



## Arkansas Division 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

June 3, 2020

The Honorable David Wallace, Chair  
The Honorable Jim Wooten, Chair  
Arkansas Legislative Council – Personnel Subcommittee  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Wallace and Representative Wooten:

Arkansas State University - Beebe (ASUB) requests the establishment of one (1) classified position from the Higher Education Central Pool authorized by Act 763 of 2019, ACA §21-5-1415. 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:** D062C/Data Base Analyst **Grade**  
**Grade – FY21:** C119  
**Salary – FY21:** \$35,554  
**Institution Match Rate % – FY21:** 54%  
**Institution Match \$ - FY21:** \$19,168  
**Total Compensation FY21:** \$54,722  
**Number of Positions:** 1

### Recommendation

**Title:** D062C/Data Base Analyst  
**Grade – FY21:** C119  
**Salary – FY21:** \$35,554 - \$65,312  
**Institution Match Rate % – FY21:** 54%  
**Institution Match \$ - FY21:** \$19,199 - \$35,268  
**Total Compensation FY21:** \$54,753 - \$100,580  
**Number of Positions:** 1

The Data Base Analyst position is requested due to the increased demand of online learning. This title is currently used at a couple of institutions.

The Data Base Analyst will oversee operations of the Learning Management System (LMS). His/her responsibilities will include tracking all active system courses and troubleshooting technical issues. In addition, the Data Base Analyst will assist with implementation of the LMS.

Sincerely,

Maria Markham, Ph. D.  
Director



May 29, 2020

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

In accordance with Act 763 of 2019, ACA § 21-5-1415, Arkansas State University System requests a Full Time Classified Data Base Analyst from the Central Pool. Consistent with the current ASU System appropriation act, the following title and job class are requested.

<u>Title</u>	<u>Number of Positions</u>	<u>Job Class</u>
Data Base Analyst	1	C119

**Justification**

With the demand for on-line learning increasing, it is a must to have dedicated staff for the Learning Management System (LMS). This position will oversee all operations of the LMS to ensure maximum access is afforded to students, faculty and staff of Arkansas State University-Beebe. It is imperative that the system's down time is kept to a minimum. By having dedicated LMS staff, ASU-Beebe will provide the greatest support possible for users and provide the ability to utilize the system for its full capability while meeting the needs of all users.

The position requested is for FY21 and beyond. Thank you for consideration of this request.

Sincerely,

Teri Roper  
Director of Human Resources

P.O. Box 1000  
Beebe, AR 72012

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Fax: 501-882-8943

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# Division of Higher Education Classified Central Pool Justification Form

INSTITUTION: Arkansas State University - Beebe

DATE: May 29, 2020

### CLASSIFICATION REQUESTED

<u>CLASS CODE/TITLE</u> D062C/Data Base Analyst	<u>GRADE</u> C119
<u>MINIMUM SALARY</u> \$35,554	<u>NUMBER OF POSITIONS</u> 1
<u>INSTITUTION MATCH RATE %</u> 54%	<u>INSTITUTION MATCH \$</u> \$19,168
<u>TOTAL COMPENSATION</u> \$54,722	

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.

<u>Teri Roper</u>	<u>May 29, 2020</u>	<u>Jennifer Metvhin, PhD</u>	<u>May 29, 2020</u>
INST PER REPRESENTATIVE	DATE	INST PRESIDENT/CHANCELLOR	DATE

### DIVISION OF HIGHER EDUCATION - RECOMMENDATION

<u>CLASS CODE/TITLE</u> D062C	<u>GRADE</u> C119
<u>MINIMUM SALARY</u> \$35,554 - \$65,312	<u>NUMBER OF POSITIONS</u> 1
<u>INSTITUTION MATCH RATE %</u> 54%	<u>INSTITUTION MATCH \$</u> \$19,199 - \$35,268
<u>TOTAL COMPENSATION</u> \$54,753 - \$100,580	

LEGISLATIVE COUNCIL/JBC REVIEW:  
FAVORABLE  UNFAVORABLE

DATE:



# Division of Higher Education Classified Central Pool Justification Form

## 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.

### DUTIES AND RESPONSIBILITIES:

- Oversees the daily operations of the LMS system by providing high quality technical assistance to faculty, students, and staff of ASUB. 25%
- Handles and tracks all active LMS courses and helps the campus integrate LMS into additional courses. 20%
- Troubleshoots technical issues derived from LMS support and collaborates with vendors and other technical staff to devise problem resolutions. 15%
- Coordinates the evaluation and implementation of new and improved technical features and seeks feedback from end users on the quality of the system and services. 10%
- Serves as the interface and customer advocate for customer and stakeholder requirements. 5%
- Works with internal IT resources to troubleshoot, maintain, and enhance Student Information Systems integration feeds. 5%
- Organizes efforts to meet campus customer requirements, including other ITS staff, vendor resources, and other campus partners. 5%
- Liaisons with LMS vendor and ASUB's teams (Distance Learning/ITS) to ensure project success. 5%
- Manages software licenses and contracts. 3%
- Supports the analysis, planning, design, implementation, and evaluation of key projects to help ASUB achieve its goals. 3%
- Strives to accomplish measurable business process improvements. 2%
- Attends annual User Conferences and technical conferences to improve LMS skills. Participates in LMS user groups. 1%
- Performs other related duties as assigned. 1%

(2) Name and title of your immediate supervisor:



## Division of Higher Education Classified Central Pool Justification Form

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

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

100%	Computer Equipment
25%	Audio/Video Equipment
%	
%	

(5) Basic Qualifications

Education, general:	<b>Bachelor's degree in information technology, computer science, or a related field.</b> <b>Other job related education and/or experience may be substituted for all or part of the Bachelor's degree.</b>
Education, special or professional:	Other job related education and/or experience may be substituted for the degree.
Experience, length in years and kind:	Two years system support administration. Three to Five years of Learning Management System support is preferred.
Licenses, certificates, or registration	None
Special knowledge, abilities and skills:	Zoom technology and Powershell or other scripting language is preferred
Physical Requirements	The ability to sit at a computer working for up to eight hours per day, the ability to navigate to and from classrooms/offices in multiple buildings. The ability to see computer output and view software/hardware. The ability to lift up to 50 pounds.



## Division of Higher Education Classified Central Pool Justification Form

### **NARRATIVE JUSTIFICATION**

With the demand for on-line learning increasing, it is a must to have dedicated staff for the Learning Management System (LMS). This position will oversee all operations of the LMS to ensure maximum access is afforded to students, faculty and staff of Arkansas State University-Beebe. It is imperative that the system's down time is as minimal as possible. By having dedicated LMS staff, ASU-Beebe will provide the greatest support possible for users and provide the ability to utilize the system for its full capability while meeting the needs of all users.