

# EXHIBIT F



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) 682-1753  
FAX: (501) 682-5104

January 16, 2018

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 (OPM) submits a request from the Arkansas Military Department to reestablish a certification differential previously established by Ark. Code Ann. §21-5-221.

The Arkansas Military Department has requested reestablishment of certification differentials for the following classifications:

<u>Class Code</u>	<u>Title</u>	<u>Grade</u>	<u>Salary Range</u>
T019C	Director of Public Safety	GS08	\$45,010 - \$65,264
T030C	Public Safety Commander I	GS07	\$40,340 - \$58,493
T051C	Public Safety Supervisor	GS06	\$36,155 - \$52,424
T049C	Military Firefighter Shift Leader	GS06	\$36,155 - \$52,424
T055C	Public Safety Officer	GS05	\$32,405 - \$46,987
T060C	Senior Military Firefighter	GS05	\$32,405 - \$46,987
T067C	Public Safety Officer II	GS05	\$32,405 - \$46,987
T066C	Military Firefighter	GS04	\$29,046 - \$42,116

The certification differentials requested for the above listed classifications are as follows:

<u>CERTIFICATIONS/LICENSURES</u>	<u>PERCENTAGES</u>
Intermediate Law Enforcement	2%
Advanced Law Enforcement	3%
Senior Law Enforcement	4%
Automatic Defibrillator Instructor	1%

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Police and Fire Instructor	1%
Fire Officer III Certificate	3%
Fire Officer IV Certificate	4%
Fire Inspector I Certificate	1%

The differential request is based upon the desire to retain highly trained employees and encourage fire and safety staff to achieve higher levels of proficiency. Incentive payments will be eligible for the highest level of Law Enforcement or Fire Officer Certification held. The eligible certifications will be reviewed annually. In Fiscal Year 2018, OPM estimates that 30 employees at the agency will qualify to receive the differential up to 10% with a maximum potential cost of \$21,630.40.

The Office of Personnel Management has reviewed the submitted documentation by the Arkansas Military Department and recommends approval of a certification differential for the above classifications to be effective through Fiscal Year 2018.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



Chief Fiscal Officer of the State

JAN 03 2018

Date

KB/sp:1-2



Directorate of State Resources  
Bldg. 4201, Camp Robinson  
North Little Rock, Arkansas 72199-9600

ASA HUTCHINSON  
Governor

Abbi Bruno  
Human Resources Administrator

December 4, 2017

Kay Barnhill, OPM Administrator  
Office of Personnel Management  
Department of Finance and Administration  
P. O. Box 3278  
Little Rock, AR 72203

Dear Ms. Barnhill,

The Arkansas State Military Department (AMD) is requesting certification pay for certifications obtained by certified law enforcement officers and firefighters.

Arkansas code 21-5-221(g)1 allows for a professional certification differential of up to ten percent (10%) for job-related professional certifications for individual positions or for specific classifications within a state agency may be authorized if the certification is:

- (A) From a recognized professional certifying organization and is determined to be directly related to the predominant purpose and use of the position or classification; and
- (B) Not included as a minimum qualification established or as a special requirement for the classification by the official class specification.

(2)(A) A professional certification differential may be paid only while the certification is current and maintained by the employee and while employed in a position or classification covered by the plan.

(B) Documentation of continuation or renewal of the certification of the employee is required for continuation of the certification differential.

Arkansas Military Department is requesting approval for Certificate Pay/continuation of Certificate Pay for the following classifications for FY2018:

T019C Director of Public Safety	GS08
T030C Public Safety Commander I	GS07
T051C Public Safety Supervisor	GS06
T067C Public Safety Officer II	GS05



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Human Resources Administrator

T055C Public Safety Officer	GS05
Senior Military Firefighter	GS05
Military Firefighter Shift Leader	GS06
Military Firefighter	GS04

Eligible Certificate Types are as follows:

General Law Enforcement	1%
Intermediate Law Enforcement	2%
Advanced Law Enforcement	3%
Senior Law Enforcement	4%
Automatic Defibrillator (AED) Instructor	1%
Emergency Medical Technician	1%
Police and Fire Instructor	1%
Fire Officer III Certificate	1%
Fire Officer IV Certificate	4%
Fire Inspector I Certificate	1%

When cadets come out of law enforcement training and are hired by an agency they are on probation for one year. At the end of that year, if successful, they receive a "basic" certification. Subsequent Law Enforcement Certificates are earned based on additional training and years of experience.

Firefighters come out of training with Firefighting 1 and Firefighting 2 certificates and are certified as First Responders and in Cardiopulmonary Resuscitation. Firefighting 3 and 4 certificates are earned through advanced training.

Your favorable approval of the certification differential request would be greatly appreciated.

Thank you for your consideration.

Very Respectfully,

A handwritten signature in cursive script, appearing to read "Abbi Bruno".

Abbi Bruno  
HR Administrator