



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 requests from the Arkansas Game and Fish Commission to establish a compensation differential in accordance with Ark. Code Ann. §21-5-221(g):

(g)(1) A professional certification differential of up to six percent (6%) for job-related professional certifications for individual positions or for specific classifications within an agency or institution 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.

The Arkansas Game and Fish Commission requests approval to give a new group of Certification Differentials for the Wildlife Division/Prescribed Burn Fire Plan:

Prescribed Fire Burn Boss — 2%	(up to 16 employees)
Prescribed Fire/Fire Boss — 2%	(up to 14 employees)
Prescribed Fire Support — 2%	(up to 30 employees)

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The compensation differential would be applied to the following classifications in AGFC's Wildlife Management Division only:

B101C	Natural Resources Program Technician	C113
B133C	AGFC Senior Technician	C117
B024C	AGFC Biologist	C119
B023C	AGFC Biologist Specialist	C121
B131C	AGFC Biologist—Assistant Regional Mgr	C121
B022C	AGFC Biologist Supervisor	C123
B046C	AGFC Biologist Program Specialist	C123

AGFC has a total of 87 authorized positions within the classifications listed above that would become eligible for this differential. The maximum that will be allowed per individual is 6%, with most only attaining the 2% addition. The estimate for the requested compensation differential is approximately \$106,000 if all those eligible receive certifications. AGFC anticipates that the actual cost will be less since some who are eligible may not achieve the certification.

In order to obtain these certifications, a candidate must meet certain education and experience requirements which include 120 hours of prescribed fire activities within a fiscal year as well as participation in a minimum of 2-5 burns per fiscal year.

The Office of Personnel Management has reviewed the submitted documentation by the Arkansas Game and Fish Commission and OPM recommends the certification compensation differentials outlined herein. Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

JUN - 8 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 Knoedl
Director

Ricky Chastain
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 a new group of Certification/Education Differentials for the Wildlife Division:

- Prescribed Fire Burn Boss – 2% (up to 16 employees)
- Prescribed Fire Fire Boss – 2% (up to 14 employees)
- Prescribed Fire Support – 2% (up to 30 employees)

For the following classifications:

B101C	Natural Resources Program Technician	C113
B133C	AGFC Senior Technician	C117
B024C	AGFC Biologist	C119
B023C	AGFC Biologist Specialist	C121
B131C	AGFC Biologist – Asst Regional Mgr	C121
B022C	AGFC Biologist Supervisor	C123
B046C	AGFC Biologist Program Specialist	C123

AGFC is in the process of expanding the Prescribed Fire Plan and this will necessitate the training of additional personnel. In the past, we have relied on extra labor that was trained by the US Forest Service and could work for agency in the downtime between firing seasons. The coursework listed below will be required before an employee is eligible to begin training for the next highest level. AGFC is attempting to have a Burn Boss in every region. The maximum that will be allowed per individual is 6%, with most only attaining the 2% addition.

Prescribed Fire Burn Boss

The prescribed fire burn boss is responsible for the organization for implementing the prescribed fire plan.

Training

- Prescribed Fire as a Management Tool
- Initial Attack Incident Commander (S-200)
- Annual Refresher

Experience

- Qualified as Firing Boss + Satisfactory completion of 1 year in Firing Boss function

Additional Recommended Coursework to Support Knowledge, Skills and Abilities

- Fireline Leadership (L-380)

2 Natural Resources Drive • Little Rock, AR 72205 • www.agfc.com
Phone (800) 364-4263 • (501) 223-6300 • Fax (501) 223-6448

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.

- Introduction to Fire Effects (RX-310)
- Prescribed Fire Burn Plan Preparation (RX-341)
- Prescribed Fire Implementation (RX-301)
- Fire Operations In the Wildland/Urban Interface (S-215)

Firing Boss

The firing boss(es) reports directly to the prescribed fire boss and is responsible for supervising and directing ground or aerial ignition operations according to the prescribed fire plan.

Training

- Firing Operations (S-219)
- Intermediate Wildland Fire Behavior (S-290)
- Followership to Leadership (L-280)
- FIT1 (S-131)
- Annual Refresher

Experience

- Qualified as Holder/ignition + Satisfactory completion of 1 year in ignition function

Additional Recommended Coursework to Support Knowledge, Skills and Abilities

- Portable Pumps and Water Use (S-211)
- Wildland Fire Chainsaws (S-212)
- ICS for Single Resources and Initial Action (ICS-200)

Support Function

Ignition and Holding (Support) will be managed by prescribed fire personnel. The support personnel reports directly to the firing boss or prescribed fire burn boss if firing boss position is not utilized. Support personnel responsibly, safely and effectively carry out ignition patterns as deemed by the firing boss/prescribed fire burn boss.

Training

- Introduction to ICS (I-100)
- Human Factors In Wildland Fire Service (L-180)
- Firefighter Training (S-130)
- Introduction to Wildland Fire Behavior (S-190)
- NIMS: An Introduction (IS-700)
- Annual Refresher

Experience

- None

Additional Recommended Coursework to Support Knowledge, Skills and Abilities

- Portable Pumps and Water Use (S-211)
- Wildland Fire Chainsaws (S-212)
- Firing Operation (S-219)

In order for employees to be eligible to retain the differential, they will have to spend 120 hours on prescribed fire activities within a fiscal year as well as participate in a minimum of 2-5 burns per fiscal year.

Thank you for your consideration of this request. Please let me know if you need additional information.

Sincerely,



Mike Knoedl
Director
Arkansas Game and Fish Commission