



Arkansas Department of Higher Education

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

Asa Hutchinson
Governor

Dr. Brett Powell
Director

July 20, 2016

The Honorable Uvalde Lindsey, Chair
The Honorable Lanny Fite, Chair
Personnel Committee of the Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

Dear Senator Lindsey and Representative Fite:

Southeast Arkansas College (SEARK) requests the establishment of one (1) non-classified position 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: Director of Human Resources/Services
LIM – FY17: \$101,534
Number of Positions: 1

Recommendation

Title: Director of Human Resources/Services
LIM – FY17: \$101,534
Number of Positions: 1

The additional position is requested to add stability to the area of Human Resources which has experienced high turnover since 2009. The Director of Human Resources/Services title is currently used at other institutions.

The Director of Human Resources/Services will provide leadership and guidance in all matters related to human resources and payroll. This individual will direct, oversee, and monitor the operations of human resources and payroll including but not limited to recruiting and selection, benefits, employee relations, employee training, records management, compensation and classification. In addition, the Director of Human Resources/Services will ensure compliance with all federal, state and SEARK employment policies and procedures. He/she will plan and develop new or revised human resources programs and systems to address changes. The Director of Human Resources/Services will assist the President and Vice President for Fiscal Affairs with legal and legislative proceedings involving personnel administrative matters. They will also counsel agency directors, section heads and employees regarding the reconciling of complex complaints and workforce issues.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Brett A. Powell".

Dr. Brett Powell
Director



Southeast Arkansas College

1900 Hazel St., Pine Bluff, AR 71603

Tel (870) 543-5900 ■ Fax (870) 850-8636 ■ 1-888-SEARKTC (Toll Free) ■ Website: www.seark.edu

June 28, 2016

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

RE: Request for Non-classified Position from Central Pool

Dear Director Powell:

Southeast Arkansas College respectfully request one (1) non-classified position from the Higher Education Central Pool. The position requested is for a Human Resources Director.

JUSTIFICATION

Southeast Arkansas College seeks to hire a Human Resources Director to supervise all human resource and payroll functions for our institution. The college needs to attract an applicant with expertise and knowledge necessary to provide leadership, guidance and training to administration, department supervisors and staff employees.

Since 2009, there have been six (6) different Human Resource Specialist's move through the HR position at SEARK. Only applicants with limited HR Law knowledge apply for the HR Specialist position, Grade C113 on state pay plan (\$12.75 per hour). Once trained, these HR Specialist move on to higher paying jobs. The college has exhausted time and funds over the last few years in dealing with high turnover in an ever changing federal and state compliance area.

Having an experienced and capable Human Resources Director will add some stability to an area that is essential to the operation of the college. We respectfully request this position be approved as an immediate need.

If you have any questions, please contact Debbie Wallace, Vice President for Fiscal Affairs at (870) 543-5996. We appreciate your consideration of this request.

Sincerely,

Dr. Stephen Hilterbran, President
Southeast Arkansas College

Non-Classified Central Pool Justification Form



Institution:	Southeast Arkansas College	Date:	06/30/2016
Requested Authorized Title:	Director of Human Resources/Services	LIM:	\$101,534
Working Title:	Human Resource Director	Estimated Salary Range:	\$55,000 - \$65,000

Board Approval Date	June 30 , 2016
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Justification

Please provide a detailed justification including enrollment growth, new programs, etc.

Since 2009, there have been six Human Resource Specialist's move through the HR position at SEARK. At the wage dictated by the State Career Service Plan for the HR Specialist position, only applicants with limited HR law knowledge apply. Much time and funds are spent on educating and training the newly hired employee and then they move on to positions paying significantly more than allowed by the Career Service Plan. In addition, many supervisors at SEARK have been promoted from positions within their departments. They are experts within their fields, but have limited employment law and management skills. SEARK needs an HR Director who can conduct training for the Supervisors regarding evaluations, FMLA, HIPPA, ADA, Workers' Comp and many other issues direct supervisors deal with on a day to day basis. SEARK needs someone with the education, experience, and ability to provide continuity in the HR department and to train those in supervisory positions.

Educational Requirements

What are the educational requirements to perform this job?

MINIMUM QUALIFICATIONS: The formal education equivalent of a bachelor's degree in human resources, public administration, or a related field; plus human resources experience and supervisory experience.

PREFERRED QUALIFICATIONS: Master's degree in a related field preferred; 5 years experience in Human Resource; HR experience with Arkansas OPM, and ADHE.

What are the unique skills needed to perform this job?

Extensive experience using the practices of human resources, state and federal personnel laws, policies, and procedures; organizational management, payroll, benefits, and budget processes. Ability to administer overall human resource programs, payroll functions, benefits, employee training, safety, and related human resource functions. Ability to plan and maintain budgets. Ability to communicate with a diverse group of employees and population. Ability to supervise employees, administer work plans, and evaluate progress. Ability to interpret policies and application human resource state and federal laws.

Is certification required? No.

Non-Classified Central Pool Justification Form



Duties

Please list in order of priority and include supervisory responsibilities if applicable.

Employee Training
Employee Evaluation
On-Boarding & Off-Boarding of Employees
Job Announcement, Applicant Recruitment and Tracking
FMLA Compliance
Workers Compensation Compliance
Unemployment Inquiries/Responses
ACA Compliance
HR Reporting to ADHE & DFA & OPM
DFA & Federal Monthly, Quarterly HR Reporting - MERS & DOL
Supervise and Backup Payroll
Supervise, Audit and Backup Payroll Payables and Reconcile to General Ledger
Review & Update Faculty Staff Handbook Annually or as needed
Adjunct Orientation
Manage Leave
Faculty/Staff Holiday Calendar

The Human Resource Director is a full-time position that provides leadership and guidance in all matters related to human resources and payroll. Directs, oversees, and monitors the operations of human resources and payroll including but not limited to recruiting and selection, benefits, employee relations, employee training, records management, compensation and classification. Ensures compliance with all federal, state and SEARK employment policies and procedures. Plans, develops new or revised human resources programs and systems to address changes. Assists the President and Vice President for Fiscal Affairs with legal and legislative proceedings involving personnel administrative matters. Counsels agency directors, section heads and employees regarding the reconciling of complex complaints and workforce issues. Maintains liaisons with other entities such as: the Office of Personnel Management, Employee Benefits Division, the Arkansas Public Employee's Retirement System, and Arkansas Teacher's Retirement System, VALIC, and TIAA-CREF as necessary. Assists with the preparation and submittal of the biennial and annual personnel related budgets and reports. Interprets, researches, and communicates Federal, State and Departmental policy regarding human resource management to agency directors, employees and applicants. Performs other duties as assigned.

Non-Classified Central Pool Justification Form



Additional Information

The requested position will be advertised as required by DF&A policy. It is not currently on the Southeast Arkansas College legislative bill.

Currently there is no Director for Human Resources. The department has operated with an HR Specialist position only, which is currently vacant. The legal requirements and due dates for the duties described above are being met, but nothing beyond the minimum required is achieved. There is almost no Director/Dean/Supervisor training and our evaluating tool for faculty is poor, but there is no one with the time to work with the Deans and Faculty Senate to improve it. SEARK has purchased new HR Software that has been installed and although many of the features are being used there are unused features that would improve service to the Faculty and Employees if there was time available to implement and train employees on the software. Many of the tasks listed above have been done by the Controller and Business Manager because there was no one with the background and experience necessary to make the decisions for completion of the tasks. Hiring a Director of Human Resources will allow the Controller and Business Manager to more fully focus on the Financial and Internal Control aspects of their positions which require more time than they are able to devote when spending hours doing HR tasks. When one HR Specialist would leave and another had not been hired yet, the Business Manager had to complete the HR Specialist tasks and then train the newly hired HR Specialist. A Director of Human Resources would allow SEARK to grow all managers across campus, increase efficiencies, decrease errors, and improve our HR department above the minimum required level.

This position will report to the Vice President for Fiscal Affairs.

Decision (for official use only)

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Rejected |
| <input type="checkbox"/> Approved with modifications | <input type="checkbox"/> Deferred |

Justifications

Signatures (for official use only)

Institutional Finance		Date:	
ADHE Director		Date:	