



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

EXHIBIT I
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 certification differentials for FY19. The requested differentials for continuation are attached.

The Office of Personnel Management is requesting the continuation of certification differentials from eight state agencies. The total cost for FY18 for this differential statewide was \$586,018 which affected 254 positions.

After review of the requests, the Office of Personnel Management **recommends** the approval of the continuation of these previously approved certification 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

FY19 CERTIFICATION DIFFERENTIAL SPREADSHEET

Agency	Class Code	Title	Pay Grade	Pay Range	Approved %	FY18 Cost	Positions Affected
State Police	X179C	ASP Commercial Driver's License Examiner	GS04	\$29,046- \$42,116	10%	\$29,411	12
Department of Community Correction	M059C	ADC/DCC Advisor	GS05	\$32,405- \$46,987	10%	\$102,644	51
Department of Community Correction	M048C	Substance Abuse Program Leader	GS06	\$36,155- \$52,424	10%	\$78,681	35
Department of Community Correction	M046C	ADC/DCC Treatment Coordinator	GS07	\$40,340- \$58,493	10%	\$27,970	11
Department of Community Correction	M021C	DCC Treatment Supervisor	GS08	\$45,010- \$65,264	10%	\$16,702	6
Department of Community Correction	M007C	DCC Assistant Treatment Program Manager	GS08	\$45,010- \$65,264	10%	\$14,167	5
Department of Community Correction	M001C	DCC Treatment Administrator	GS11	\$62,531- \$90,669	10%	\$8,158	2
Department of Human Services	E044C	Certified Bachelors Teacher	GS06	\$36,155- \$52,424	6%	\$5,964	2
Department of Human Services	L008N	Physician Specialist	MP07	\$125,200- \$187,800	6%	\$13,203	2
Department of Human Services	L005N	Psychiatric Specialist	MP08	\$140,109- \$212,966	6%	\$4,831	1
Department of Human Services	L038C	Registered Nurse	MP01	\$63,830- \$88,058	6%	\$65,216	17
Department of Agriculture	B080C	Forester (Arborist Certification)	GS07	\$40,340- \$58,493	2%	\$1,840	2
Department of Agriculture	B088C	County Forest Ranger (Arborist Certification)	GS06	\$36,155- \$52,424	2%	\$1,561	2
Department of Agriculture	B088C	County Forest Ranger (Law Enforcement-Forestry)	GS06	\$36,155- \$52,424	4%	\$14,123	9
Department of Agriculture	B088C	County Forest Ranger (Explosives-Forestry)	GS06	\$36,155- \$52,424	4%	\$1,727	1
Department of Agriculture	B098C	Forest Ranger II (Explosives-Forestry)	GS05	\$32,405- \$46,987	4%	\$1,306	1
Military Department	T019C	Director of Public Safety	GS08	\$45,010- \$65,264	10%	\$1,800	1
Military Department	T030C	Public Safety Commander I	GS07	\$40,340- \$58,493	10%	\$4,034	1
Military Department	T051C	Public Safety Supervisor	GS06	\$36,155- \$52,424	10%	\$5,687	5
Military Department	T067C	Public Safety Officer II	GS05	\$32,405- \$46,987	10%	\$7,622	7
Military Department	T055C	Public Safety Officer	GS05	\$32,405- \$46,987	10%	\$0	0
Military Department	T043C	Military Deputy Fire Chief	GS07	\$40,340- \$58,493	10%	\$0	0

Military Department	T049C	Military Firefighter Shift Leader	GS06	\$36,155- \$52,424	10%	\$15,327	8
Military Department	T060C	Senior Military Firefighter	GS05	\$32,405- \$46,987	10%	\$5,542	7
Military Department	T066C	Military Firefighter	GS04	\$29,046- \$42,116	10%	\$9,975	15
Bank Department	A005N	Assistant Deputy Bank Commissioner	GS15	\$96,960- \$140,592	10%	\$21,846	4
Bank Department	A030C	Bank Certified Exam Manager	GS14	\$86,887- \$125,986	10%	\$21,572	7
Bank Department	A039C	Certified Senior Bank Examiner	GS13	\$77,862- \$112,889	10%	\$34,407	18
Bank Department	A107C	Bank Exam Manager	GS14	\$86,887- \$125,986	10%	\$5,769	2
School for the Blind	E044C	Certified Bachelors Teacher	GS06	\$36,155- 52,242	10%	\$11,270	4
School for the Blind	E035C	Certified Masters Teacher	GS08	\$45,010- \$65,264	10%	\$13,647	5
School for the Blind	M074C	Residential Advisor	GS03	\$26,034- \$37,749	10%	\$1,562	1
School for the Blind	E004C	School Principal	GS11	\$62,531- \$90,669	10%	\$7,003	2
School for the Deaf	E017C	Assistant Principal	GS10	\$56,039- \$81,256	6%	\$3,871	1
School for the Deaf	E044C	Certified Bachelors Teacher	GS06	\$36,155- 52,242	6%	\$5,413	2
School for the Deaf	E035C	Certified Masters Teacher	GS08	\$45,010- \$65,264	6%	\$5,809	2
School for the Deaf	E013C	Education Program Manager	GS10	\$56,039- \$81,256	6%	\$5,491	1
School for the Deaf	L038C	Registered Nurse	MP01	\$63,830- \$88,058	6%	\$6,383	1
School for the Deaf	E004C	School Principal	GS11	\$62,531- \$90,669	6%	\$4,484	1

Total	\$586,018	254
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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
Coker

Bob Berns
Vice Chairman
Little Rock

Gene Danlap Christenson
Secretary
Harrison

Neff Basore
Bethel

Bill Benton
Heber Springs

Stephen Edwards
Marion

Jeffrey Teague
Dorado

14 May 2018

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

RE: Request for Continuation of Certification Differential

Ms. Barnhill:

Arkansas State Police (ASP) would like to continue the certification differential as authorized under ACA § 21-5-221(g)(1). ASP is requesting a certification differential for the following classification for FY19:

Class Code	Title	Grade
X179C	ASP Commercial Driver's License Examiner	GS04

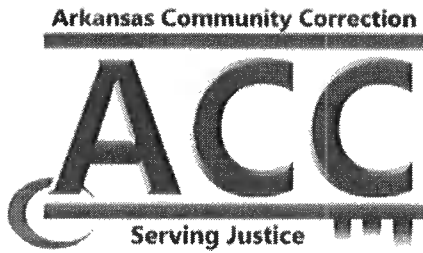
When the Pay Plan lumped the ASP Driver's License Examiner and the ASP Commercial Driver's License Examiner in the same grade, ASP requested and was granted a certification differential to separate these classifications, since there is a difference between the minimum qualifications for the classifications.

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





Arkansas Community Correction

Two Union Nation Plaza Building
 105 West Capitol, 3rd Floor
 Little Rock, AR 72201-5731
 (501) 682-9510 (501) 682-9513

May 14, 2018

Ms. Kay Barnhill
 State Personnel Administrator
 1509 West 7th
 Little Rock, AR 72203



Dear Ms. Barnhill:

Arkansas Department of Community Correction (ACC) is requesting the continuation of the previously approved professional certification pay differential with modification pursuant to Act 365 of 2017 for the following classifications.

<u>TITLE</u>	<u>CERTIFICATION</u>	<u>RATE</u>
ADC/DCC Advisor	Certified Alcohol and Drug Counselor (CADC)	10%
	Certified Co-occurring Disorder Professional (CCDP)	10%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	10%
Substance Abuse Program Leader	Certified Alcohol and Drug Counselor (CADC)	10%
	Certified Co-occurring Disorder Professional (CCDP)	10%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	10%
ADC/DCC Treatment Coordinator	Certified Alcohol and Drug Counselor (CADC)	10%
	Certified Co-occurring Disorder Professional (CCDP)	10%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	10%
DCC Treatment Supervisor	Certified Clinical Supervisor	10%
	Certified Alcohol and Drug Counselor (CADC)	10%
	Certified Co-occurring Disorder Professional (CCDP)	10%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	10%
DCC Asst Treatment Program MGR	Certified Clinical Supervisor	10%
	Certified Alcohol and Drug Counselor (CADC)	10%
	Certified Co-occurring Disorder Professional (CCDP)	10%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	10%

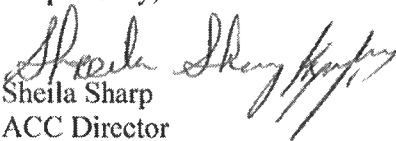
Arkansas Community Correction

DCC Treatment Administrator	Certified Clinical Supervisor	10%
	Certified Alcohol and Drug Counselor (CADC)	10%
	Certified Co-occurring Disorder Professional (CCDP)	10%
	Licensed Alcohol and Drug Abuse Counselor (LADAC)	10%

These differentials give ACC the ability to recruit higher quality applicants and retain current employees occupying the classifications listed above. An ACC employee who successfully attains one or multiple certifications and/or licensures from above will only be awarded one 10% increase to his or her base rate of pay. Any additional certifications and/or licensure from the list above that an employee chooses to complete will not result in an additional 10% increase.

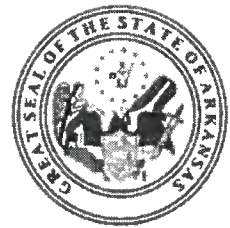
Thank you in advance for your consideration.

Respectfully,


Sheila Sharp
ACC Director



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 Certification 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 grandfathered Certification pay differential. We are not requesting any changes to our current utilization procedures.

The continuance of the Certification Differential of up to 10% for the following certifications listed below pursuant to ACA 21-5-221(g) (1) which states:

(g)(1) 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.

(2)(A) 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.

(B) Documentation of continuation or renewal of the certification of the employee is required for continuation of certification differential.

- Certificate in Public Health Nursing
- National Certifications in specialty care areas such as wound care and cancer treatment care as certified and approved by the Office of Personnel Management
- Long Term Care Facility Surveyor Minimum Qualifications Test
- Physicians certified by the American Specialty Boards

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

Sincerely,

Damian Hicks
DHS Chief Human Resources Officer



ASA HUTCHINSON
GOVERNOR

ARKANSAS AGRICULTURE DEPARTMENT
ARKANSAS FORESTRY COMMISSION
ARKANSAS LIVESTOCK & POULTRY COMMISSION
ARKANSAS STATE PLANT BOARD

1 NATURAL RESOURCES DRIVE, LITTLE ROCK, AR 72204 | (501) 251-1598 | AAD.ARKANSAS.GOV



WES WARD
SECRETARY OF AGRICULTURE

May 14, 2018

Ms. Kay Barnhill, Administrator
Office of Personnel Management
P.O. Box 3278
Little Rock, Arkansas 72203



Re: Request for continuation of 2% certification compensation for Urban Forestry Representatives-Arkansas Forestry Commission-(AFC)

Please accept our request to maintain certification pay for our Certified Arborists for Fiscal Year 2019. The approval has enabled the AFC to retain employment of qualified individuals.

Previously the Personnel Committee of the Arkansas Legislative Council approved a 2% education certification compensation for employees of the Arkansas Agriculture Department/Forestry Commission (AFC) that are District Urban Representatives and obtain a Certified Arborist license.

Certified Arborists meet the growing requirements and needs for tree assistance in Arkansas's urban areas. While position numbers may change, the number of employees receiving the 2% education compensation will not exceed twelve employees at any one time.

The AFC did not request additional funding for the education certification compensation when implemented in 2009 and will not ask for additional funding for continuation of the compensation.

Please advise if you need any additional information.

Respectfully,

Wesley W. Ward
Secretary of Agriculture
State of Arkansas





ASA HUTCHINSON
GOVERNOR

ARKANSAS AGRICULTURE DEPARTMENT

ARKANSAS FORESTRY COMMISSION
ARKANSAS LIVESTOCK & POULTRY COMMISSION
ARKANSAS STATE PLANT BOARD

1 NATURAL RESOURCES DRIVE, LITTLE ROCK, AR 72205 | (501) 275-1598 | AAR.ARKANSAS.GOV



WES WARD
SECRETARY OF AGRICULTURE

May 14, 2018

Ms. Kay Barnhill, Administrator
Office of Personnel Management
P. O. Box 3278
Little Rock, Arkansas 72203



Re: Request for continuation of certification and hazardous duty differential for two PSSF employees-Arkansas Forestry Commission (AFC)

Please accept our request to maintain certification and hazardous duty differential for two employees of the Arkansas Agriculture Department/Forestry Commission's (AFC) Poison Springs State Forest (PSSF) for Fiscal Year 2019. The approval has enabled the AFC to retain employment of qualified individuals that are licensed in explosives and maintain a Transportation Security Administration endorsement on their Arkansas Commercial Driver's License.

The employees have a 4% certification compensation differential and a 6% compensation hazardous duty differential. The 6% is authorized for the increased risk of personal physical injury for the identified high risk position of handling explosives. The additional percentage is paid when the employees, who for safety reasons work as a pair, blast debris placed by beavers out of culverts. If the debris is not removed, roads wash out. PSSF roads must be maintained for timber harvest and public hunting which are two of the most important objectives in the PSSF management plan. PSSF is comprised of over 23,000 acres in Ouachita and Nevada Counties.

The AFC did not request additional funding for the hazardous duty differential when previously approved and implemented in 2009 and will not ask for additional funding for continuation of the differential.

Please advise if you need any additional information.

Respectfully,

Wesley W. Ward
Secretary of Agriculture
State of Arkansas





Directorate of State Resources
 Bldg. 4201, Camp Robinson
 North Little Rock, Arkansas 72199-9600

ASA HUTCHINSON
 Governor

Abbi Bruno
 Human Resources Administrator

April 16, 2018

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

Dear Ms. Barnhill,

The Arkansas State Military Department (AMD) is requesting continuation, with modifications, of certification pay for certifications obtained by certified law enforcement officers and firefighters.

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.

(2)(A) 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.

(B) Documentation of continuation or renewal of the certification of the employee is required for continuation of the certification differential.

Arkansas Military Department is requesting approval for Certificate Pay/continuation of Certificate Pay for the following classifications for FY2019:

T019C Director of Public Safety	GS08
T030C Public Safety Commander I	GS07
T051C Public Safety Supervisor	GS06



Directorate of State Resources
Bldg. 4201, Camp Robinson
North Little Rock, Arkansas 72199-9600

ASA HUTCHINSON
Governor

Abbi Bruno
Human Resources Administrator

T067C Public Safety Officer II	GS05
T055C Public Safety Officer	GS05
To43C Military Deputy Fire Chief	GS07 (title previously omitted in error)
Military Firefighter Shift Leader	GS06
Senior Military Firefighter	GS05
Military Firefighter	GS04

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 are 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 are attached.



Directorate of State Resources
Bldg. 4201, Camp Robinson
North Little Rock, Arkansas 72199-9600

ASA HUTCHINSON
Governor

Abbi Bruno
Human Resources Administrator

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,

Abbi Bruno
HR Administrator



Directorate of State Resources
Bldg. 4201, Camp Robinson
North Little Rock, Arkansas 72199-9600

ASA HUTCHINSON
Governor

Abbi Bruno
Human Resources Administrator

April 16, 2018

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

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(2)(A) 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.

(B) Documentation of continuation or renewal of the certification of the employee is required for continuation of the certification differential.

Arkansas Military Department is requesting approval for Certificate Pay/continuation of Certificate Pay for the following classifications for FY2019:

T019C Director of Public Safety	GS08
T030C Public Safety Commander I	GS07
T051C Public Safety Supervisor	GS06



Directorate of State Resources
Bldg. 4201, Camp Robinson
North Little Rock, Arkansas 72199-9600

ASA HUTCHINSON
Governor

Abbi Bruno
Human Resources Administrator

T067C Public Safety Officer II	GS05
T055C Public Safety Officer	GS05
To43C Military Deputy Fire Chief	GS07 (title previously omitted in error)
Military Firefighter Shift Leader	GS06
Senior Military Firefighter	GS05
Military Firefighter	GS04

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 are 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 are attached.



Directorate of State Resources
Bldg. 4201, Camp Robinson
North Little Rock, Arkansas 72199-9600

ASA HUTCHINSON
Governor

Abbi Bruno
Human Resources Administrator

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,

A handwritten signature in cursive script that reads "Abbi Bruno".

Abbi Bruno
HR Administrator



Arkansas State Bank Department

Candace A. Franks
Commissioner

Asa Hutchinson
Governor

May 14, 2018

Ms. Kay Barnhill
State Personnel Administrator
Office of Personnel Management
1509 West Seventh Street, Suite 201
Little Rock, AR 72201



Dear Kay:

The Bank Department is requesting to maintain our Professional Certification Differential on the following classifications for FY 19:

Class Code: A005N	Assistant Deputy Bank Commissioner	G515
Class Code: A030C	Certified Exam Manager	G514
Class Code: A039C	Certified Bank Senior Examiner	G513
Class Code: A107C	Bank Exam Manager	G514

The Bank Department first received national accreditation from the Conference of State Bank Supervisors (CSBS) in 1988. Accreditation certifies that the department maintains the highest standards and practices in state banking supervision set by the national organization's Accreditation Program. In order to maintain accreditation, the Bank Department submits information on an annual basis to CSBS. In addition, the Department is subject to a lengthy on-site evaluation process every five (5) years to achieve re-accreditation.

CSBS is the nationwide organization for state bank supervision and represents bank regulators of the 50 states, the District of Columbia, Guam, Puerto Rico and the Virgin Islands and approximately 4,572 state-chartered financial institutions. The organization has four principle tenants: Education, Coordination, Communication and Avocation. CSBS specifically offers supervisory education/training programs for state banking department personnel through their Education Foundation and closely monitors the criteria for their certification programs.

The Department utilizes CSBS for three certifications for our examination staff who want to acquire additional knowledge and training in areas that are very relevant to their employment. The certifications are: Certified Large Institution Examiner (CLIE); Certified Senior Trust Examiner (CSTE) and Certified Examinations Manager (CEM) which has always been a certification applicable to our Deputy Commissioners.

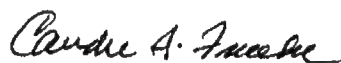
Over the past few years with the new laws and increase in complexity of bank examinations, some of our senior staff has achieved certification as Certified Fraud Examiners (CFE); a Certified Information Systems Auditor (CISA); and several are in the process of obtaining certification as Certified Anti-Money Laundering Specialists (CAMS). While these special certifications are not required by the State Bank Department, with the ever-changing complexity of banking and our business environment, we encourage our staff to gain this level of knowledge in their specific fields. These certifications are consistently recognized among professionals in the fields of bank examinations, control, security and cyber security.

Once the certification is achieved, they are required by the Bank Department to successfully complete the required continuing education units each year to maintain the certification.

I am attaching the requirements in each certification that the employees have to obtain before qualifying for certification.

The ability to retain these employees is critical to the Bank Department and your consideration and approval of this Certification Differential would be appreciated by me as Commissioner. If additional information is needed, please contact me or my Fiscal Division Manager, Gail Green.

Sincerely,



Candace A. Franks
Bank Commissioner

Attachments



ARKANSAS SCHOOL FOR THE BLIND

BUSINESS / PERSONNEL OFFICE

[ESTABLISHED 1859]

2606 WEST MARKHAM
LITTLE ROCK, ARKANSAS 72205
(501) 603-3521 - Fax: (501) 603-3532

May 24, 2018

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

Ms. Barnhill,

The Arkansas School for the Blind (ASB) is requesting the continuation of the 6% certification differential and the 6% education differential. These requests are based on the need to maintain equity between teacher salaries and those of the central Arkansas public school systems.

Attached is a summary of the positions that would be affected and examples of the additional certification or education that would warrant the need for a differential to be awarded.

We appreciate your consideration of this matter. If you have any questions, please feel free to contact either our Fiscal Support Manager Breonda Hodges at (501) 603-3527 or breonda.hodges@asb.k12.ar.us or our Assistant Personnel Manager Bonita Nash at (501) 603-3531 or bonita.nash@asb.k12.ar.us.

Sincerely,

A handwritten signature in black ink, appearing to read "James Caton".

James Caton
Superintendent

Cc: Breonda Hodges



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 7th Street, Suite 201
Little Rock, AR 72201

Dear Ms. Barnhill

The Arkansas School for the Deaf (ASD) is requesting a continuation of our Professional/Education Certification Differentials available to all positions, except extra help. ASD currently only has eight (8) exceptional employees that receive this differential. This certification is utilized for specialized certifications that are maintained by the employee that is above the certification required for the position held that is directly job-related such as Deaf Certification, National Board Certification, etc.

The differential encourages staff to seek out higher learning and specialized knowledge and skills that will benefit the school. It also helps keep ASD be more competitive with other public schools and deaf schools. This will continue to 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

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