

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

June 14, 2023

The Honorable Breanne Davis, Co-Chairperson
 The Honorable Mark Berry, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Senator Davis and Representative Berry:

The Office of Personnel Management (OPM) submits a request from Department of Parks, Heritage, & Tourism (ADPHT), Division of Parks and Tourism, to utilize the Certification Differential up to 10% as established by Ark. Code Ann. §21-5-221(b). The classifications effected are listed below:

CLASSIFICATIONS REQUESTED

<u>CLASS</u>			
<u>CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
S065C	Maintenance Assistant	GS01	\$22,880 - \$31,900
S017C	Maintenance Coordinator	GS07	\$40,340 - \$58,493
S004C	Maintenance Manager	GS08	\$45,010 - \$65,264
S050C	Maintenance Specialist	GS03	\$26,034 - \$37,749
S033C	Maintenance Supervisor	GS06	\$36,155 - \$52,424
S046C	Maintenance Technician	GS04	\$29,046 - \$42,116
B085C	Park Superintendent I	GS06	\$36,155 - \$52,424
B071C	Park Superintendent II	GS07	\$40,340 - \$58,493
B048C	Park Superintendent III	GS08	\$45,010 - \$65,264
B031C	Park Superintendent IV	GS09	\$50,222 - \$72,821
B027C	Park Superintendent V	GS10	\$56,039 - \$81,256
S022C	Skilled Trades Supervisor	GS06	\$36,155 - \$52,424

Office of Personnel Management

501 Woodlane Street, Suite 205 * Little Rock, AR 72201 * 501.682.1753

The Honorable Breanne Davis, Co-Chairperson
The Honorable Mark Berry, Co-Chairperson
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JUSTIFICATION

Parks is requesting the Certification Differential for positions that are required to maintain Wastewater Operators Licenses to ensure environmental compliance of the eighteen (18) wastewater treatment plants at various state parks across the state.

The following will be the criteria for becoming eligible to receive the differential:

- The professional certification must be above the minimum qualifications for the position and directly related to the job functions.
- The professional certification must be from a recognized Certification organization such as the Arkansas Department of Environmental Quality (ADEQ).
- The professional certification must be current and maintained while employed in the position.
- There must be documentation that the certifications are renewed on file.

The percentage provided to the employees will be determined in the same fashion as the parks are classified as outlined below:

Wastewater Level 1	2%
Wastewater Level 2	4%
Wastewater Level 3	6%

This request will affect potentially seventy-five (75) positions identified by the department and is expected to cost approximately \$113,359, including matching, to implement and no additional general revenue funds are requested. The Office of Personnel Management has reviewed these requests and **recommends** the approval of twelve (12) classifications to become eligible for the Certification Differential.

Your consideration of this request is greatly appreciated.

Kay K Barnhill

STATE PERSONNEL DIRECTOR

6/11/23
DATE

KB/sd:1-2



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Sarah Huckabee Sanders
Governor
Mike Mills
Secretary

May 16, 2023

Kay Barnhill, State Personnel Director
Transformation and Shared Services, Office of Personnel Management
501 Woodlane, Suite 205
Little Rock, AR 72201

Dear Director Barnhill:

We are requesting approval for professional certification pay for those employees whose positions are required to maintain a Wastewater Operators License to ensure environmental compliance of the wastewater treatment plants at various state parks around the state.

There are 18 wastewater treatment plants at Arkansas state parks which fall under the category of municipal wastewater treatment plants as defined by the Arkansas Department of Environmental Quality. We have identified 75 specific positions responsible for operating these plants, and professional licensure as an operator is required for doing so. Enclosed is our plan to provide a pay differential for employees occupying those positions. If approved, incumbent employees would receive the differential as would employees who are required to complete the licensure process in the future.

Please let me know if you need additional information on this request.

Sincerely,

David Flake
HR Director

Encls.

**Arkansas Department of Parks, Heritage, and Tourism
Request for Certificate Pay Differential
for Wastewater Operators**

The following contains required Office of Personnel Management information necessary to justify and process ADPHT's request to provide a professional certification differential for regular salary positions within the Division of Arkansas State Parks. These positions are required to maintain a current wastewater operator licenses to ensure the operation of treatment plants at various locations around the state. Wastewater treatment plants at state parks fall under the category of municipal wastewater treatment plants as defined by the Arkansas Department of Environmental Quality (ADEQ).

- I. The professional certification must be above the required minimum qualifications for position titles and directly relate to the job function and duties being performed.**
- a. Currently, there are position titles at 18-park locations maintaining wastewater operator licenses necessary in the performance of their duties. It should be noted that these licenses for the same position titles are not required at other park locations.
 - b. During an internal review of the position titles (listed below), it was determined that the job-required professional certifications exceeded the required minimum qualifications for each position title.

Park Superintendent I	Maintenance Manager
Park Superintendent II	Maintenance Supervisor
Park Superintendent III	Skilled Trades Supervisor
Park Superintendent IV	Maintenance Technician
Park Superintendent V	Maintenance Specialist
Maintenance Coordinator	Maintenance Assistant

- II. The professional certification must be from a recognized certifying organization.**
- a. Enforcement Branch employees of the Arkansas Division of Environmental Quality (ADEQ) oversee the Wastewater Operator Licensing Program, traveling the state to test and license operators of municipal and industrial wastewater treatment plants. ADEQ is a division of the Arkansas Department of Energy & Environment.
 - b. Requirements for the licensing of wastewater treatment plant operators were established by the Arkansas Pollution Control and Ecology Commission. Operators qualify for licenses by completing approved training and passing an examination. License types include Class I, II, III, and IV for municipal wastewater treatment plants. Licenses are fully regulated by ADEQ.
- III. The professional certification must be current and maintained by an employee while employed in an authorized position or specific classification.**
- a. The attached Wastewater Operators Report identifies park location, classification of plant, employee name, position title, position number, personnel number, and operator's license classification. This report also identifies positions which need to complete licensure as required by their duties. ADPHT will perform an internal certification audit on each license holder annually.
- IV. There must be documentation that the professional certifications are continued or renewed.**
- a. ADEQ maintain records of all training and issues licenses once all requirements are met. They also suspend licenses if all requirements are not met by operators.
 - b. The current status of an operator's license can be retrieved from ADEQ at the following link:
<https://www.adeq.state.ar.us/water/enforcement/wwl/operators.aspx#Display>

V. Why is the professional certification required?

- a. Wastewater, construction, stormwater, and pretreatment are managed through the National Pollutant Discharge Elimination System (NPDES) permit program, authorized by Section 402 of the Federal Clean Water Act. ADEQ has authority from the U.S. Environmental Protection Agency (EPA) to issue NPDES permits, which control the discharge of treated wastewater into streams, rivers, and other waterways. ADEQ requires that all NPDES wastewater treatment plants have licensed operators. The wastewater treatment plants at Arkansas State Parks are NPDES wastewater treatment plants, so must have permits and licensed operators.
- b. Every owner of a wastewater treatment plant is required to employ one licensed operator with a license classification equivalent to the treatment plant's classification. Also, anyone whose regular job duties may directly affect the process operation of the wastewater treatment plant must obtain a license.

VI. Why was the professional certification not required in the past?

- a. This matter has recently gained priority due to tighter operational permit parameters imposed regarding wastewater plant operations.
- b. Historically, ASP has witnessed few ADEQ compliance issues regarding plant operation; however, with tighter discharge parameters provided from the EPA to ADEQ, we are now witnessing seven wastewater plants that our out of environmental compliance with corrective action plans either working or under development. The hardship and knowledge required to maintain our plants has placed operational stress on our current maintenance personnel (more work hours and staff cognitive ability) who could work in the same capacity at the same rate of pay at a location which does not have a wastewater treatment plant. We want to provide additional incentive for employees to remain licensed and working where needed.

VII. Provide every position number that the professional certification will affect.

- a. The attached Wastewater Operators Report identifies park location, classification of plant, employee name, position title, position number, personnel number, and operator's license classification. This report also identifies positions which need to complete licensure as required by their duties.
- b. It should be noted that the Wastewater Operators Report is a current snapshot (1/12/23) of the Arkansas State Park's positions required to possess a wastewater license. Also, remember each location most possess a minimum of one operator equal to the wastewater classification. Other operators may have a lower wastewater license classification due to the ADEQ enforced experience and training required to move through the license classification process (see section VIII for more detail).

VIII. What is the recommendation professional certificate pay for licensed wastewater operators?

- a. ADEQ designates the required permit classification for each wastewater plant, which correlates with each park's permit classification (class I, II, and III). Wastewater license requirements are as follows:
 - i. For a Class I WW License:
 1. High school diploma, GED, or equivalent years of work experience
 2. Satisfactory completion of 40 hours of approved training or equivalent, as determined or defined by the ADEQ Wastewater Licensing Committee
 3. Pass the Class I Exam
 - ii. Class II WW License:
 1. Possess a Class I license
 2. Carried out the duties of a Class I operator
 3. Satisfactory completion of 80-hours of approved training or equivalent or substitute training as determined or defined by the ADEQ Wastewater Licensing Committee
 4. Two-years' experience
 5. Pass the Class II Exam
 - iii. Class III WW License:
 1. Possess a Class II license
 2. Carried out the duties of a Class II operator

3. Satisfactory completion of 120-hours of approved training or equivalent or substitute training as determined or defined by the ADEQ Wastewater Licensing Committee
 4. Three-years' experience (with one year in treatment plant operation)
 5. Pass the Class III Exam
- b. Due to the required progression in training and years of experience, ADPHT is requesting the following professional certificate pay for licensed wastewater operators:
1. Wastewater I 2% pay increase (entry level license)
 2. Wastewater II 4% pay increase (2-year commitment to obtain license)
 3. Wastewater III 6% pay increase (3-to-5-year commitment to obtain license)

Process

Arkansas State Park's guidelines for receiving, maintaining, and salary adjustments for a wastewater pay differential (WPD):

- To receive a WPD, staff are required to possess a current wastewater license and must be currently supporting wastewater treatment plant operations.
- All wastewater operators will be allowed to maintain a WPD by meeting AEDQ training and licensing requirements. Failure to do so will eliminate the employee's WPD and possibly cause performance action to be taken.
- An HR audit will be conducted annually to verify the status of all staff wastewater licenses. Deficiencies will negate the WPD and possibly cause performance action to be taken.
- Arkansas Division of Environmental Quality (ADEQ) designates the required permit classification for each wastewater plant, which correlates with each park's permit classification (class I, II, and III). Wastewater operator's WPD will not exceed the WPD for the license status required of the permit. Exception: Employees who are transferred or promoted to other locations where the park's permit classification is lessor than the employee's wastewater operator's license will be allowed to maintain their current WPD.
- Wastewater operators will receive a 2% WPD of current gross salary for each required sequential received license.
- All current licensed wastewater operators will receive either a 2%, 4%, or 6% WPD, which correlates with their current license status (class I, II, or III).
- New wastewater operators must submit a training request and be approved by the ASP Manager of Operations before attending training for a wastewater license. Once approved, this will allow the employee to gain access to the WPD program.
- The appropriate WPD increase (2% increments) will go into effect upon receiving a change in license status.
- Each park requiring an AEDQ wastewater permit will be required to have a minimum of one uniform staff member and one maintenance staff member possess licensure required of the permit.

**Arkansas State Parks
Wastewater Operators License Report as of 5-15-23**

Parks (Current Park Classification)	Class Plant	Employee Name	Position Title	Position Number	Personnel Number	License Classification
Cane Creek	2	Matthew Manos	Park Superintendent III	22092518	96484	Class 1
Cane Creek	2	Lonnie Johnson	Maintenance Technician	22092403	117802	Class 1
Crowley's Ridge	1	William Mansfield	Maintenance Technician	22092305	99709	Class 1
Crowley's Ridge	1	Samuel Martin	Maintenance Specialist	22092380	128861	Class 1
Crowley's Ridge	1	William Mansfield	Maintenance Technician	22092305	99709	Class 1
Crowley's Ridge	1	Samuel Martin	Maintenance Specialist	22092380	128861	Class 1
Crowley's Ridge	1	Mary Buchman	Park Superintendent III	22092578	88937	Class 1
Crowley's Ridge	1	Daniel Browne	Park Superintendent II	22092519	115502	Class 1
Daisy	2	Ashlea Lawson	Maintenance Specialist	22092378	99865	Class 2
Daisy	2	Terry Scott	Maintenance Technician	22092306	94472	Class 1
Daisy	2	Randall Hainen	Park Superintendent I	22092415	56516	Class 2
Daisy	2	Roger McCauley	Maintenance Specialist	22092316	63990	Class 1
DeGray	3	Gary Hunt	Maintenance Technician	22092296	131177	Class 2
DeGray	3	Bret Drain	Maintenance Supervisor	22092102	105864	Class 3
DeGray	3	Randall "Cameron" Huffman	Maintenance Specialist	22092100	93208	Class 2
DeGray	3	Michael Taylor	Maintenance Technician	22092175	113199	Class 2
DeGray	3	Walt Reding	Park Superintendent V	22092598	48867	Class 3
Devil's Den	3	Mark McBride	Maintenance Specialist	22092367	24737	Class 2
Devil's Den	3	Blake Smith	Maintenance Technician	22092116	25999	Class 1
Devil's Den	3	Monte Fuller	Park Superintendent IV	22092579	26026	Class 3
Devil's Den	3	Vacant	Maintenance Specialist	22092180		No License
Lake Catherine	3	Gary Stipe	Maintenance Technician	22092292	119432	Class 2
Lake Catherine	3	Cheryl Vincent	Park Superintendent IV	22092574	40241	Class 1
Lake Catherine	3	Nick Lowe	Park Superintendent III	22092523	118829	Class 1
Lake Charles	3	Vacant	Maintenance Technician	22092182		No License
Lake Charles	3	Vacant	Park Superintendent I	22092409		No License
Lake Charles	3	Mick Haven	Park Superintendent II	22092573	126205	No License
Lake Ouachita	2	John E Smith	Maintenance Specialist	22092177	25241	Class 2
Lake Ouachita	2	Kyle Vanderburg	Maintenance Technician	22092125	82709	Class 2
Lake Ouachita	2	James Wilborn	Park Superintendent IV	22092575	24486	Class 2
Lake Ouachita	2	Jeff Shell	Park Superintendent III	22092562	68207	Class 2
Millwood	3	Michael Burks	Maintenance Specialist	22092303	150441	No License
Millwood	3	Eric Lindy	Park Superintendent II	22092421	92262	Class 2
Millwood	3	Joshua Wray	Maintenance Technician	22092191	112985	Class 2
Mississippi River	1	Kristina Root	Park Superintendent III	22078270	64126	Class 1
Mississippi River	1	Ellen Starnes	Park Superintendent II	22162910	133878	No License
Mississippi River	1	Stephen Zink	Maintenance Technician	22092287	76977	Class 2
Mount Magazine	3	Frank Gillespie	Maintenance Coordinator	22116849	56860	Class 4
Mount Magazine	3	Vacant	Park Superintendent IV	22116845		No License
Mount Magazine	3	James O'Quinn	Maintenance Technician	22116872	140281	Class 1
Mount Magazine	3	Nickolas Winecoff	Maintenance Specialist	22092290	141790	Class 1
Mount Magazine	3	Ed Reece	Maintenance Technician	22092140	148394	Class 1
Mount Magazine	3	Patrick Cotton	Maintenance Specialist	22092012	146734	Class 1
Mount Nebo	3	Daniel George	Maintenance Technician	22092141	74182	Class 2
Mount Nebo	3	Scott Waniewski	Park Superintendent III	22092534	26158	Class 3
Mount Nebo	3	Brian Sides	Maintenance Specialist	22076517	144894	No License
Mount Nebo	3	Chris Swindler	Maintenance Specialist	22092309	146775	No License
Mount Nebo	3	Vacant	Park Superintendent II	22092420		No License
Petit Jean	3	Mike McGohan	Maintenance Technician	22092174	25284	Class 3
Petit Jean	3	Joseph Buckley	Park Superintendent V	22092599	24442	Class 2
Petit Jean	3	David Caldwell	Park Superintendent IV	22092528	24344	Class 2
Petit Jean	3	Kerry Hearnberger	Maintenance Supervisor	22092368	98564	No License
Petit Jean	3	Jimmy Chronister	Maintenance Technician	22092147	25060	No License
Queen Wilhelmina	3	Gerald "James" Henderson	Maintenance Technician	22092371	58848	Class 3
Queen Wilhelmina	3	Jeffrey Whitaker	Skilled Trades Supervisor	22092510	89327	Class 2
Queen Wilhelmina	3	Lester "Dru" Edmond	Park Superintendent IV	22092582	91123	No License

Queen Wilhelmina	3	Casey Hines	Park Superintendent III	22092410	35540	Class 1
Toltec Mounds	2	Dave Gammel	Maintenance Technician	22092118	24535	Class 2
Toltec Mounds	2	Jonathan "Stewart" Carlton	Park Superintendent II	22092545	25533	Class 3
Village Creek	2	Vacant	Maintenance Technician	22092318		No License
Village Creek	2	Michael Mitchell	Maintenance Specialist	22092057	133633	Class 1
Village Creek	2	William Ward	Park Superintendent III	22092535	95197	No License
White Oak Lake	3	Jason Jackson	Maintenance Technician	22092187	50851	Class 3
White Oak Lake	3	Robert Hauger	Park Superintendent I	22092414	40300	Class 1
White Oak Lake	3	Daniel Shelman	Park Superintendent II	22092537	80344	Class 1
White Oak Lake	3	Alfred Boyce	Maintenance Assistant	22092170	118789	Class 1
Woolly Hollow	3	Robert Giles	Park Superintendent I	22092425	58083	Class 3
Woolly Hollow	3	Matt Woodard	Park Superintendent II	22092532	71023	Class 2
Woolly Hollow	3	Eddie Jevicky	Maintenance Technician	22092169	25357	Class 1
Crater of Diamonds	OPS	James "Caleb" Howell	Park Superintendent IV	22092577	26177	Class 3
Operations Trainee	OPS	Amanda Thomas	Park Superintendent I	22092407	126124	Class 1
Lake Dardanelle	OPS	John Rader	Park Superintendent III	22092544	102385	Class 1
Lake Ft. Smith	OPS	Ralph Donnangelo	Park Superintendent III	22092543	25164	Class 3
ASP Compliance Officer	OPS	James "Alex" Franks	Maintenance Manager	22092618	108103	Class 3

Total Licenses: