



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
 www.dfa.arkansas.gov

June 18, 2019

Senator David Wallace, Co-Chairperson
 Representative Jim Wooten, 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 for the continuation of previously approved second language differentials for FY20. The requested differentials for continuation are listed below.

Agency	Title	Approved %	FY18 Cost	Positions Utilized
State Police	ALL	2-10%	\$11,791	4
Department of Human Services	ALL	2-10%	\$35,824	15
Disability Determination Social Security Administration	ALL	2-10%	\$2,413	1
Department of Finance and Administration	ALL	2-10%	\$9,736	5
Health Department	ALL	2-10%	\$71,168	39
School for the Deaf	ALL	2-10%	\$339,894	98
Workforce Services	ALL	2-10%	\$139,767	5
Northwest Technical Institute	ALL	2-10%	\$7,810	3
TOTAL			\$618,403	180

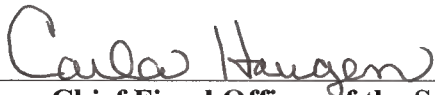
Senator David Wallace, Co-Chairperson
Representative Jim Wooten, Co-Chairperson
June 18, 2019
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After review of the requests, the Office of Personnel Management **recommends** the approval of the continuation of these previously approved second language differentials for FY20. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

JUN 04 2019

Date

KB/sd:1-2



State of Arkansas



ARKANSAS STATE POLICE

1 State Police Plaza Drive Little Rock, Arkansas 72209-4822 www.asp.arkansas.gov

"SERVING WITH PRIDE AND DISTINCTION SINCE 1935"

Asa Hutchinson Governor



ARKANSAS STATE POLICE COMMISSION

Bob Burns Chairman Little Rock

Jane Dunlap Christenson Vice-Chairman Harrison

Neff Basore Secretary Bella Vista

Bill Berton Heber Springs

Stephen Edwards Marianna

Jeffery Teague El Dorado

John Allison Conway

22 March 2019

Kay Barnhill State Personnel Administrator 1509 W 7th Street #201 Little Rock, AR 72201

RE: Request for Continuation of 2nd Language Differential

Ms. Barnhill:

Arkansas State Police (ASP) would like to continue the second language differential as authorized under ACA § 21-5-221(j)(1). Currently, the following four (4) classifications are receiving the differential based upon the level of testing and certification:

Class Code	Title	Grade	Number of Employees	Cost
T100C	ASP Trooper	GS07	1	\$ 1,833
T035C	ASP Trooper 1st Class	GS08	1	\$ 2,046
T011C	ASP Sergeant	GS11	1	\$ 5,732
Do81C	Telecommunications Specialist	GS05	2	\$ 2,220
				\$11,831

A total of \$11,831 has been paid out to the 5 employees receiving this differential this fiscal year.

I appreciate your consideration on this matter and if you have any questions, please feel free to call Phillip Warriner at 501/618-8193.

Sincerely,

Handwritten signature of William J. Bryant

Colonel William J. Bryant Director Arkansas State Police



Office of Human Resources

P.O. Box 1437, Slot W301 · Little Rock, AR 72203-1437
501-682-6499 · Fax: 501-682-6569



May 24, 2019

Mr. Larry W. Walther, Director
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, Arkansas 72203

RE: Continuation of Secondary Language Differential for FY 2020

Mr. Walther:

In accordance with Act 365 of the 2019 Regular session, section 21-5-221, the Department of Human Services is requesting permission to continue its use of the Secondary Language differential.

The Secondary Language Differential continuance of up to 10% based on proficiency is pursuant to ACA 21-5-221(j) (1) which states:

(j)(1) A second-language differential of up to ten percent (10%) may be authorized for an employee who has the demonstrated ability and skill to communicate in a language other than English, including American Sign Language, and that skill is determined by the agency or institution to be directly related to the effective performance of the job duties for the position occupied by the employee.

This differential is used primarily in serving the state’s Hispanic population in the county offices. It is not paid for any employee who leaves the position or no longer meets the requirements for continuing payment. We are not requesting any changes to our current utilization procedures.

The differential payments shall be determined after eligible employee has been assessed by an independent language testing body and the level of proficiency has been set. The percentage of pay based upon the proficiency levels are as follows:

Advanced	10%	Intermediate	5%
Fluent	7.5%	Basic	2%

Should further information be required, please contact me at 320-6250.

Sincerely,

Damian Hicks
DHS Chief Human Resources Officer



STATE OF ARKANSAS
Disability Determination for Social Security Administration

701 SOUTH PULASKI STREET
LITTLE ROCK, ARKANSAS 72201
TELEPHONE 501-682-3030

ASA HUTCHINSON
Governor



ARTHUR BOUTIETTE
Director

May 23, 2019

Ms. Kay Barnhill
State Personnel Administrator
Office of Personnel Management
1509 West Seventh Street, Suite 201
Little Rock, AR 72203

Dear Ms. Barnhill:

Disability Determination for Social Security Administration (DDSSA) is requesting a continuation of the Agency's established second language pay differential plan, which includes different levels of compensation based on proficiency. The table below displays the different levels of proficiency and the compensation rate for each level.

- Advanced 10.00%
- Fluent 7.50%
- Intermediate 5.00%
- Basic 2.00%

As the Arkansas DDSSA continues to adjudicate disability claims, not only for Arkansas but also for several other states including Arizona, California, New Mexico and Texas, there continues to be a dramatic increase in the number of claimants for whom English is a second language; however, the Arkansas DDSSA only has a limited number of bilingual speaking employees. Therefore, those employees that can speak a second language dedicate a significant amount of time communicating with claimants that are limited in English.

The Arkansas DDSSA must respond to the changing needs of the general population and in order to do so, the agency is requesting a continuation of the second language pay differential for qualified bilingual employees. The costs associated with both the second language proficiency testing, as well as the elevated salaries, will be funded through our agency's budget, which receives complete funding from the Federal government.

Thank you for your favorable consideration in this matter.

Sincerely,

Arthur Boutiette
Agency Director



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

OFFICE OF THE DIRECTOR
1509 West Seventh Street, Suite 401
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-2242
Fax: (501) 682-1029
www.arkansas.gov/dfa

May 20, 2019



Kay Barnhill, Administrator
Office of Personnel Management
Department of Finance and Administration
1509 West 7th Street, Suite 201
Little Rock, AR 72201

Dear Ms. Barnhill:

The Arkansas Department of Finance and Administration (DFA) is requesting a continuation of Second Language salary differential for Fiscal Year 2020 based on Act 688 of 2010 that states the following compensation of Second Language payment of up to 10% will be based upon four levels of proficiency:


A. Advanced	10%
B. Fluent	7.5%
C. Intermediate	5.0%
D. Beginning/Basic	2.0%

Any position requiring translation of a language other than English for speaking purposes only will be allowed to use the score from the speaking portion of the exam. Any position requiring translation of a language other than English for writing only will be allowed to use the score from the written portion of the exam. In case the position requires both speaking and written translation, and average of the two scores will be taken to derive the overall score. The second language must be used at least 25% of the time in the job to be eligible for use of the provision.

DFA currently has 5 employees who receive this compensation at a cost of \$13,865 for Fiscal Year 2019.

Your favorable consideration of this request is appreciated.

Sincerely,


Larry W. Walther
Director



Arkansas Department of Health

4815 West Markham Street • Little Rock, Arkansas 72205-3867 • Telephone (501) 683-2000
Governor Asa Hutchinson
Nathaniel Smith, MD, MPH, Director and State Health Officer



May 22, 2019

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

Re: Request for Continuation of Special Language Differential FY20

Dear Ms. Barnhill:

The Arkansas Department of Health is requesting approval for continuation of the Special Language Differential under the previous approval law that allows for agencies and institutions to request a second language differential for rate of pay for employees who have demonstrated the ability and skill to communicate in a language other than English, including American Sign Language and that the skill is determined by the agency or institution to be directly related to the effective performance of the job duties for the position occupied by the employee (Arkansas Code 21-5-221).

We are request authorization for special language differential rate of pay for an individual employee of up to ten percent (10%). Payment is based upon four levels of proficiency:

- | | |
|-----------------------------|--------------------------------|
| A. Advanced 10% | B. Fluent 7.5% |
| C. Intermediate 5.0% | D. Beginning/Basic 2.0% |

We understand that the agency must have the employee or prospective employee tested by an organization that can certify proficiency testing at different skill levels. . We also understand that the second language must be used at least 25% of the time in the job to be eligible for this provision Also, included in the request should be the justification which states in detail the duties, responsibilities and reason for the second language requirement for the position and all request will be submitted to the Office of Personnel Management for their review and approval after review by the Personnel Committee of the Legislative Council. In addition, if an employee who is receiving second language differential rate of pay and moves into a position that does not require the skill to communicate in a language other than English, or whose position no longer requires the use of the skill, shall revert, on the effective date of the change, to the employee's base rate of pay.

Thank you for your consideration and approval of this request. Please contact me at (501) 683-5749 if you need additional information.

Sincerely,

Tracy D. Bradford,
ADH Chief Human Resources Officer
Arkansas Department of Health

Cc: Ann Purvis, ADH Deputy Director, Administration

Class Code	Utilized Classification Title	Wage Type	Wage Type Text	Amount
L017C	ADH AREA NURSING DIRECTOR	1004	Geographic Differential	\$5,552.66
L018N	NURSE PRACTITIONER	1004	Geographic Differential	\$38,792.38
L022C	NURSING CLINIC COORDINATOR	1004	Geographic Differential	\$5,374.87
L038C	REGISTERED NURSE	1004	Geographic Differential	\$27,651.44
L069C	LICENSED PRACTICAL NURSE	1004	Geographic Differential	\$35,573.72
L003N	CHIEF PHYSICIAN SPECIALIST	1016	CertificationDifferential	\$9,139.58
L008N	PHYSICIAN SPECIALIST	1016	CertificationDifferential	\$6,304.99
L025N	SENIOR PHYSICIAN SPECIALIST	1016	CertificationDifferential	\$14,684.72
L038C	REGISTERED NURSE	1018	Hazardous Duty	\$1,844.60
L018N	NURSE PRACTITIONER	1019	OPMDifferential Up to 10%	\$24,729.60
L038C	REGISTERED NURSE	1019	OPMDifferential Up to 10%	\$618,909.56
L077C	HEALTH SERVICES SPECIALIST II	1019	OPMDifferential Up to 10%	\$127,856.55
C044C	MEDICAL BILLING SPECIALIST	1026	2nd Language Differential	\$801.99
C056C	ADMINISTRATIVE SPECIALIST III	1026	2nd Language Differential	\$3,283.94
C073C	ADMINISTRATIVE SPECIALIST II	1026	2nd Language Differential	\$2,532.06
E047C	PUBLIC HEALTH EDUCATOR	1026	2nd Language Differential	\$3,018.96
L038C	REGISTERED NURSE	1026	2nd Language Differential	\$4,342.86
L039C	NUTRITIONIST	1026	2nd Language Differential	\$3,304.64
L053C	HEALTH PROGRAM SPECIALIST I	1026	2nd Language Differential	\$9,913.49
L058C	DISEASE INTERVENTION SPECIALIST	1026	2nd Language Differential	\$3,279.80
L063C	FAMILY CONSUMER SCIENCE SPECIALIST	1026	2nd Language Differential	\$2,707.78
L073C	LACTATION CONSULTANT	1026	2nd Language Differential	\$1,976.16
L077C	HEALTH SERVICES SPECIALIST II	1026	2nd Language Differential	\$33,789.12
L083C	HEALTH SERVICES SPECIALIST I	1026	2nd Language Differential	\$2,217.03
C037C	ADMINISTRATIVE ANALYST	1212	Evening Shift	\$130.50
C056C	ADMINISTRATIVE SPECIALIST III	1212	Evening Shift	\$135.21
D088C	EMERGENCY COMMUNICATION SPECIALIST	1212	Evening Shift	\$2,914.68
L048C	HEALTH PROGRAM SPECIALIST II	1212	Evening Shift	\$128.70
L053C	HEALTH PROGRAM SPECIALIST I	1212	Evening Shift	\$2,157.63
S033C	MAINTENANCE SUPERVISOR	1212	Evening Shift	\$336.96
S041C	BOILER OPERATOR	1212	Evening Shift	\$1,010.94
S099C	STATIONARY ENGINEER	1212	Evening Shift	\$1,658.55
D088C	EMERGENCY COMMUNICATION SPECIALIST	1239	Night Shift	\$3,033.21
S041C	BOILER OPERATOR	1239	Night Shift	\$132.00
S099C	STATIONARY ENGINEER	1239	Night Shift	\$3,109.03

\$1,002,329.91 Thru PP10/2019



ASD

Arkansas School for the Deaf

2400 West Markham • Little Rock, AR 72205 • (501) 324-9506 • (501) 324-9553 Fax
Dr. Janet Dickinson, Superintendent

May 28, 2019

Kay Barnhill
DFA Office of Personnel Management
1509 W. 7th Street, Suite 200
Little Rock, AR 72201



Dear Ms. Barnhill,

The Arkansas School for the Deaf (ASD) is requesting “Second Language differentials” and “Deaf Certification differentials” be made available to all positions. The differential pay levels can be up to 10% for second language and up to 6% for Deaf Certification.

ASD has made it a job requirement for all staff to know American Sign Language (ASL) to help communicate with staff and students. The Second Language differential would help with this requirement. It also helps keep ASD competitive with other public schools and other Deaf schools. This will be used for recruiting and retaining staff.

The Arkansas School for the Deaf uses Deaf Certification differentials for recruiting and retaining staff as well. This will also encourage current staff to seek further training to better themselves in educating students.

Thank you for your assistance.

Sincerely,

Dr. Janet Dickinson
Superintendent
Arkansas School for the Deaf

VISION STATEMENT

Arkansas School for the Deaf is an inspired community committed to achievement, innovation, collaboration, and excellence.



OPM Classification and Compensation Tracking Sheet

Tracking Number: 1687

Received by OPM : 5/29/2019

Date Due to Manager: 5/31/2019

Date Due to Administrator 6/6/2019

Business Area: 0513 DEAF SCHOOL

Type of Request 2nd Language, Deaf Cert Diff

Personnel Committee? No

Analyst: Jennifer Davis

Employee Name (if any):

Position # (if any):

Job (if any):

Grade/Class Code (if any)

Date Sent to Manager: _____

Date Sent to Dep. Admin. _____

Date Sent to Admin.: _____

Date Sent to Director: _____

Comments:



2 Capitol Mall
P.O. Box 2981
Little Rock, AR 72203
dws.arkansas.gov

Asa Hutchinson
Governor
Daryl E. Bassett
Director

May 10, 2019

Ms. Kay Barnhill
Office of Personnel Management
1509 W. Seventh St., Suite 201
Little Rock, AR 72203



Dear Ms. Barnhill,

The Department of Workforce Services is requesting to continue the second language differentials for those who have been awarded that differential in the past. All DWS employees currently receiving the differential have been tested and given a proficiency rating. They all continue to utilize a second language for at least 25% of the time in performing their job duties.

The differential pay plan is based on four levels of proficiency:

Advanced	10.0 %
Fluent	7.5 %
Intermediate	5.0 %
Basic	2.0 %

Thank you in assisting DWS with the continuation of these differentials.

Best Regards,

Beverly McCollum
Human Resources Administrator

cc: Daryl Bassett, Director



0810

Current Annual Cost of Second Language Differential

5/10/19

Pers. #

116466	$\$36,877.98 \times 5\% =$	\$1843.90	DWS Workforce Specialist
76938	$\$36,877.98 \times 7.5\% =$	\$2765.85	DWS Workforce Specialist
71329	$\$36,877.98 \times 7.5\% =$	\$2765.85	DWS Workforce Specialist
75680	$\$36,877.98 \times 7.5\% =$	\$2765.85	DWS Workforce Specialist
84798	$\$41,146.77 \times 10\% =$	<u>\$4114.68</u>	DWS Program Monitor
	TOTAL	\$14,256.13	Annually



Northwest Technical Institute
rethink education

PO Box 2000 . 709 South Old Missouri Rd
Springdale, AR 72765-2000
(479) 751-8824
Fax : (479) 756-0985

Ms. Kay Barnhill,
State Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
5907 West 7th St., Suite 201
PO Box 3278
Little Rock, AR 72203-3278



May 21, 2019

Re: Second Language Differential for FY 2020

Dear Ms. Barnhill:

Pursuant to Arkansas Code Annotated 21-5-221, please accept Northwest Technical Institute's request for continued utilization of the state's Second Language Differential, for the Administrative Specialist II - Class C073C, Grade GS03.

The Second Language Differential provides employees up to a 10% increase in base pay provided they meet certain criteria. Those criteria are:

- 1. The employee has demonstrated the ability and skill to communicate in a language other than English, including American Sign Language; and*
- 2. The skill is determined by the agency to be directly related to the job duties for the position or classification the employee is occupying.*
- 3. The second-language must be used by the employee at least 25% of the performance of job duties.*

Northwest Technical Institute's Adult Education Center is located in the heart of downtown Springdale, Arkansas. Over the past 5 years the center has served between 1200 to 1500 students annually. The majority, 75% to 83% of the students served are English Language Learners. Administrative Specialist II at the center process every student from testing through enrollment. They spend a minimum of 40% of their time using a second language, Spanish. At our main campus, 17% of our students are Spanish speakers, with a higher percentage of Spanish speaking applicants.

The differential payments shall be determined after eligible employees, in the selected classification, have been assessed by an independent language testing body and the level of proficiency has been established.

A proficiency level is established to compensate based upon the following:

- A. Advanced 10%*
- B. Fluent 7.5%*
- C. Intermediate 5.0%*
- D. Beginning/Basic 2.0%*

Northwest Technical Institute currently has 3 positions utilizing the Second Language Differential. It is our sincere wish these 3 positions remain filled, but in case they do not it would cost a maximum of \$2,603 for each position vacated. The total possible cost would be \$7,810. The cost of implementing and maintaining this differential is within our existing appropriation and will not be funded with monies specifically allotted for other programs within our institute.

Please review this request, and let me know if there is anything else you require, or an explanation I can provide.

Respectfully,



Dr. Blake Robertson
President
Northwest Technical Institute

CC: Mike Hamley
File

BR/dr