



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 12, 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 for the continuation of previously approved second language differentials for FY19. The requested differentials for continuation are listed below.

<b>Agency</b>	<b>Title</b>	<b>Approved %</b>	<b>FY18 Cost</b>	<b>Positions Utilized</b>
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
School for the Deaf	ALL	2-10%	\$339,894	98
Workforce Services	ALL	2-10%	\$139,767	5
<b>TOTAL</b>			<b>\$539,425</b>	<b>128</b>

Senator John Cooper, Co-Chairperson  
Representative Les Eaves, Co-Chairperson  
June 12, 2018  
Page 2

After review of the requests, the Office of Personnel Management **recommends** the approval of the continuation of these previously approved second language differentials for FY19. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



---

Chief Fiscal Officer of the State

MAY 31 2018

---

Date

KB/sd:1-2



Asa Hutchinson  
Governor

# 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"

William J. Bryant  
Director

### ARKANSAS STATE POLICE COMMISSION

John Allison  
Chairman  
Crown

Bob Burns  
Vice-Chairman  
Little Rock

Jan Dandap Christenson  
Secretary  
Harrison

Jeff Basore  
Bella Vista

Bill Barton  
Webb Springs

Stephen Edwards  
Marion

Jeffery Teague  
El Dorado

14 May 2018

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



RE: Request for Continuation of 2<sup>nd</sup> 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). ASP covers all 75 counties of Arkansas operating out of various facilities throughout the state. Currently, the following four (4) positions are receiving the differential based upon the level of testing and certification:

Position Number	Auth Job	Auth Title
22089893	T022C	ASP Corporal
22090322	T035C	ASP Trooper First Class
22089950	T100C	ASP Trooper
22090123	D081C	Telecommunications Specialist

These employees are routinely called upon for their Spanish speaking abilities, to act as an interpreter for ASP Troopers as well as other local law enforcement agencies. In addition, their communication skills are used on a daily basis as part of the active Interstate Criminal Patrol (ICP) unit for roadside interviews and translation of Spanish documents.

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,

Colonel William J. Bryant  
Director Arkansas State Police

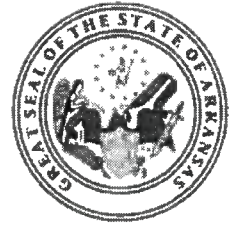


**Division of Administrative Services**

Office of Finance Administration

Human Resources/Personnel

P.O. Box 1437, Slot WG-1 Little Rock, AR 72203-1437  
501-682-6455 Fax: 501-683-4351



May 15, 2018

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 2019

Mr. Walther:

In accordance with Act 365 of the 2018 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:

<b>Advanced</b>	10%	<b>Intermediate</b>	5%
<b>Fluent</b>	7.5%	<b>Basic</b>	2%

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

Sincerely,

Damian Hicks  
DHS Chief Human Resources Officer



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

**OFFICE OF PERSONNEL MANAGEMENT  
 Human Resources**  
 1515 West Seventh Street, Suite 102  
 Post Office Box 2485  
 Little Rock, AR 72203-2485  
 Phone: (501) 324-9065  
 Fax: (501) 683-2174  
<http://www.arkansas.gov/dfa>

May 15, 2018

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



Dear Ms. Barnhill:

The Arkansas Department of Finance and Administration is requesting a continuation of Second Language salary differential for Fiscal Year 2019 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.

Your favorable consideration of this request is appreciated.

Sincerely,

Amy Valentine  
 DFA Human Resources Manager



**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 23, 2018

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

Dear Ms. Barnhill

The Arkansas School for the Deaf is requesting a continuation of our Second Language Differential that is made available to all positions, excluding extra help. The differential pay level ranges depending on the level (2.5%-10%) of proficiency an employee obtains after testing their skill set in American Sign Language (ASL).

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

If you need additional information, please feel free to contact me or our Human Resources Manager Kristi Clark at (501) 682-2764 or [kristic@asd.k12.ar.us](mailto:kristic@asd.k12.ar.us)

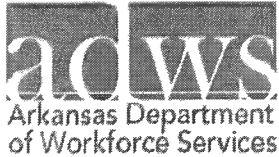
Sincerely,

A handwritten signature in cursive script, appearing to read "Janet Dickinson".

Janet Dickinson  
Superintendent

### MISSION STATEMENT

Working Together to Create Learning Opportunities for Academic Excellence and Personal Independence



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

Asa Hutchinson  
Governor  
Daryl E. Bassett  
Director

May 16, 2018



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



**STATE OF ARKANSAS**  
*Disability Determination for Social Security Administration*

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

ASA HUTCHINSON  
Governor

May 9, 2018

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



ARTHUR BOUTIETTE  
Director

Dear Ms. Barnhill:

Disability Determination for Social Security Administration (DDSSA) is requesting a continuation of the Agency's established second language pay differential plan. Since Arkansas DDSSA is a federally funded state agency, the costs associated with both language proficiency testing and elevated employee salaries will be funded through the agency's federal budget. The breakdown listed below shows the rate of pay associated with the different skill levels:

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

The Arkansas DDSSA continues to see a dramatic increase in the number of claimants for whom English is a second language. This is especially true since the agency continues to adjudicate disability claims from several other states, including but not limited to Arizona, California, New Mexico and Texas, all of which have large Spanish-speaking populations.

Due to a limited number of bilingual speaking employees at the DDSSA, those employees that can speak a second language have had to undertake much of the responsibility for communicating with claimants with limited English proficiency, and have dedicated a significant amount of time to serving their needs. The Arkansas DDSSA must respond to the changing needs of the general population and in order to do so, we would like to continue compensating qualified bilingual employees.

Thank you for your consideration and if you should have any questions, please feel free to contact me.

Sincerely,

Arthur Boutiette  
Agency Director