



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

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
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August 15, 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 Human Services (DHS) in accordance with Ark. Code Ann. §21-5-221(j).

DHS requests continuation of previously approved second language differentials for Fiscal Year 2018 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. DHS had twenty-nine incumbents receiving second language differentials in Fiscal Year 2017. The total cost to the agency in Fiscal Year 2017 was \$63,136.

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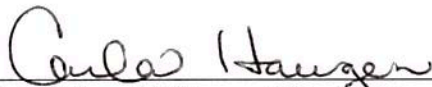
The Office of Personnel Management has reviewed DHS's request and recommends continuation of second language differentials for Fiscal Year 2018.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

JUL 05 2017

Date

KB/cmb: 1-2



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 24, 2017

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 Secondary Language Differential for FY 2018

Mr. Walther:

In accordance with Act 365 of the 2017 Regular session, section 21-5-221, the Department of Human Services is requesting permission to continue its use of the Secondary Language differential.

The Secondary Language Differential continuance of up to 10% based on proficiency is pursuant to ACA 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.

This differential is used primarily in serving the state's Hispanic population in the county offices. It is not paid for any employee who leaves the position or no longer meets the requirements for continuing payment. We are not requesting any changes to our current utilization procedures.

The differential payments shall be determined after eligible employee has been assessed by an independent language testing body and the level of proficiency has been set. The percentage of pay based upon the proficiency levels are as follows:

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

Should further information be required, please contact me at 683-5928.

Sincerely,

George Bryant
DHS HR Administrator