



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

OFFICE OF PERSONNEL MANAGEMENT
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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 salary administration grids for FY19. The requested grids for continuation are attached.

AGENCY	CLASS CODE	TITLE	GRADE	SALARY RANGE	GRID DETAILS
Northwest Technical Institute	E027C	Career & Technical Faculty	GS07	\$40,304-\$58,493	May obtain two (2) increases of up to 3% for participation in Performance Based Teacher Education Program
Northwest Technical Institute	E018C	Specialized Technical Faculty	GS08	\$45,010-\$65,264	May obtain two (2) increases of up to 3% for participation in Performance Based Teacher Education Program
Northwest Technical Institute	L036C	Nurse Instructor	MP02	\$71,403-\$99,964	May obtain two (2) increases of up to 3% for participation in Performance Based Teacher Education Program
Bank Department	A070C	Bank Examiner	GS08	\$45,010-\$65,264	May receive up to 10% annually for passing tests during a 3 year period

Bank Department	A106C	Bank Sr. Examiner	GS10	\$56,039-\$81,256	May receive up to 10% annually for passing tests during a 2 year period
Bank Department	A039C	Certified Bank Sr. Examiner	GS13	\$77,862-\$112,899	May receive up to 5% annually for completing continuing education
Bank Department	A107C	Bank Exam Manager	GS14	\$86,887-\$125,986	May receive up to 5% annually for completing continuing education
Bank Department	A030C	Bank Certified Exam Manger	GS14	\$86,887-\$125,986	May receive up to 5% annually for completing continuing education
Bank Department	A018C	Bank Chief Examiner	GS14	\$86,887-\$125,986	May receive up to 5% annually for completing continuing education
Bank Department	G257C	Bank Chief Counsel	GS14	\$86,887-\$125,986	May receive up to 5% annually for completing continuing education
Bank Department	A005N	Asst Deputy Bank Commissioner	GS15	\$96,960-\$140,952	May receive up to 5% annually for completing continuing education

The Office of Personnel Management is requesting the continuation of two salary administration grids from two different state agencies. The total cost for these salary administration grids in FY18 was \$25,564.

After review of the request, the Office of Personnel Management **recommends** the approval of the continuation of these previously approved salary administration grids 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



Northwest Technical Institute
rethink education

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



May 8, 2018

Re: Salary Grid – Performance Based Teacher Education Program

Dear Ms. Barnhill,

A salary grid is currently in place for full-time instructors participation the Performance Based Teacher Education program (PBTE). Participation in the PBTE program is a requirement for Career & Technical Faculty, Specialized Technical Faculty or Nurse Instructor who at the time of hire, into a full time position, does not hold a current Arkansas teachers license. It is possible for instructors to obtain two 3% salary increases provided they meet the program requirements. We are requesting authorization to continue with the salary grid in fiscal year 2018/2019.

Thank you for your consideration of this request. Please feel free to contact me if you should have any questions or require additional information.

Respectfully,

Mike Hamley
Vice President Finance and Operations
Northwest Technical Institute

CC: File

MH/dr



Professional Development Handbook

Performance Based Teacher Education

Modules and Continuing Education Units

Revised March 2010

The Professional Development Program

Introduction

Instructors without an Arkansas Teachers Certificate have not had the benefit of formal teacher education training and will be required to participate in the professional development program.

The primary role of the Career & Technical Faculty is to provide a quality education to students who wish to enter a recognized occupation or improve their occupational skills and knowledge. In part, the instructor's mission is to (1) provide instruction to meet each individual's needs; (2) provide instruction to meet the needs of business and industry; (3) instill in each individual respect for the basic human rights of others; and (4) help the individual acquire the capacity to appreciate, accept, and adapt to change.

The Role Of Career & Technical Faculty

As a technology instructor, your primary role is to provide the leadership and initiative necessary to achieve the objectives of your service area. This includes all facets of program planning and management, as well as the instructional activities necessary to ensure the academic achievement of your students. In addition, you will be expected to strive for excellence through continuous participation in professional development activities.

Specifically, your job will demonstrate competence in at least the following areas of activity:

- Teaching and instructional management
- Performing administrative responsibilities of your service area
- Establishing and maintaining community relations
- Establishing and working with advisory committees
- Serving as advisor to career and technical student organizations in your service area
- Managing the resources of your service area

Achieving Professional Development

A structured professional development program is important for the instructor to achieve professional growth goals. This handbook will serve as a guide to requirements and timelines to be followed for accomplishing the Performance Based Teacher Education module program and Continuing Education Unit objectives. The PBTE program addresses three areas of professional activity relevant to the role of a career & technical faculty member: (1) teaching skills, (2) technical updating activities and (3) related

professional activities. Your teaching skills will be developed and refined as you progress through the module program. Your participation in the PBTE program will require you to demonstrate competence in teaching activities essential to quality instruction.

In addition to the PBTE module program, all instructors are required to complete Continuing Education Units. The CEU can be obtained in one or a combination of three methods:

1. 160 clock hours in industry
2. 40 clock hours of planned and organized instructional activity
3. A course of three semester credit hours from an accredited college or university. The course must pertain to your field of instruction.

Along with the required modules, four CEUs are needed to advance to each program level. Once the instructor has obtained the Master level, four CEUs are required every eight years. Completed CEUs are kept in the individual personnel files.

A list of module titles is provided for your review. A total of 132 modules are included in the program. Completion of 31 predetermined modules is a requirement for continued employment. You are not required to continue with the program after completing the mandatory 31 modules. However, if you should elect to continue, there is monetary gain for your participation.

At the time of hire, instructors are at level one, Associate Instructor. *You may remain at this rank for no more than 3 years.* When the 31 predetermined modules and 4 continuing education units are completed, the instructor's title will become Instructor. The third level is Senior Instructor and can be obtained with the completion of a total of 64 modules and an additional 4 continuing education units. The fourth and final level is Master Instructor. This level is accomplished with the completion of a total of 100 modules and 4 additional continuing education units. Instructors who complete the Senior level will receive a 3% salary increase. An additional 3% salary increase will be available to instructors who complete the Master level. Instructors must remain at each level for a minimum of one year.

The PBTE module booklets are on file in the NTI library. You can check out modules at your convenience, but remember other instructors may be participating in the program and booklets should be returned as quickly as possible. You will need to photocopy the page that includes the Module Title and Number. This page will be used to attach and submit your documentation to the module advisor.

NTI is fortunate to have an on-site advisor to answer questions and give direction. The advisor is responsible for grading and recording the instructor's module progress and reporting this progress to the Personnel Manager who will file the information in the employee's personnel file.



Arkansas State Bank Department

Candace A. Franks
Commissioner

Asa Hutchinson
Governor

May 14, 2018

Kay Barnhill, Administrator
Office of Personnel Management
1509 W. 7th Street, Suite 201
Little Rock, AR 72201



Dear Kay:

The Arkansas State Bank Department is requesting continued authorization of our salary administration grid for FY19 on the attached job classifications.

Enclosed with this request is a synopsis of our Pay Plan Grid Explanation for each classification which outlines the responsibilities of each level and the training an examiner must complete before being considered for promotion to the next level. The grid is based solely on performance for each level of our examination staff.

As a Department we have always appreciated the opportunity to utilize salary grids and/or special language to retain our bank examination staff. The salary grid provides career paths for examination staff and maintains salary levels comparable to market rates in an attempt to reduce turnover. The ability to retain these employees is critical to the Bank Department.

Your consideration and approval for the continuation of our Pay Grid would be appreciated. The Grid will continue to provide a framework within the pay plan for the retention of examiners; and to ensure that the Department has the personnel resources to provide the best services possible to the banking industry and safeguard the general public.

As Commissioner, I certify that the Bank Department does have the funds to support this grid.

If additional information is needed, please contact me or my Fiscal Division Manager, Gail Green at 324-9019.

Sincerely,

Candace A. Franks
Commissioner

BANK DEPARTMENT 2019 PAY GRID

CLASS CODE	PAY GRADE	MINIMUM		MAXIMUM	TITLES
A070C	GS8	\$45,010	21.6394	\$65,264	Bank Examiner Trainee
<i>In-House</i>	GS8	\$49,511	23.8034	\$65,264	Bank Assistant Examiner
<i>In-House</i>	GS8	\$54,462	26.1837	\$65,264	Bank Jr. Examiner
A106C	GS10	\$59,908	28.8021	\$81,256	Bank Sr. Examiner
<i>In-House</i>	GS10	\$69,194	33.2663	\$81,256	Commissioned Sr. Examiner
A039C	GS13	\$79,919	38.4226	\$112,899	Certified Bank Sr. Examiner
A107C	GS14	\$87,911	42.2649	\$125,986	Bank Exam Manager
A030C	GS14	\$96,702	46.4913	\$125,986	Bank Certified Exam Mgr
A018C	GS14	\$96,702	46.4913	\$125,986	Bank Chief Examiner
G257C	GS14	\$86,887	41.7726	\$125,986	Bank Chief Counsel
A005 A005W	GS15	\$105,000	50.4808	\$140,592	Asst Deputy Bank Commissioner

Positions under this pay grid will be paid according to the salaries above. In line with our approved Career Path, as each examiner completes required schools and/or testing, a ten percent (10%) promotion will be granted. This promotion will not preclude any award of performance pay the Governor may approve.

In addition, a retention increase may be given annually to those employees who have not reached maximum pay and who are not being promoted to a different level of examiner. In no situation will an increase of retention plus merit pay exceed 10% in any fiscal year.

RETENTION:

1 to 5%