



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

OFFICE OF PERSONNEL MANAGEMENT  
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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 (OPM) submits a request from the Arkansas State Police (ASP) to establish a certification differential in accordance Ark. Code Ann. §21-5-221.

The ASP has requested the establishment of a 10% certification differential for the following classification:

<u>Class Code</u>	<u>Classification</u>	<u>Grade</u>
X179C	ASP Commercial Driver's License Examiner	GS04

The ASP is requesting this certification differential in order to resolve an inequity that was made apparent after the new pay plan was implemented. Before pay plan implementation, the ASP Driver's License Examiner classification was a grade C110 and the ASP Commercial Driver's License Examiner was grade C111. This is because the ASP Commercial Driver's License Examiner classification required all qualified applicants to possess a Class "A" Commercial Driver's license. The minimum qualifications for an ASP Driver's License Examiner require no special licenses. The new pay plan has classified both of these titles at the GS04 level. The agency believes that this will not only cause a salary inequity, but also may lower the morale for employees in the ASP Commercial Driver's License Examiner classification.

In order to resolve the inequity issue, the agency is requesting approval of a 10% certification differential to be granted to all incumbents and future employees in the ASP Commercial Driver's License Examiner classification. The ASP also requests permission to apply this differential, if approved, immediately upon hiring an employee into the above listed classification as well as current incumbents. In Fiscal Year 2018, the ASP estimates that nine employees at the agency will qualify to receive the differential and projected cost is approximately \$26,141.

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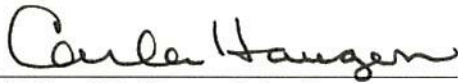
The Office of Personnel Management has reviewed the submitted documentation by the Arkansas State Police and recommends approval of a certification differential for the above classification to be effective through fiscal year 2018.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



Chief Fiscal Officer of the State

JUL 26 2017

Date

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State of Arkansas



ARKANSAS STATE POLICE

1 State Police Plaza Drive Little Rock, Arkansas 72209-4822 www.asp.arkansas.gov

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Asa Hutchinson Governor

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July 6, 2017



ARKANSAS STATE POLICE COMMISSION

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Bill Benton Heber Springs

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Ms. Kay Terry Arkansas Department of Finance & Administration Office of Personnel Management Post Office Box 3278 Little Rock, Arkansas 72203

RE: Agency 0960 – Compensation Differential Request

Dear Ms. Terry:

The Arkansas State Police (ASP) is submitting this letter to request approval for a Compensation Differential under ACA§ 21-5-221, which allows agencies to pay additional compensation for current employees in specific positions. The job classification impacted by this request is as follows:

Table with 3 columns: Class Code, Authorized Job Title, FY18 Pay Grade. Row 1: X179C, ASP Commercial Driver's License Examiner, GS04

As part of the FY18 pay plan, the job classifications of ASP Driver's License (DL) Examiner and ASP Commercial Driver's License (CDL) Examiner were both classified on the same pay level as a GS04 with an entry pay rate of \$29,046. Previously, these positions were classified as grade C110 and grade C111 respectively. Both of these positions fill separate roles within the agency and have unique qualifications. The minimum qualifications for an ASP DL Examiner is a high school diploma plus six (6) months experience working with the general public as a driving instructor or related field. In contrast, for an ASP CDL Examiner, a qualified applicant must have a high school diploma plus one (1) year of experience working with the general public as a driving instructor or related field and must also possess a Class "A" Commercial Driver's license with a minimum of one (1) year of driving experience in a commercial vehicle. Due to the licensing and experience requisite of an ASP CDL Examiner, applicants hired into this job classification should be compensated at a higher entry rate of pay than an ASP DL Examiner.

Effective July 2, 2017, the ASP DL Examiners will receive an increase to the new entry rate of \$29,046. At this time, there are a total of nine (9) ASP CDL Examiners that will also be compensated at the same entry rate of \$29,046. This will not only cause a salary inequity among this classification, but I am equally concerned it may lower the morale of these employees who have a higher level of qualifications and expertise than the ASP DL Examiners, yet will be compensated at the same rate of pay.

I am asking for your approval of a compensation differential to pay these employees 10% above the established entry rate for pay grade GS04 for the job classification of ASP CDL Examiner. This would establish the entry rate for the job classification of ASP CDL Examiner at \$31,950. Any incumbent ASP CDL Examiners whose annual salary is adjusted on July 2 to the pay plan entry rate of \$29,046 for grade GS04 would be eligible for this 10% compensation differential. Additionally, for any new ASP CDL Examiners hired on/after July 2, I would ask for approval to compensate those applicants at \$31,950.

Your favorable review and consideration of this request is greatly appreciated. Should you have any questions or need additional information, please do not hesitate to contact me at (501) 618-8193.

Sincerely,

A handwritten signature in black ink, appearing to read 'H. Daniels', written in a cursive style.

Harmony Daniels  
Human Resources Manager  
Administrative Services Division

cc: Personnel