



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

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
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June 15, 2016

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Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, 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 submits a request from the Arkansas Game and Fish Commission for your review.

The Arkansas Game and Fish Commission, (AGFC), has requested the approval to provide differential pay for those employees that demonstrate proficiency in a second language other than English. The differential pay request is based upon Arkansas Code Ann. §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.

The determination of proficiency is achieved for the oral and written examinations administered by the Arkansas Spanish Interpreters and Translators. The agency is requesting the differential pay for individuals in both enforcement and educational jobs that serve all citizens of the state. These officers and educators are necessary when interacting with students at a local AGFC facility or individuals in the field who are proficient in other languages.

Additionally, the second language must be utilized at least 25% of the time in performing job duties. Employees receiving the differential whose job duties change and no longer require the use of the second language will no longer receive the differential. Also, second language differentials are not considered part of an employee's base pay.

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, Co-Chairperson
May 26, 2016
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The agency has submitted the following differential pay plan based on four levels of proficiency:

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

The Office of Personnel Management has reviewed the submitted documentation by the Arkansas Game and Fish Commission and recommends approval of the requested second language differential compensation pay. Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

JUN 2 2016

Date

KB/sp:1-2



Jeff Crow
Chief of Staff and Deputy Director

Andrew Bass
Assistant Deputy Director

Arkansas Game and Fish Commission

Mike Kneidl
Director

Ricky Chestain
Assistant Deputy Director

Caroline Cone
Assistant Deputy Director

20 May 2016

Kay Barnhill
State Personnel Administrator
Office of Personnel Management
DFA Building
1509 W 7th St, Suite 201
Little Rock, AR 72201

Dear Ms. Barnhill:

Arkansas Game and Fish Commission (AGFC) would like to request the establishment of second language differential in accordance with Arkansas Code 21-5-221 which states:

"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."

AGFC requests that the differential be based on the following levels of proficiency:

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

AGFC has both an education and enforcement function that serve all citizens of the state. In order to accomplish the mission of the agency, it is necessary to employ individuals that have the ability to communicate with citizens that are proficient in other languages. This becomes vitally important when an officer is interacting with people in the field and when educators are interacting with students in one of our facilities. In order to attract and retain qualified individuals with multi-lingual abilities, it is important that AGFC be able to compensate these individuals for their skills and for the time that they spend utilizing these abilities.

Currently, AGFC has one individual who uses a second language at least 25% of the time in their daily work. AGFC hopes to expand this number in the future to meet the needs of the diverse populations which are served by our agency. One of the officers is stationed in Sevier County, which is approximately 30% Hispanic according to the 2014 census. This officer spends time in the schools and with civic organizations as well as interacting with the public at large during the commission of his duties. In cases where the agency needs an interpreter, the agency relies heavily on him to translate. He recently translated and appeared in commercials recruiting more Hispanic citizens for our wildlife officer cadet school.

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The Arkansas Game and Fish Commission's mission is to conserve and enhance Arkansas's fish and wildlife and their habitats while promoting sustainable use, public understanding and support.