



STATE OF ARKANSAS
**Department of Transformation
 and Shared Services**
 Governor Asa Hutchinson
 Secretary Amy Fecher

OFFICE OF PERSONNEL MANAGEMENT
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October 15, 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 from the Arkansas Department of Human Services (DHS) to re-establish the following salary administration grid for three classifications in the Civilian Student Training Program (CSTP) as follows:

Class Code	Title	Grade	Entry	6 Month	1 Year
M091C	ARNG Youth Program Shift Leader	GS05	\$32,405	\$36,696	\$43,341
M060C	Youth Program Coordinator	GS03	\$26,034	\$31,892	\$34,820
M070C	Youth Program Specialist	GS03	\$26,034	\$31,892	\$34,820

JUSTIFICATION:

The CSTP program assists adolescents with behavioral difficulties and enrolls youth who have been adjudicated through their state's juvenile justice system. Work with troubled youth poses working conditions different from those experienced by many employees at this grade level. This salary administration grid re-establishment is requested for recruitment and retention of qualified staff working with these at-risk youth.

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After six months of service in the classification with performance that meets expectations, incumbents would be eligible to move to midpoint of the grade. After one year of service with performance that meets expectations, incumbents would become eligible to move to the step indicated above on the table, which is halfway between midpoint and maximum of the pay grade.

There are currently six (6) employees who would receive these increases for the remainder of 2019 with a total cost of \$19,516. The current turnover rate for these three classifications ranges from 33.3% to 100%. The average turnover rate in these classifications is 48.2%. The costs associated with this salary administration grid are 100% General Revenue. This would re-establish the same pay grid that was in effect FY19 before the program was transformed prior to DHS.

Based on the analysis of the classification, OPM **recommends** re-establish of this salary administration grid for FY20 in the classifications listed above and movement of the current incumbents to be capped at \$3,000 not to exceed the midpoint of the GS03 or GS05 pay grade.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



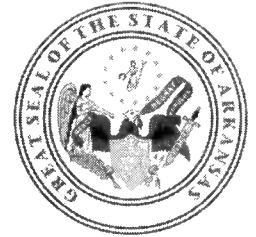
Secretary, Transformation & Shared Services

10/01/19
Date



OFFICE OF HUMAN RESOURCES

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



September 5, 2019

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



Dear Ms. Barnhill,

The Department of Human Services (CSTP) request continuation of the FY20 of the previous approved LMR and increase salary grid, effective 3/20/2019 by OPM for these classifications listed below :

Class Code	Title	Grade
M091C	ARNG Youth Program Shift Leader	GS05
M060C	Youth Program Coordinator	GS05
M070C	Youth Program Specialist	GS03

Grade Level	Starting Salary	Salary @ 6 months	Salary @ 1 year
GS05	\$36,215.00	\$36,696.00	\$43,341.00
GS03	\$30,000.00	\$31,892.00	\$34,820.00

Please note the employees below are due for an increase between September 2019-December 2019. The total for the new increased annual salaries will be a total of \$19, 515.61 for grades listed GS03-GS05.

Personnel Number	Last Name	First Name	Hourly Rate	Annual Salary	New Rate	New Annual	Diff in Annual Salary
133997	HUGGINS	MARQUAVIS	14.4231	30000.05	15.3327	31892.02	1891.97
82511	MCKINNEY	LEONARD	14.4231	30000.05	15.3327	31892.02	1891.97
99183	HUMPERY	DESHANNON	14.5673	30299.98	15.3327	31892.02	1592.04
126144	HOLMAN	KERRY	14.7332	30645.06	15.3327	31892.02	1246.96
27728	LABOY	RICHARD	17.4111	36215.09	19.0846	39695.97	3480.88
83234	HOLLABAUGH	JAMES	16.3121	33929.17	20.837	43340.96	9411.79
						TOTAL	19515.61

Your favorable approval of the Department of Human Services (CSTP) increased salary administration LMR is greatly appreciated.

Respectfully,

Damian Hicks
DHS Chief of Human Resources