

EXHIBIT G.3



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

OFFICE OF PERSONNEL MANAGEMENT
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August 15, 2017

Senator John Cooper, Co-Chairperson
Representative Les Eaves, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management submits a request from the Arkansas Department of Correction (ADC) for hazardous duty compensation differentials in accordance with Ark. Code Ann. §21-5-221.

Hazardous duty differentials were established for the following classifications at 6% by the Personnel Subcommittee for Fiscal Year 2018 during the May 2017 meeting:

- T033C, ADC/DCC Major, GS10
- T048C, ADC/DCC Captain, GS09
- T054C, ADC/DCC Lieutenant, GS07
- T065C, ADC/DCC Correctional Sergeant, GS06
- T075C, ADC/DCC Corporal, GS05
- T059C, ADC/DCC Food Preparation Manager, GS05
- T083C, ADC/DCC Correctional Officer I, GS04
- T070C, ADC/DCC Food Preparation Supervisor, GS04

ADC requests to increase hazardous differentials for these classifications to 10% in the following correctional institutions:

- Cummins
- East Arkansas Regional Unit
- Varner
- Varner Supermax

The correctional institutions above are where ADC houses its most dangerous inmates; in order to encourage employees to work in these units, ADC requests that the currently approved hazardous duty differential be increased from 6% to 10% for these classifications at these facilities only. ADC has also requested that incumbents in these classifications at these facilities be eligible for additional hazardous duty pay of 10% when working in areas deemed to be of the highest possible security level: administrative segregation, punitive isolation, and death row. ADC previously had a salary administration grid to differential these institutions, but in light of the pay plan, has decided to discontinue its grid and use only differentials.

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OPM analyzed ADC's request for these differentials. Approximately 801 incumbents would be potentially eligible for these differentials in the four correctional facilities listed above. The cost of ADC's request to move from 6% differentials to 10% differentials for current incumbents for an entire fiscal year is estimated to be \$1,178,032. The additional hazardous duty pay for areas like death row is only paid by ADC for actual hours worked in those areas; if the average time for all incumbents is about 25%, then OPM estimates that the cost of these additional payments would be \$294,508, making the total cost for ADC's request an estimated \$1,472,540.

Considering the type of duties the incumbents perform, the types of facilities and their respective locations, and the types of inmates encountered, OPM **recommends** ADC's request for continuation of hazardous duty compensation differentials for Fiscal Year 2018.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill

State Personnel Administrator



Chief Fiscal Officer of the State

JUL 25 2017

Date

KB/cmb:1-2

AGENDA
Uniform Personnel Classification and Compensation Plan Subcommittee
of the
Arkansas Legislative Council

Tuesday, August 15, 2017

09:00 AM

Room B, MAC

Little Rock, Arkansas

Sen. John Cooper, Co-Chair
Sen. Joyce Elliott, Vice-Chair
Sen. Larry Teague
Sen. Missy Irvin
Sen. Uvalde Lindsey
Sen. Gary Stubblefield
Sen. Jimmy Hickey, Jr
Sen. Greg Standridge
Sen. Bill Sample, ex-officio
Sen. Terry Rice, ex-officio

Rep. Les Eaves, Co-Chair
Rep. Lane Jean, Vice-Chair
Rep. Reginald Murdock
Rep. Kim Hammer
Rep. David Fielding
Rep. David Whitaker
Rep. Justin Gonzales
Rep. Mathew W. Pitsch
Rep. David L. Branscum, ex-officio
Rep. Jim Dotson, ex-officio

A. Call to Order

B. Communications

1. Quarterly Employment Report-Fourth Quarter FY2017
 - (A) State Agencies
 - (B) Institutions of Higher Education
2. Chief Fiscal Officer of the State Special Entry Rate/Labor Market/Movement Report
(Mr. Larry Walther, Director)
3. Report of Grid Movements and Usage
 - University of Arkansas for Medical Science - (Dr. Daniel Rahn, Chancellor)
 - Arkansas Teacher Retirement System- (Mr. George Hopkins, Director)
 - Bank Department - (Ms. Candace Franks, Commissioner)
 - Department of Correction - (Ms. Wendy Kelley, Director)
 - Department of Education - (Mr. Johnny Key, Commissioner of Education)
 - Department of Health - (Dr. Nathaniel Smith, Director)
 - Department of Human Services – (Ms. Cindy Gillespie, Director)
 - State Police – (Colonel William Bryant, Director)
4. Department of Higher Education – Provisional Positions Report for new and continued positions. One thousand, seven hundred and fifty-six (1,756) current positions and thirty-nine (39) new positions are approved for thirteen (13) Four-Year Institutions of higher education; six hundred and fifteen (615) current positions and ninety-four (94) new positions are approved for twenty-two (22) Two-Year Institutions of higher education for educational projects made possible by new funds from additional federal funds, grants, gifts, or collections received by the institutions. (Dr. Maria Markham, Director)
 - (A) Arkansas Public Higher Education New & Continued Provisional Positions Report Four-Year Institutions
 - (B) Arkansas Public Higher Education New & Continued Provisional Positions Report Two-Year Institutions

Note: All exhibits for this meeting are available by electronic means and are accessible on the General Assembly's website at www.arkleg.state.ar.us

Notice: Silence your cell phones. Keep your personal conversations to a minimum. Observe restrictions designating areas as "*Members and Staff Only*"

5. Notification from the Arkansas Public Employees Retirement System for the utilization of the authorized temporary pool positions for the fourth quarter of fiscal year 2017 (04/01/2017-06/30/2017). Five of ten positions were utilized during this period as reflected in the table provided. (Ms. Gail Stone, Executive Director)
 6. Report from Arkansas Game and Fish Commission (Mr. Jeff Crow, Director)
- C. Request from the Arkansas Department of Health regarding a Reduction in Force to retain the annual salaries of five employees' for Fiscal Year 2018 as established by Ark. Code. Ann. §21-5-214(i). (Dr. Nathaniel Smith, Director)
- D. Requests to obtain pool positions from OPM Surrender Pool established by A.C.A. §21-5-225(a).

1. Agency: Arkansas Department of Human Services (Ms. Cindy Gillespie, Director)

<u>Positions Surrendered</u>	<u>Title</u>	<u>Class Code</u>	<u>Grade</u>
22104169	Cook	SO86C	GS01
22098375	Cashier	C078C	GS01
22097864	Call Center Specialist	D092C	GS02
22097974	Residential Care Technician	M083C	GS02
22098315	Residential Care Technician	M083C	GS02
22099381	Residential Care Technician	M083C	GS02
22099582	Call Center Specialist	D092C	GS02
22102729	Call Center Specialist	D092C	GS02
22102895	Recreational Activity Leader II	M076C	GS02
22104049	Administrative Specialist I	C087C	GS02
22111725	Call Center Specialist	D092C	GS02
22109542	Recreational Activity Leader II	M076C	GS02
22099616	Public Safety Officer	T055C	GS05
22103417	DHS Division Chief Fiscal Officer	A024C	GS11
22164566	DHS Policy & Research Director	N167N	GS12
22168861	DHS Dep. Chief Fin Officer-Med Svc	A019N	GS15
22102759	State Drug Prevention Director	N162N	GS12

DHS also requests the establishment of three new (3) Classifications:

<u>Proposed Titles</u>	<u>Class Code</u>	<u>Grade</u>
DHS Medicaid Chief Finance Officer	NEW	SE02
DHS State Director of Drug Prevention	NEW	SE01
Assistant Deputy Director of Legislative Affairs	NEW	GS13

2. Agency: Arkansas Department of Correction (Ms. Wendy Kelley, Director)

<u>Positions Surrendered</u>	<u>Title</u>	<u>Class Code</u>	<u>Grade</u>
22084597	DHS Program Administrator	N097N	GS09

<u>Classification Requested</u>	<u>Class Code</u>	<u>Grade</u>
Sex Offender Community Notification Assessment Administrator	NEW	GS12

E. Requests for a continuation of a Second Language Differential for Fiscal Year 2018 as established by Ark. Code Ann. §21-5-221(j).

1. Agency: Arkansas State Police (Colonel William Bryant, Director)
Four (4) Incumbents; FY17 total cost \$10,481
2. Agency: Department of Human Services (Ms. Cindy Gillespie, Director)
Twenty-nine (29) Incumbents; FY17 total cost \$63,136

F. Request for establishment of Certification and Compensation Differentials for Fiscal Year 2018 in accordance with Ark. Code Ann. §21-5-221:

1. **Arkansas State Police** (Colonel William Bryant, Director)
Establishment of Certification Differential (10%); 9 employees; estimated FY18 cost \$26,141
2. **Arkansas Department of Veterans Affairs** (Mr. Nathaniel Todd, Director) & **Department of Human Services** (Ms. Cindy Gillespie, Director)
Establishment of Certain Compensation Differentials (10%); 241 employees; estimated FY18 cost \$378,454

G. Request for continuation of Compensation and Hazardous Duty Differentials for Fiscal Year 2018 in accordance with Ark. Code Ann. §21-5-221:

1. **Department of Human Services** (Ms. Cindy Gillespie, Director)
Continuation of On-Call Compensation Differentials; FY17 total cost \$62,937
2. **Arkansas Department of Health** (Dr. Nathaniel Smith, Director)
Continuation of certain Compensation Differentials; (6-10%); 240 employees; estimated FY18 cost \$808,970
3. **Arkansas Department of Community Correction** (Ms. Sheila Sharp, Director)
Continuation of Hazardous Duty Differentials (6%); 17 employees; FY17 cost \$46,066
Continuation of Geographic Differentials (6%); 70 employees; FY17 total cost \$175,607
Continuation of Certification Differentials (6%); 64 employees; FY17 total cost \$155,427
4. **Arkansas Military Department** (Major General Mark Berry)
Continuation of Hazardous Duty Differentials (10%); 45 employees; estimated FY18 cost \$142,996
5. **Arkansas Department of Correction** (Ms. Wendy Kelley, Director)
Continuation/Increase in Hazardous Duty Differentials (from 6% to 10%); 801 employees; estimated FY18 cost \$1,472,540

H. Requests to obtain pool positions from Department of Higher Education Central Pool established by A.C.A. §21-5-1415 Act 599 of 2017.

1. Institution: East Arkansas Community College (Dr. Coy Grace, President)

Requested

Title: Chief Career & Technical Education Officer
LIM-FY18: \$121,513
Number of Positions: 1

Recommended

Title: Chief Career & Technical Education Officer
LIM-FY18: \$121,513
Number of Positions: 1

Requested

Title: Faculty- 9 Month
LIM-FY18: \$86,379
Number of Positions: 22

Recommended

Title: Faculty- 9 Month
LIM-FY18: \$86,379
Number of Positions: 22

(continued)

2. Institution: Henderson State University (Dr. Glen Jones, President)

Requested

Title: Project/Program Director
LIM-FY18: \$105,293
Number of Positions: 2

Recommended

Title: Project/Program Specialist
LIM-FY18: \$105,293
Number of Positions: 2

Requested

Title: Project/Program Manager
LIM-FY18: \$95,420
Number of Positions: 1

Recommended

Title: Project/Program Manager
LIM-FY18: \$95,421
Number of Positions: 1

Requested

Title: Project/Program Specialist
LIM-FY18: \$82,327
Number of Positions: 2

Recommended

Title: Project/Program Specialist
LIM-FY18: \$82,328
Number of Positions: 2

3. Institution: Arkansas State University-Jonesboro (Dr. Kelly Damphousse, Chancellor)

Requested

Title: Project/Program Specialist
LIM-FY18: \$82,328
Number of Positions: 2

Recommended

Title: Project/Program Specialist
LIM-FY18: \$82,328
Number of Positions: 2

Requested

Title: Graduate Assistant-12 Month
LIM-FY18: \$49,727
Number of Positions: 10

Recommended

Title: Graduate Assistant-12 Month
LIM-FY18: \$49,727
Number of Positions: 10

4. Institution: University of Arkansas at Pine Bluff (Dr. Laurence Alexander, Chancellor)

Requested

Title: Development/Advancement Manager
LIM-FY18: \$94,103
Number of Positions: 1

Recommended

Title: Development/Advancement Manager
LIM-FY18: \$94,103
Number of Positions: 1

I. Requests for the continuation of Central Pool positions in the Higher Education Central Pool authorized by Act 599 of 2017.

University of Central Arkansas (Dr. Houston Davis, President)

Title: Academic Counselor
LIM-FY18: \$73,177
Number of Positions: 1

Arkansas State University-Newport (Dr. Sandra Massey, Chancellor)

Title: Part-Time Faculty
LIM-FY18: \$53,230
Number of Positions: 30

(continued)

University of Arkansas-Rich Mountain (Dr. Phillip Wilson, President)

Title: Multi-Media Specialist
Grade-FY18: C113
Number of Positions: 1

Title: Maintenance Technician
Grade-FY18: C113
Number of Positions: 1

Title: Administrative Specialist II
Grade-FY18: C112
Number of Positions: 1

Cossatot Community College of the University of Arkansas (Dr. Steve Cole, Chancellor)

Title: Director of Food Service
LIM-FY18: \$81,945
Number of Positions: 1

Title: Director of Distance Learning
LIM-FY18: \$92,987
Number of Positions: 1

Title: Public Safety Officer
Grade-FY18: C116
Number of Positions: 3

- J. Request from North Arkansas College for review of Salary Adjustments of more than two percent (2%).
(Dr. Randy Esters, President)
- K. Report from Arkansas Department of Higher Education of Salary Adjustments pursuant to Ark. Code Ann. §21-5-1409(d). (Dr. Maria Markham, Director)
- L. Employee Disclosure/Certification and Employment of Family Members Request established by A.C.A § 21-1-402(b).

Agency: Arkansas Department of Higher Education
Applicant: Ms. Willie Murdock, spouse of Representative Reginald Murdock
Classification: N045N, ADHE Career Pathways Director
Grade: GS13
Salary Range: \$77,862-\$112,899
Position number: 22132325
Proposed Salary: \$85,000 (9.17% above entry pay for Grade GS13)

- M. Other Business

(continued)

SUPPLEMENTAL AGENDA
Uniform Personnel Classification and Compensation Plan
Subcommittee of the Arkansas Legislative Council
Tuesday, August 15, 2017
9:00 a.m., Room B, MAC

N. Requests to obtain pool positions from OPM Surrender Pool established by A.C.A. §21-5-225(a).

1. Agency: Arkansas Department of Environmental Quality (Ms. Becky Keogh, Director)

<u>Positions Surrendered</u>	<u>Title</u>	<u>Class Code</u>	<u>Grade</u>
22091206	Engineer	B042C	GS09
22090999	Grants Coordinator	G147C	GS07
22091021	Ecologist	B065C	GS07
22091246	Environmental Program Coordinator	X054C	GS07
22099370	Grants Analyst	G180C	GS06
22091165	Administrative Specialist III	C056C	GS04
22091046	Administrative Specialist II	C073C	GS03
22091153	Administrative Specialist II	C073C	GS03
22091109	Public Information Specialist	P027C	GS06

ADEQ also requests the following titles and positions of nine (9) classifications:

<u>Position Titles</u>	<u>Class Code</u>	<u>Grade</u>
ADEQ Director of Information Technology (1 position)	NEW	IT10
ADEQ Used Tire Program Manager (1 position)	NEW	GS13
ADEQ Used Tire Program Coordinator (3 positions)	NEW	GS12
ADEQ Financial Manager (1 position)	NEW	GS12
ADEQ Tire Fund Coordinator (1 position)	NEW	GS10
Administrative Analyst (2 positions)	C037C	GS06

O. Adjournment