



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

August 23, 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 Military to continue, with modifications of Certification Differential up to 10% as established by Ark. Code Ann. §21-5-221. The classifications effected are listed below:

CLASSIFICATIONS REQUESTED

<u>CLASS</u>			
<u>CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
T125C	DOM Chief of Police	GS10	\$56,039 - \$81,257
T124C	Public Safety Police Sup	GS07	\$40,340 - \$58,493
T123C	Public Safety Police Off	GS06	\$36,155 - \$52,425
T043C	Military Deputy Fire Chief	GS07	\$40,340 - \$58,493
T049C	Military Firefighter Shift Ldr	GS06	\$36,155 - \$52,425
T060C	Senior Military Firefighter	GS05	\$32,405 - \$46,987
T066C	Military Firefighter	GS04	\$29,046 - \$42,117

JUSTIFICATION

Military is requesting the Certification Differential for positions that have been reclassified and are not on differential table for FY24. No certification pay shall exceed 10% regardless of the number of certifications obtained. Certifications must be applicable to the positions held.

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

- From a recognized professional certifying organization and is determined to be directly related to predominant purpose and use of the position or classification
- Not included as a minimum qualification established or as a special requirement for the classification by the official class specification.
- 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.
- Documentation of the continuation or renewal of the certification of the employee is required for continuation of the certification differential.

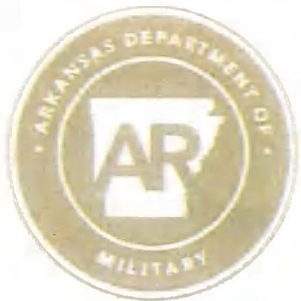
The percentage provided to the employees will be determined in the same fashion as the parks are classified as outlined below:

General Law Enforcement	1%
Intermediate Law Enforcement	2%
Advanced Law Enforcement	3%
Senior Law Enforcement	4%
Police Instructor	2%
Police Instructor, Certified Firearms Instructor	1%
Emergency Medical Technician	2%
Fire Instructor I	2%
Fire Instructor II	1%
Fire Officer I Certificate	1%
Fire Officer II Certificate	1%
Fire Officer III Certificate	2%
Fire Inspector I Certificate	2%
Fire Inspector II Certificate	1%

This request will affect potentially eighty-three (83) positions identified by the department and is expected to cost approximately \$208,236, 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 seven (7) classifications to become eligible for the Certification Differential.

Your consideration of this request is greatly appreciated.

Kay K. Fankell STATE PERSONNEL DIRECTOR *8/9/23*
DATE



SARAH HUCKABEE SANDERS
GOVERNOR

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ARKANSAS DEPARTMENT OF THE MILITARY
OFFICE OF THE ADJUTANT GENERAL
CAMP JOSEPH T. ROBINSON
NORTH LITTLE ROCK, ARKANSAS 72190-9600



JONATHAN M. STUBBS
MAJOR GENERAL
THE ADJUTANT GENERAL

July 24, 2023

Kay Barnhill, Director of Personnel Management
Office of Personnel Management
Department of Shared Services & Transformation
P. O. Box 3278
Little Rock, AR 72203

Director Barnhill:

The Department of Military (DOTM) is requesting continuation, with modifications, of certification pay for certifications obtained by certified law enforcement officers and firefighters. These positions have been reclassified and are not on the differential table for FY24, but we are requesting that they be added.

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.
- c. 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.
- d. Documentation of continuation or renewal of the certification of the employee is required for continuation of the certification differential.

DOTM is requesting approval for Certificate Pay/continuation of Certificate Pay for the following classifications for FY2024:

<u>Class Code Title</u>	<u>Grade</u>	<u>No of Positions</u>
T125C DOM Chief of Police	GS10	2
T124C Public Safety Police Supervisor	GS07	4

T123C Public Safety Police Officer	GS06	12
T043C Military Deputy Fire Chief	GS07	2
Military Firefighter Shift Leader	GS06	12
Senior Military Firefighter	GS05	25
Military Firefighter	GS04	26

Eligible Certificate Types are as follows:

General Law Enforcement	1%
Intermediate Law Enforcement	2%
Advanced Law Enforcement	3%
Senior Law Enforcement	4%
Police Instructor	2%
Police Instructor, Certified Firearms Instructor	1%
Emergency Medical Technician	2%
Fire Instructor I	2%
Fire Instructor II	1%
Fire Officer I Certificate	1%
Fire Officer II Certificate	1%
Fire Officer III Certificate	2%
Fire Inspector I Certificate	2%
Fire Inspector II Certificate	1%

When law enforcement 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. An outline of the certification requirements is attached.


Firefighters come out of training with Firefighting 1 and Firefighting 2 certificates and are certified as First Responders. Subsequent Fire Officer Certificates require additional training. An outline of the certification requirements is attached.

No certification pay shall exceed 10% regardless of the number of certifications obtained. Certifications must be applicable to the positions held.

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

Thank you for your consideration.

Very Respectfully,


JONATHAN M. STUBBS
 Major General
 The Adjutant General