of the date of approval by Legislative Council. However, actual implementation is at the discretion of the agencies on any date after the request has been approved by Legislative Council.

### **GRID RATE REVIEW**

The rates for the Grid will be reviewed and adjusted as necessary to ensure that the rates are market competitive. The rates will be established by OPM and presented to the Personnel Committee of the Legislative Council for review.

### **COMPLETING THE GRID WORKSHEET AND CALCULATIONS**

Placement within the Grid is determined by the total percentage assigned to each category used on the grid for assessment. The steps outlined below are instructions for completing the Grid Worksheet and determining the total percentages. A copy of the applicant's resume and/or application should be attached to the worksheet.

### **SECTION A: BASIC INFORMATION**

#### **1. Agency**

List the Agency name in which position is located. (Select from Dropdown menu in **CELL F1**)

#### **2. Division Name**

List the Division name in which position is located.

#### **3. Applicant Name**

List the applicant's Last Name, First Name, and Middle Initial.

#### **4. Position Number**

List the position number of the vacancy being filled as assigned in AASIS.

#### **5. Title/Grade/Class Code**

List the OPM job title (Select from dropdown menu in **CELL F5**), grade and classification code (This will automatically populate in **CELL G5 and CELL H5 respectively** based upon title selected).

#### **6. Credentials**

List degree and/or certificate credential earned by the applicant (Select from dropdown menu in **CELL F6**. Only one may be selected).

#### **7. License Number and Expiration Date**

List the license number and the expiration date.

### **SECTION B: EXPERIENCE**

**1. Work Experience** (Enter the From and To dates of relevant work. **FULL AND PART TIME EMPLOYMENT MAY NOT BE USED TOGETHER FOR THE SAME TIME PERIOD.** However, two part time employments with average weekly work hours of 20+ may be considered not to exceed 40 hours total work for the same period. Worksheet will automatically calculate the total years and months of work experience. The computations are based upon the Average Weekly hours work which you must enter in Column I. **NOTE: Credit is not allowed for any weekly hours less than 20.**) List the starting and ending dates for work experience (mm/yyyy).

**2. Work Experience**

List worker experience totals (years/months) (**Worksheet will automatically do calculations**).

**2a.** Add years and months in the appropriate columns. (**Worksheet will do this based upon title listed.**)

**3. Location**

List the city and state of applicant's previous/current position.

**4. Title**

List the applicant's previous/current job title (**select from dropdown menu; one must be selected**).

**5. Average Weekly Hours**

Enter the average hours worked per week. You must enter the average hours in order for calculations to occur.

**Credit is not allowed for any hours below 20.**

**SECTION C: SALARY CALCULATIONS AND AGENCY APPROVALS**

(Salary computations will be computed automatically)

**1. Annual Salary**

Based on "Total Years Experience" as listed on line 2A, section B by using the appropriate pay grid classification.

**2. Hourly Rate**

Divide the annual salary as listed on line 1, section D by 2080 and record on line 2, section D to determine hourly rate.

**3. Approvals**

The agency's chain of command for approval authority is at the discretion of the agency director. However, the human resources official must review the worksheet for accuracy.

	M026C	M088C	M009C	M020C	L033C	L003C	L001C
0	\$37,500	\$40,250	\$43,000	\$40,000	\$39,199		\$65,000
1	\$38,157	\$41,249	\$44,026	\$40,906	\$40,280		\$66,053
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6	\$41,442	\$46,244	\$49,156	\$45,436	\$45,685	\$61,020	\$71,318
7	\$42,099	\$47,243	\$50,182	\$46,342	\$46,766	\$62,772	\$72,371
8	\$42,756	\$48,242	\$51,208	\$47,248	\$47,847	\$64,524	\$73,424
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12	\$45,384	\$53,122	\$55,316	\$50,879	\$52,171	\$70,482	\$77,636
13	\$46,041	\$51,421	\$56,342	\$51,785	\$53,264	\$71,709	\$78,689
14	\$46,700	\$55,120	\$57,368	\$52,691	\$54,345	\$72,936	\$79,742
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