



## Arkansas Department of Higher Education

423 Main Street, Suite 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Asa Hutchinson  
Governor

Maria Markham, Ph.D.  
Director

May 9, 2017

The Honorable John Cooper, Co-Chair  
The Honorable Les Eaves, Co-Chair  
Personnel Committee of the Arkansas Legislative Council  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Cooper and Representative Eaves:

University of Arkansas - Rich Mountain (UA-RM) requests the establishment of three (3) classified positions from the Higher Education Central Pool authorized by Section 38 of Act 236 of 2016. In accordance with the provisions of the Act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

**Requested**

**Title:** Multi-Media Specialist  
**Grade – FY17:** C113  
**Number of Positions:** 1

**Recommendation**

**Title:** Multi-Media Specialist  
**Grade – FY17:** C113  
**Number of Positions:** 1

**Requested**

**Title:** Maintenance Technician  
**Grade – FY17:** C113  
**Number of Positions:** 1

**Recommendation**

**Title:** Maintenance Technician  
**Grade – FY17:** C113  
**Number of Positions:** 1

**Requested**

**Title:** Administrative Specialist III  
**Grade – FY17:** C112  
**Number of Positions:** 1

**Recommendation**

**Title:** Administrative Specialist III  
**Grade – FY17:** C112  
**Number of Positions:** 1

The Multi-Media Specialist is being requested to handle their advancing marketing requirements. The Maintenance Technician position is requested due to expansion of facilities. Additionally, the Administrative Specialist III is being requested to assist with daily activities of the chief academic officer. All of these titles are currently used by other institutions.

The Multi-Media Specialist will provide planning, development and coordination of marketing materials and the college's local cable channel access. He/she will be responsible for graphic design and involved in all development of UA-RM branding decisions.

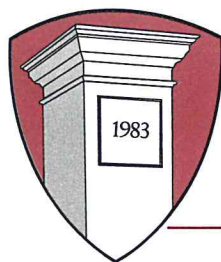
The Maintenance Technician will oversee general operations, maintenance and repairs of lawn care and heating and air conditioning equipment as well as vehicles.

The Administrative Specialist III will coordinate the Carl Perkins Grant, community service classes and room scheduling. He/she will assist in the development of UA-RM's academic schedule.

Sincerely,

A handwritten signature in black ink, reading "Maria Markham". The signature is written in a cursive style with a large, stylized "M" and "M".

Dr. Maria Markham  
Director



# University of Arkansas

RICH MOUNTAIN

OFFICE OF THE CHANCELLOR

May 9, 2017

Dr. Maria Markham  
Arkansas Department of Higher Education  
423 Main Street, Suite 400  
Little Rock, AR 72201

RE: Request for Classified Positions from Central Pool

Dear Dr. Markham:

In accordance with Act 599 of the 2017 Regular Legislative Session, UA Rich Mountain is respectfully requesting three (3) classified positions from the Higher Education Central Pool. The positions requested are as follows:

1. Multi-media Specialist
2. Maintenance Technician
3. Administrative Specialist III

#### Justification

UA Rich Mountain seeks to hire a Multimedia Specialist within our marketing area to handle to ever advancing marketing requirements of video and photography editing. The College currently is understaffed in our singularly run marketing department. We are seeking an applicant with expertise and knowledge necessary to produce worthy audiovisual end-products.

UA Rich Mountain seeks a Maintenance Technician that can oversee the maintenance and operation of our facilities and equipment. As we have grown in facilities, our current maintenance technician is being stretched to a point that not all aspects of his job can be done in a timely manner. We are seeking a second fulltime maintenance technician.

Lastly, UA Rich Mountain respectfully requests an Administrative Specialist III. Currently, our chief academic officer does not have an administrative specialist to help her with the daily activities of the office. The chief academic officer needs someone to help her coordinate all of the office activities.

These positions are critical to the success of UA Rich Mountain. This request for three positions comes with a tremendous amount of research and thought. We respectfully request that you approve these positions for immediate needs.

If you have any questions, please contact Morris Boydston, Chief Fiscal Officer at 479-394-7622 x1500. Thank you for your consideration.

Respectfully,

Phillip Wilson, Ed.D.

**HIGHER EDUCATION  
REQUEST FOR CENTRAL POOL POSITION**

INSTITUTION University of Arkansas Rich Mountain

DATE May 9, 2017

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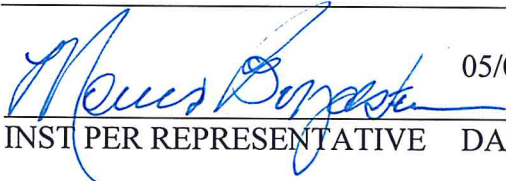
<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
C056C		C112

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**I HEREBY CERTIFY THAT:**

- A. The position requested is a full time position that is critical to the operation of the institution and will not be used for any other purpose than that which is outlined in the position description and the narrative justification of the position submitted on page 2 and page 3 of this request.
- B. Sufficient funds are available to fund this position at the requested grade.

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 05/09/2017  
\_\_\_\_\_  
INST PER REPRESENTATIVE      DATE

 05/09/2017  
\_\_\_\_\_  
INST PRESIDENT/CHANCELLOR      DATE

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**OFFICE OF PERSONNEL MANAGEMENT - RECOMMENDATION**

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<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>
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LEGISLATIVE COUNCIL/JBC REVIEW

DATE

FAVORABLE ☐ UNFAVORABLE ☐

**POSITION DESCRIPTION**

(1) % of TIME AND WORK PERFORMED

**NOTE:** Indicate % of time for each example of work, single space within each example of work and double space between examples.**Administrative Specialist III**

This position will report directly to the Vice Chancellor of Academic Affairs and will be responsible for the following duties:

- Coordinating and tracking the Colleges Carl Perkins Grant objectives, including budget/financial tracking of revenue and expenses.
- Coordinating and assisting in the development and oversight of the Colleges Community Service classes.
- Coordination of the Colleges room scheduling for both internal and external constituents.
- Assisting in the development of the College academic schedule.
- Other duties as needed in the department.



**(5) Basic Qualifications**

Education, general:	High School Graduate or equivalent
Education, special or professional:	Specialized training in business management or its equivalent.
Experience, length in years and kind:	1 Year
Licenses, certificates, or registration	None
Special knowledge, abilities and skills:	Ability to handle multiple scheduling priorities
Physical Requirements	None

**NARATIVE JUSTIFICATION**

The Department of Finance and Administration, Office of Personnel Management did not allow Colleges and Universities to request new position for the 2017 Regular Session of the Arkansas General assembly. This, along with having only 3 unfilled (21 total) classified positions has left the College very few personnel options during budgeting. For additional justification please see the attached letter from the Chancellor of the College.

**HIGHER EDUCATION  
REQUEST FOR CENTRAL POOL POSITION**

INSTITUTION University of Arkansas Rich MountainDATE May 9, 2017

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<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
P048C		C113

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I HEREBY CERTIFY THAT:

- A. The position requested is a full time position that is critical to the operation of the institution and will not be used for any other purpose than that which is outlined in the position description and the narrative justification of the position submitted on page 2 and page 3 of this request.
- B. Sufficient funds are available to fund this position at the requested grade.

 05/09/2017  
\_\_\_\_\_  
INST PER REPRESENTATIVE    DATE

 05/09/2017  
\_\_\_\_\_  
INST PRESIDENT/CHANCELLOR    DATE

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**OFFICE OF PERSONNEL MANAGEMENT - RECOMMENDATION**

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<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>
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LEGISLATIVE COUNCIL/JBC REVIEW

DATE

FAVORABLE ☐ UNFAVORABLE ☐



## POSITION DESCRIPTION

(1) % of TIME AND WORK PERFORMED

NOTE: Indicate % of time for each example of work, single space within each example of work and double space between examples.

### **Multimedia Specialist**

This position will report directly to the Vice Chancellor for Student Affairs and will be responsible for the following duties:

- Planning, developing and coordinating the College's marketing materials for
  1. Student Affairs (recruitment) (30%)
  2. Academic Departments (20%)
- Planning, developing and coordinating the College's local cable access channel
  1. Advertising (20%)
  2. Programming (10%)
- Graphic design for the College's various departments, such as marketing and recruiting materials, resale products and academic department promotion. (20%)

This position will be involved in all development of all College branding decisions for the campus.711

(2) Name and title of your immediate supervisor:  
Chad Fielding, Vice Chancellor of Student affairs

(3) Payroll titles of employees supervised and number of employees per title. If employees supervised, enter "None":  
None

Page 3

(4) Machines or equipment used regularly in your work. Give percent of time spent in operation of each.

100%	Computerized Graphic Design Software
%	
%	
%	

(5) Basic Qualifications

Education, general:	Associates Degree
Education, special or professional:	Multimedia/Graphics Design
Experience, length in years and kind:	2 Years
Licenses, certificates, or registration	none
Special knowledge, abilities and skills:	Graphic Design Software
Physical Requirements	none

#### NARATIVE JUSTIFICATION

The Department of Finance and Administration, Office of Personnel Management did not allow Colleges and Universities to request new position for the 2017 Regular Session of the Arkansas General assembly. This, along with having only 3 unfilled (21 total) classified positions has left the College very few personnel options during budgeting. For additional justification please see the attached letter from the Chancellor of the College.

**HIGHER EDUCATION  
REQUEST FOR CENTRAL POOL POSITION**

INSTITUTION University of Arkansas Rich Mountain

DATE May 9, 2017

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
S046C		C113

I HEREBY CERTIFY THAT:

- A. The position requested is a full time position that is critical to the operation of the institution and will not be used for any other purpose than that which is outlined in the position description and the narrative justification of the position submitted on page 2 and page 3 of this request.
- B. Sufficient funds are available to fund this position at the requested grade.

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**OFFICE OF PERSONNEL MANAGEMENT - RECOMMENDATION**

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>
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LEGISLATIVE COUNCIL/JBC REVIEW

DATE

FAVORABLE ☐ UNFAVORABLE ☐

## POSITION DESCRIPTION

(1) % of TIME AND WORK PERFORMED

NOTE: Indicate % of time for each example of work, single space within each example of work and double space between examples.

**Maintenance Technician**

This position will report directly to the Director of Physical Plant and will be responsible for the following duties:

- General operations, maintenance and repair as needed at the College, including but not limited to the following:
  1. Lawn Care Equipment (20%)
  2. Heating and Air conditioning Equipment/Units (20%)
  3. Vehicles (10%)
  4. All other College maintenance and repair needs (40%), such as
    - \*) plumbing
    - \*) electrical
    - \*) welding
    - \*) small engine
    - \*)refrigeration units
- Supervises student labor for lawn care purposes (10%).

(2) Name and title of your immediate supervisor:  
Dennis hill, Director of Physical Plant

(3) Payroll titles of employees supervised and number of employees per title. If employees supervised, enter "None":  
Student labor (up to 3)

Page 3

(4) Machines or equipment used regularly in your work. Give percent of time spent in operation of each.

20%	Lawn Care Equipment
20%	Heating and Air Conditioning Units
10%	Vehicle Maintenance & Repair
50%	General Repair & Maintenance & Supervision

(5) Basic Qualifications

Education, general:	High School Graduate or equivalent
Education, special or professional:	None
Experience, length in years and kind:	2 Years
Licenses, certificates, or registration	None
Special knowledge, abilities and skills:	Knowledge of General Repair and Maintenance skills plus for knowledge of HVAC, Vehicle & Lawn Care Equipment
Physical Requirements	Ability to lift 50 lbs.

#### NARATIVE JUSTIFICATION

The Department of Finance and Administration, Office of Personnel Management did not allow Colleges and Universities to request new position for the 2017 Regular Session of the Arkansas General assembly. This, along with having only 3 unfilled (21 total) classified positions has left the College very few personnel options during budgeting. For additional justification please see the attached letter from the Chancellor of the College.