



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

OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office
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June 13, 2017

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 submits a second language compensation differential request from the Department of Finance and Administration in accordance with Ark. Code Ann. §21-5-221(j):

(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 Department of Finance and Administration requests approval for second language differential based on the following levels of proficiency:

A. Advanced	10%
B. Fluent	7.5%
C. Intermediate	5.0%
D. Beginning/Basic	2.0%

Individuals receiving the differential must pass oral and written proficiency examinations. 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. Second language differentials are not considered part of an employee's base pay.

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DFA has a total of five authorized positions currently receiving second language differentials. The total cost to the agency in fiscal year 2017 was \$9,149.71. The maximum that will be allowed per individual is 10%. The estimate for the requested compensation differential is \$14,771.

The Office of Personnel Management has reviewed the Department of Finance and Administration's request and recommends approval of a second language compensation differential for fiscal year 2018.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

JUN 02 2017

Date

KB/sp: 1-2



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

OFFICE OF PERSONNEL MANAGEMENT
Human Resources
 1515 West Seventh Street, Suite 102
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 Little Rock, AR 72203-2485
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April 20, 2017

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 Department of Finance and Administration is requesting a continuation of Second Language salary differential for Fiscal Year 2018 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

CH
 APR 28 2017