

**From:** [Freeburn, Vicki](#)  
**To:** [Freeburn, Vicki](#)  
**Subject:** FW: Request for Supplemental Agenda  
**Date:** Thursday, September 22, 2016 09:38:33 AM  
**Attachments:** [DAH EWQ C. Kirksey \(2\).pdf](#)  
**Importance:** High

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**From:** Stacy Hurst [<mailto:stacy.hurst@arkansas.gov>]  
**Sent:** Wednesday, September 21, 2016 4:36 PM  
**To:** Garrity, Marty  
**Cc:** Rebecca Burkes; Debbie Biggs  
**Subject:** Request for Supplemental Agenda  
**Importance:** High

Ms. Garrity,

Due to the emergency nature of this request, I'd like to ask that the attached item be added to the supplemental agenda for Friday's Legislative Council meeting. The Administrative Services Manager serves as our budget director. Having the position vacant as we prepare and enter budget hearings puts our department in a significant bind. Please let me know if this is possible, or if you need additional information from me.

Thank you so much for your consideration.

Stacy Hurst  
Director and State Historic Preservation Officer



**Department of Arkansas Heritage**  
1100 North Street | Little Rock, AR 72201  
office: 501.324.9155  
fax: 501.324.9575  
[ArkansasHeritage.com](http://ArkansasHeritage.com)  
[Facebook](#) | [Instagram](#) | [Twitter](#)  
#AuthenticArkansas

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

**OFFICE OF PERSONNEL MANAGEMENT  
Administrator's Office**  
1509 West Seventh Street, Suite 201  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278  
Phone: (501) 682-1823  
[www.dfa.arkansas.gov](http://www.dfa.arkansas.gov)

September 21, 2016

Senator Uvalde Lindsey, Co-Chairperson  
Representative Lanny Fite, 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 Department of Arkansas Heritage (DAH) for your review.

The Department of Arkansas Heritage has requested a special entry rate of \$72,257 which is the maximum of grade C124, for an exceptionally well qualified applicant for the classification Administrative Services Manager, G076C.

Mr. Charles Kirksey's qualifications include a bachelor's degree in business, a master's degree in business, as well as over 17 years of experience in business management. The following is a detailed comparison of the minimum qualifications of the classification and Mr. Kirksey's education and experience.

**MINIMUM QUALIFICATIONS**

The formal education equivalent of a bachelor's degree in business administration, public administration, or a related area; plus five years of experience in human resources, budgeting, or a related field, including two years in a supervisory or leadership capacity.

**APPLICANT'S QUALIFICATIONS**

**EDUCATION**

January 2001 – June 2002; Madison University; Gulfport, Mississippi; Master's degree in business.

June 1997 – December 1998; John Brown University; Siloam Springs, Arkansas; Bachelor's degree in business.

### **EXPERIENCE**

December 1998 – Present; Lennox Industries; Stuttgart, Arkansas; Distribution Manager.

June 1998 – December 1998; Windmere; Hialeah, Florida; Operations Manager.

July 1994 – June 1998; Molex Inc.; Maumelle, Arkansas; Warehouse Manager.

August 1993 – July 1994; J. C. Penny; Little Rock, Arkansas; Stockroom Manager.

June 1976 – October 1993; United States Army; New Orleans, Louisiana; Port Operations Sargent.

### **JUSTIFICATION**

Statewide, there are 16 positions classified as Administrative Services Manager with an average annual salary of \$59,177 and 15.6 average years of state service. Of these 16 positions, none are located within DAH. The statewide / agency turnover rate for this classification was 20% within the previous year.

Mr. Kirksey is currently employed at Lennox, Industries, as a Distribution Manager with an annual salary of \$96,000. His responsibilities include managing staff, logistics and the supply chain, organizational performance metrics, streamlining operations, and the completion and maintenance of a complex yearly budget. Mr. Kirksey will be able to contribute to the agency immediately with little orientation.

The Office of Personnel Management recommends approval of the requested special entry rate of 72,257, which is maximum of grade C124, for Charles Kirksey for the classification Administrative Services Manager, G076C. Approval of this requested special entry rate would result in a \$23,743 or 24.73% decrease in the applicant's current annual salary.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
DFA Personnel Administrator



Chief Fiscal Officer of the State

SEP 19 2016

Date



THE DEPARTMENT OF ARKANSAS  
**HERITAGE**

Asa Hutchinson  
Governor

Stacy Hurst  
Director

September 19, 2016

Arkansas Arts Council

Arkansas Historic  
Preservation Program

Arkansas Natural  
Heritage Commission

Arkansas State Archives

Delta Cultural Center

Historic Arkansas Museum

Mosaic Templars  
Cultural Center

Old State House Museum

Kay Barnhill, Administrator  
DFA/OPM Class & Comp  
1509 West 7<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Little Rock, AR 72201

Dear Kay,

I am requesting a special entry rate of \$72,257 which is maximum level salary for grade C124. The position is Administrative Services Manager for the Department and the rate would not create an inequity.

Mr. Charles Kirksey earned his MBA from Madison University in Gulfport, MS in 2002 and his BA in Business from John Brown University in Siloam Springs, AR in 1998. He has been employed with Lennox Industries in Stuttgart, AR as Distribution Manager for over 17 years where he is responsible for completion and maintenance of yearly budget on operations and non-operational expenses totaling \$3.8 million; freight budget of \$34 million and manages a total of 48 employees.

Mr. Kirksey received an honorable discharge from the United States Army in 1993 after having served for 17+ years including a tour of duty in Operation Desert Storm. He retired as a Port Operations Sergeant where he was responsible for clearing all incoming cargo through Turkish customs.

Charles is an innovative, results-driven strategic manager with more than 25 years of exemplary performance and in-depth experience in business environments. He will be a tremendous asset to the Department of Arkansas Heritage.

Your favorable approval of this request would be appreciated.

Sincerely,

Stacy Hurst



323 Center Street, Suite  
1500  
Little Rock, AR 72201

(501) 324-9150  
fax: (501) 324-9154  
TDD: 711

e-mail:  
[info@arkansasheritage.com](mailto:info@arkansasheritage.com)  
website:  
[www.arkansasheritage.com](http://www.arkansasheritage.com)

An Equal Opportunity  
Employer



## DEPARTMENT OF FINANCE AND ADMINISTRATION

## Office of Personnel Management

## Special Entry Rate

## Exceptionally Well Qualified Applicant

0865 / Department of Arkansas Heritage - Central Administration

Agency # / Agency or Institution Name

22116745

Position/Item Number

G076C / Administrative Services Manager

Class Code / Title (Attach description of job duties)

C124

Grade

Charles Kirksey

Applicant's Name

\$96,000.00

Current Annual Salary

Requested Annual Salary

Applicant's Qualifications (Please summarize. Attach Resume and completed State Job Application Form).

Mr. Kirksey earned an MBA in 2002 from Madison University in Gulfport, MS; a BA in 1998 from John Brown University in Siloam Springs, AR. He served 17+ years in the U.S. Army with one tour of duty in Operation Desert Storm; retired in 1993 as a Port Operations Sergeant. He has been employed with Lennox, Industries in Stuttgart, AR since 1998 as the Distribution Manager where he manages an operations/non-operational budget of \$3.8M; freight budget of \$34M and a staff of 48 employees.

Minimum Qualifications (Use same description as stated on Class Specification).

Formal education equivalent of a bachelor's degree in business administration, public administration or related field; plus five years' experience in human resources, budgeting, or related field, including two years in a supervisory capacity.

## Attach OPM Form 081 For Eligible Applicants Not Selected

Agency/Institution Personnel Representative

Date

09/19/2016

Agency/Institution Director/Chancellor

Date

09/19/2016

## Office of Personnel Management - Action

Reviewed By:

OPM Personnel Representative

Date

Classification and Compensation Manager

Date



DEPARTMENT OF FINANCE AND ADMINISTRATION

Office of Personnel Management

Special Entry Rate Applicant Summary Sheet  
(APPLICANT NOT HIRED)

0865/Department of Arkansas Heritage - Central Administration

Agency/Institution

Administrative Services Manager

C124

G076C

Class Title

Grade

Class Code

Edwina Broadway

09/12/2016

Applicant's Name

Date Interviewed

Stacy Hurst, Debbie Biggs

Interviewed By

**Minimum  
Requirements for  
Classification**

Formal education equivalent of a bachelor's degree in business administration, public administration or related field; plus five years' experience in human resource, budgeting, or related field, including two years in a supervisory capacity.

**Applicant's  
Qualifications**

Earned BA- Accounting/Business Administration in 2008 from Western Washington University in Bellingham, WA.  
She worked for 2 yrs, 10 mos for the W. Virginia Legislative Post Audit Division in Charleston, WV as an Auditor II; Arkansas Department of Health in Little Rock for 2.5 years as an Internal Auditor and a Budget Manager. She is currently employed for the Dept of Finance and Administration in the Office of Budget as a State Budget Analyst and has been there for 1.5 years.

**Reason  
Not Hired**

While this applicant does possess state government budget experience, the applicant selected has stronger skill sets in management and overall financial administration.

**Rate at which Employee would have entered Classification:**

Grade C124

Pay Level Entry

Debbie Biggs

Stacy Hurst

Agency Personnel Representative

Agency Director

Date

Date

[<< Back to Applicants Section](#)**Application for Employment: Charles L. Kirksey**

Last Name: Kirksey      Mailing Address: [REDACTED]  
First Name: Charles      City: Little Rock  
Middle Name: L.      State: AR  
Home Phone: [REDACTED]      Zip Code: 72204  
Work Phone: 870-672-8078      E-mail Address: [REDACTED]  
Message Phone:

**Jobs Applied For In Your Agency**

Job Name	Closing Date	Position Number	Class Code
ADMINISTRATIVE SERVICES MANAGER	09/09/2016	22116745	G076C

  

Job Name	How did you learn about Job	Apply before	What name did you use at the time
ADMINISTRATIVE SERVICES MANAGER	www.arstatejobs.com	Yes	Charles L. Kirksey

**Employment Status Section**

Will you accept employment anywhere in the State? ☒ Yes ☐ No

If no, where would you accept employment?

Will you accept any type of employment? ☐ Yes ☒ No

If no, check which type(s) of employment you will accept: Full

Have you ever been employed by Arkansas State Government? ☐ Yes ☒ No

If yes, what was your name at that time? Charles L. Kirksey

May we contact your current employer? ☐ Yes ☒ No

May we contact your former employer(s)? ☒ Yes ☐ No

**Professional Licenses**

Please list professional license(s) relevant to position(s) for which you are applying. Provide type of license, license number, date of expiration and issuing state.



**Work History**

List all prior work experience, including military service, beginning with your most recent employment. Include all work experience even if you do not believe that experience is related to the position or positions for which you are applying. You may include volunteer or unpaid work as part of your history; however, you should include the number of hours per week which you performed these duties. If you wish to include a resume instead of completing the work history section, make sure all the requested information is included.

<b>Employment History:</b>	<b>Employment Dates</b>
<b>Lennox Ind</b>	<b>From: 12 1998</b>
<b>Mailing Address:</b> 512 W. Lennox Rd.	<b>To: Still Employed 0000</b>
<b>City: STUTTGART</b>	<b>17 years, 8 months</b>
<b>State: AR Zip Code: 72160</b>	<b>Average hours worked per week: 50</b>
<b>Business Phone: 870-672-8078</b>	<b>Salary Information</b>
<b>Type of Business: HVAC</b>	<b>Lowest: \$ 57000 per Year</b>
<b>Supervisor's Name: Tim Dycus</b>	<b>Highest: \$ 96000 per Year</b>
<b>Name under which you were employed:</b> Charles L. Kirksey	<b>Reason for leaving:</b>
<b>Your job title:</b> Distribution Manager	<b>Seeking new position within Little Rock area.</b>

Your job duties. Please be specific.

Team leader in lean operations with 20 + years of experience managing logistics and supply chain. Experienced in the creation of developing different ways to improve physical inventory accuracy, improve customer service and cut waste. Support corporate strategic goals and team based action plans which include the implementation of organizational performance metrics and cultural transformation methods such as Six S, value stream mapping and continuous improvement tools, lean evaluation matrices, TQM, SPC & Gage, Kaizen, ISO and SOX documentation process. A proven game changer, with a history of managing complicated operations, engineering & supply chain system in manufacturing, consumer packaging and RF systems. An insightful hands-on leader who fosters working relationships between company stakeholders & their downstream customers in order to maintain a clear understanding of their daily performance, to the customers expectations. Responsible for all transportation and accountability for TL, LTL, Ocean, Intermodal, parcel freight, return good authorization and transfer of material between warehouses. **ACCOMPLISHMENTS**  
Launched 52 Dedicated runs saving annually \$980,000 and a reduction in purchase parts inventory from 19 days of supply down to 5 days. Successfully launched and managed 10 HVAC distribution warehouses start up locations reducing projected launch curve milestones by 6 months achieving a 98% overall customer delivery improvements. Using Kaizen procedures, bottleneck analysis tools achieved 50% flow process improvement per shift across the operations system. Re-organize warehouse process flow and improved inventory accuracy to 99.98% with over \$45M in inventory and reduce counting time from 4 days to day with reduction in count auditors and key punch from 190 to 20, for 2014. Implemented 6S processes throughout distribution facility which led to improved safety scores for the department. Achieved \$2.5M in savings for 5 years by consolidation of customer loads to reduce truck loads. Reductions in freight spend per unit shipped down 37% with increase of units shipped up 48% from 2011 to 2013. Re-bid dedicated runs to reduce freight cost by another \$260,000 for 2014. 1999 sales for the year 92 million with 73% on time delivery, June 2015 sales 86.4 million with 100% on time delivery.

<b>Employment History:</b>	<b>Employment Dates</b>
<b>Windmere</b>	<b>From: 06 1998</b>
<b>Mailing Address:</b> Miami Lakes	<b>To: 12 1998</b>
<b>City: Hialeah</b>	<b>0 years, 6 months</b>
<b>State: FL Zip Code: 33014</b>	<b>Average hours worked per week: 50</b>
<b>Business Phone: 305-364-0575</b>	<b>Salary Information</b>
<b>Type of Business: Distribution</b>	<b>Lowest: \$ 57000 per Year</b>
<b>Supervisor's Name: David Cummins</b>	<b>Highest: \$ 57000 per Year</b>
<b>Name under which you were employed:</b> Charles L. Kirksey	<b>Reason for leaving:</b>
<b>Your job title:</b> Operations Manager	<b>Micro-management and Company went out of business.</b>

Your job duties. Please be specific.

Oversee the daily operations of a 500,000 plus sq. ft. Distribution center. Develop work



instructions for employees, Responsible for all safety, accountable for all inventory, monitor LTL and TL daily shipment plans, inspect receiving, inventory control, and shipping, suggest recommendations and improvements as needed.

<b>Employment History:</b>	<b>Employment Dates</b>
Molex Inc	From: 07 1994
<b>Mailing Address:</b> 801 Murphy Dr.	To: 06 1998
<b>City:</b> Maumelle	3 years, 11 months
<b>State:</b> AR <b>Zip Code:</b> 72113	<b>Average hours worked per week:</b> 45
<b>Business Phone:</b> 501-851-8523	<b>Salary Information</b>
<b>Type of Business:</b> Manufacturing	<b>Lowest:</b> \$ 42000 per Year
<b>Supervisor's Name:</b> Mike Able	<b>Highest:</b> \$ 57000 per Year
<b>Name under which you were employed:</b> Charles L. Kirksey	<b>Reason for leaving:</b> Offered another position.
<b>Your job title:</b> Warehouse Supervisor	

Your job duties. Please be specific.

Accountable for inventory accuracy, training of personnel, shipping, receiving, and storage of material. Brief all customers on warehouse operations, order materials as needed, monitor expense accounts, reduce excess inventory, implemented a new bar code system and RF units. Developed ISO 9002 and QS 9000 documentation control for the plant. Certified HAZMAT Technician # 683405, safety/hazardous material instructor. Project manager for ASRS system on plant expansion. Improved inventory accuracy from 82% to over 99% by using TQM

<b>Employment History:</b>	<b>Employment Dates</b>
J. C. Penny	From: 08 1993
<b>Mailing Address:</b> 300 South University	To: 07 1994
<b>City:</b> Little Rock	0 years, 11 months
<b>State:</b> AR <b>Zip Code:</b> 72204	<b>Average hours worked per week:</b> 50
<b>Business Phone:</b> 5012240347	<b>Salary Information</b>
<b>Type of Business:</b> Retail	<b>Lowest:</b> \$ 27500 per Year
<b>Supervisor's Name:</b> Doug Fisher	<b>Highest:</b> \$ 36000 per Year
<b>Name under which you were employed:</b> Charles L. Kirksey	<b>Reason for leaving:</b> Better pay.
<b>Your job title:</b> Stockroom Manager	

Your job duties. Please be specific.

Planned and organized the volume flow, profit, and customer service objectives as well as ordered necessary materials, equipment, and supplies. Directed, regulated, evaluated, and participated as necessary in the work being performed, evaluated the results achieved, and recommended changes to ensure that objectives were met.

<b>Employment History:</b>	<b>Employment Dates</b>
US Army	From: 06 1976
<b>Mailing Address:</b> World Wide	To: 10 1993
<b>City:</b> New Orleans	17 years, 4 months
<b>State:</b> LA <b>Zip Code:</b> 70114	<b>Average hours worked per week:</b> 50
<b>Business Phone:</b> 504-678-7569	<b>Salary Information</b>
<b>Type of Business:</b> Military	<b>Lowest:</b> \$ 16500 per Year
<b>Supervisor's Name:</b> Col. Garcia	<b>Highest:</b> \$ 26000 per Year
<b>Name under which you were employed:</b> Charles L. Kirksey	<b>Reason for leaving:</b> Retired
<b>Your job title:</b> Port Operations Sgt.	

Your job duties. Please be specific.

MILITARY SERVICE: MILITARY TRAFFIC MANAGEMENT COMMAND ISKENDERUN, TURKEY MOVEMENTS SERGEANT. Coordinated/controlled the receipt and shipment of ocean containers and military equipment. Originated and dispatched messages pertaining thereto. Supervised local nationals on loading and unloading containers and vessels. Insured export documentation was correct. Custom cleared all incoming cargo through Turkish customs. Additional duties assigned as Top Secret Document Control Officer. MILITARY TRAFFIC MANAGEMENT COMMAND, NEW ORLEANS, LA. OPERATION SERGEANT. Responsible for monitoring, inspecting and coordinating commercial contractor work performance on cargo handling. Improve warehouse processing, shipping, documenting and other cargo operations to assure full compliance with contract. Additional duties as Top Secret Document Control Officer. Coordinate all Vessel arrival/departures with Military Sealift Command. Monitored and validated extra labor, detention and overtime charges in assigned areas of responsibility. Responsible for all Port Operations between Tampa FL to Galveston TX during Desert Storm. TRANSPORTATION SCHOOL, FT. EUSTIS, VA/WITH DUTY IN ENGLAND, FOREIGN EXCHANGE SOLDIER. PLATOON LEADER Accountable for the training, discipline, health, safety and welfare of 40 British soldiers. Arranged ground movement for NATO in Norway, Denmark, Turkey, Canada and Kenya. Responsible for air flow plans for NATO aircraft, C130's, 141's C5A's C160's and all British aircraft, into and out of all countries. Diplomat status while assigned to British Army and NATO. NATO Port Operations in Turkey, Norway and Denmark. MILITARY TRAFFIC MANAGEMENT COMMAND, BREMERHAVEN, GERMANY, MOVEMENTS CHIEF. Served as primary point of contact for, and coordinated with, other elements on matters relating to cargo receipts, hazardous, sensitive and special medical cargo in Port Operation. Monitored and inspected the loading and discharging of ships, trucks, rail cars and containers. Assured that handling, stowing and securing were properly performed and that container space was utilized, documentation was correct and that containers were properly sealed. Additional duties as Top Secret Document Control Officer. Coordinate all Vessel arrival/departures with Military Sealift Command. Responsible for the safety of unloading and loading all explosives into and out of Germany on ammo vessels and rail cars. Unload and load MSC ship with local terminal operations and stevedore unions, both general cargo and ammunitions. 29th TRANSPORTATION BATTALION, FT. CAMPBELL, KY, TRAFFIC MANAGEMENT COORDINATOR. Reported deficiencies of improper packing, marking, handling, documenting, and labeling to substantiate claims against shipper, carrier, and contractor. Supervised 12 administrative clerks for a 700-man battalion. Liaison between Army and Air Force on air movement load plans for C130', C141's and C5A's, hazardous materials and equipment, and custom clearance documentation. Assigned to Generals Staff (G4) for Division Movements Control Air/Sea/Land Operations, 12th COMPANY, 1ST BATTALION, FT. RUCKER, AL, MOVEMENT SPECIALIST. Inspected commercial carriers/contractor performance during all phases of movement and storage of cargo. Counseled soldiers on entitlement and responsibilities in connection with transportation of household property. Household goods inspector for outbound and inbound military families. 25th TRANSPORTATION COMPANY, SEOUL, KOREA, ASSISTANT MOVEMENT SUPERVISOR. Processed requests for rail and highway shipments throughout Korea. Coordinated request for rail clearance and maintained receipt shipment ledgers, custom cleared all cargo. Assigned to DMZ to support active troop movements. Assigned Port Operation Incheon, container tracking. 593rd SUPPORT GROUP, FT. LEWIS, WA, SHIPMENT SUPERVISOR. Advised subordinate units on application of transportation movement principles. Routed household goods by rail and highway. Cleared shipments and soldiers for air travel.

**Educational History**

High School Education

Received Diploma: Master Certificate Type: If none, highest grade completed: 0

Post-Secondary, College, University, Trade/Vocational Schools Attended

<b>School Name:</b>	<b>From:</b>	01	2001
Madison University	<b>To:</b>	06	2002
<b>City:</b>	<b>Hours Completed:</b> 42 Quarter		
Gulf Port	<b>Graduation:</b>	06	2002
<b>State:</b>	<b>Degree or Diploma Awarded:</b>		
MS	Masters Degree--Other:		
<b>Major/Minor:</b> Business/			

<b>School Name:</b>	<b>From:</b>	06	1997
John Brown University	<b>To:</b>	12	1998
<b>City:</b>	<b>Hours Completed:</b> 60 Other		
SILLOAM SPRINGS	<b>Graduation:</b>	12	1998
<b>State:</b>	<b>Degree or Diploma Awarded:</b>		
AR	Bachelor--Other:		
<b>Major/Minor:</b> Business/			

**Before You Sign this Application**

Check over your answers to make sure that all questions have been completed properly. If the job you are applying for requires a college degree or certification, a copy of your transcript, certificate, or license may be required as a condition of employment.

I, the undersigned, hereby declare that, to the best of my knowledge and my ability, the information provided on this application is true and factual.

I understand that, should I become an employee of the State of Arkansas, I will be required to disclose any benefit obtained from a state contract by a business in which I have a financial interest, pursuant to ACA §19-11-706, and will be subject to civil, criminal, and/or administrative remedies if I fail to report such benefits.

I understand that, should I become an employee of the State of Arkansas, I will be restricted both during and after state employment from certain activities concerning procurement and selling to the state, pursuant to ACA §19-11-709, and will be subject to civil, criminal, and/or administrative remedies if I violate any of these restrictions.

I understand that, if I am hired, my employment is not for any definite period of time, and I may be terminated at any time.

I understand that if I state that I have a college degree, and do not have one, my application will be rejected or, if already hired, I will be terminated in accordance with ACA §21-12-102.

I understand that my application may be subject to disclosure as a public record under the Arkansas Freedom of Information Act.

I understand that certain jobs may require an acceptable driver's safety record, and that if my current or future driver's record is unacceptable under the State Vehicle Safety Program, my application may be rejected or, if already hired, I may be subject to termination.

I understand that I will be required to provide proof of eligibility to work in the United States pursuant to the Immigration Reform and Control Act of 1986 as a condition of any employment.

I understand that false, misleading, or incomplete statements could lead to my dismissal as an employee or rejection as an applicant.

I also understand that some jobs require special background checks, security clearance, or compliance with other specific agency hiring policies prior to my employment, or as a condition of employment, and that failure to meet these requirements may lead to my rejection as an applicant for, or termination from, that job.

I affirm that it is my genuine intent to seek, and if offered accept, employment in Arkansas State Government, and this application is submitted solely for that purpose and for no other purposes.

Signature:	Date:
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## Military History

Certain applicants may be eligible for veterans preference consideration, in compliance with the Arkansas Veterans Preference Act, A.C.A. § 21-3-301 et seq. For specific information and requirements, contact the Human Resources Office of the agency to which you are applying.

Have you served at least six (6) years in the National Guard or U.S. Reserve, or have you been honorably discharged from active duty in the United States military, excluding Active Duty for Training (AcDuTra) and Reserve Military Annual Training (AT)? Yes ☒ No ☐

Are you the widow or widower of such a veteran and have you remained unmarried at the time of application? Yes ☐ No ☒

If "yes" to either of the above and if selected for an interview, please bring a copy of your DD-214 and other appropriate documents to the interview.

Are you a disabled veteran? Yes ☒ No ☐

Are you the spouse of a disabled veteran? Yes ☐ No ☒

Are you the widow or widower of a deceased, disabled veteran and have you remained unmarried at the time of application? Yes ☐ No ☒

If "yes" to either of the above and if selected for an interview, please bring a current letter from the Veterans Administration and other appropriate documents to the interview.

Branch of Service: USMC/US Army

Date of Entry: 07-16-1970

Date of Discharge: 10-01-1993

Type of Discharge: Honorably

## Extra questions

Please review the minimum and preferred qualifications for this position. Briefly explain how you meet those qualifications.: Formal education BS in Business Management, Involved in Human Resources daily with employees and company. Complete yearly budget for department on operations and non-operational expenses. Management of personnel from 5 to 700 over the past years in military and civilian work force.

The annual entry salary for this position is \$45,377. Are you willing to accept this salary? Yes

What experience do you have in administering multiple agency functions such as fiscal, procurement and asset management?: Responsible for initial negotiation of contracts with suppliers to get them within acceptable range before going to legal with contracts. Collect several quote from different contractors to get the best bid for the jobs for company.

What experience do you have monitoring budgets for several divisions with multiple funding sources?: Oversee outbound freight budget and assist in cost controls. mOversee operations budget to stay within or explain why something is out of budget.

Do you have experience using ASSIS (Arkansas Administrative Statewide Information System)? No

Attached Files: Charles Kirksey

• [Resume CLK.doc \(07-09-2016 10:40:33\)](#)

Attached Resume: Charles Kirksey

CHARLES L. KIRKSEY

LITTLE ROCK, AR. 72204

E-mail: [REDACTED]

## EXECUTIVE SUMMARY

North American Distribution Mgr.  
Capital Expenditure Program Mgr. Ma  
Employee Coaching & Mentoring  
Strategic Planning & Visioning  
QS 9000 / ISO 9002 / TQM  
P & L Budgetary Management  
Capital Budgeting & Forecasting  
Performance Metrics Systems  
Approval Mgr. 3PL Warehouses  
Improved Customer Delivery  
Lean Manufacturing Methods  
Hazardous Material Certified

Export Compliance Mgr.  
Re-engineer Distribution Flow  
JIT Process Improvement

Team leader in lean operations with 20 + years of experience managing logistics and supply chain. Experienced in the creation of developing different ways to improve physical inventory accuracy, improve customer service and cut waste. Support corporate strategic goals and team based action plans which include the implementation of organizational performance metrics and cultural transformation methods such as Six S, value stream mapping and continuous improvement tools, lean evaluation matrices, TQM, SPC & Gage, Kaizen, ISO and SOX documentation process.

A proven game changer, with a history of managing complicated operations, engineering & supply chain system in manufacturing, consumer packaging and RF systems. An insightful hands-on leader who fosters working relationships between company stakeholders & their downstream customers in order to maintain a clear understanding of their daily performance, to the customers expectations. Responsible for all transportation and accountability for TL, LTL, Ocean, Intermodal, parcel freight, return good authorization and transfer of material between warehouses.

#### ACCOMPLISHMENTS

Launched 52 Dedicated runs saving annually \$980,000 and a reduction in purchase parts inventory from 19 days of supply down to 5 days.

Successfully launched and managed 10 new distribution warehouses start up locations reducing projected launch curve milestones by 6 months achieving a 98% overall customer delivery improvements.

Using Kaizen procedures, bottleneck analysis tools achieved 50% flow process improvement per shift across the operations system.

Re-organize warehouse process flow and improved inventory accuracy to 99.99% with over \$29M in inventory and reduce counting time from 4 days to day with reduction in count auditors and key punch from 190 to 20, for 2013.

Implemented 6S processes throughout distribution facility which led to improved safety scores for the department.

Achieved \$2.5M in savings for 5 years by consolidation of customer loads to reduce truck loads.

Reductions in freight spend per unit shipped down 37% with increase of units shipped up 48% from 2011 to 2013.

Re-bid dedicated runs to reduce freight cost by another \$260,000 for 2014.

#### PROFESSIONAL EXPERIENCE

##### LENNOX INDUSTRIES INC., STUTTGART, AR DECEMBER 1998 TO PRESENT

###### NORTH AMERICAN DISTRIBUTION/TRANSPORTATION MANAGER.

Responsible for all physical distribution activities including, traffic, shipping/receiving, warehousing, order processing for commercial division.

Increased inventory accuracy to 99.99% with over \$29 million in stock for the 2013 physical inventory, manage 3PL operations, and logistics planning.

Improve customer delivery from 65% to over 98% on time delivery to meet job site lifts anywhere in the lower 48.

Developed 52 Dedicated cutting freight cost and improved JIT process which has increased purchase parts inventory turns, reduced standing inventory from 19 days to 5 days and has reduced freight cost.

Develop and maintain economical and effective transportation services for the organization with cost reduction of over \$12.5 million in freight cost within 5 years.

Direct and control distribution activities for the facility and commercial division.

Responsible for the Distribution documentation control ISO 9002: 2008.

Streamline operational work flow to avoid waste and improve service, reduction in work staff from 54 to 32 with 150% increase in material to volume in last 5 years.

Designed SOX documentation control for warehouse and distribution operations to support sales.

Responsible for all export shipments from the factory.

Developed operational goals, standards and metrics for measurement the department improvements.

Developed and implemented strategic operation plans for 10 Regional Distribution Warehouses for Commercial Division opened within two years.

Called upon to lead KAIZEN events and 6S audits for plant improvements in LEAN manufacturing.

Support the introduction of new product designs to the manufacturing lines.

Develop live loading from assembly lines into trailers for direct shipments to customers.

Implement rail system that reduced transportation cost by over \$1,097,000.00

##### WINDMERE, CORP. LITTLE ROCK, AR JUNE 1998 TO DECEMBER 1998

###### OPERATION MANAGER.

Oversee the daily operations of a 500,000 plus sq. ft. Distribution center.

Develop work instructions for employees,

Responsible for all safety, accountable for all inventory, monitor LTL and TL daily shipment plans, inspect receiving, inventory control, and shipping, suggest recommendations and improvements as needed.

##### MOLEX, INC. MAUMELLE, AR JULY 1994 TO JUNE 1998

###### WAREHOUSE SUPERVISOR.

Accountable for inventory accuracy, training of personnel, shipping, receiving, and storage of material.

Brief all customers on warehouse operations, order materials as needed, monitor expense accounts, reduce excess inventory, implemented a new bar code system and RF units.

Developed ISO 9002 and QS 9000 documentation control for the plant.

Certified HAZMAT Technician # 683405, safety/hazardous material instructor.

Project manager for ASRS system on plant expansion.

Improved inventory accuracy from 82% to over 99% by using TQM

##### J.C. PENNY COMPANY, LITTLE ROCK, AR AUGUST 1993 to JULY 1994

###### SHIPPING/RECEIVING/STOCKROOM MANAGER.

Planned and organized the volume flow, profit, and customer service objectives as well as ordered necessary materials, equipment, and supplies.

Directed, regulated, evaluated, and participated as necessary in the work being performed, evaluated the results achieved, and recommended changes to ensure that objectives were met.

#### MILITARY SERVICE:

##### MILITARY TRAFFIC MANAGEMENT COMMAND ISKENDERUN, TURKEY MOVEMENTS SERGEANT.

Coordinated/controlled the receipt and shipment of ocean containers and military equipment.

Originated and dispatched messages pertaining thereto.

Supervised local nationals on loading and unloading containers and vessels. Insured export documentation was correct. Custom cleared all incoming cargo through Turkish

customs.

Additional duties assigned as Top Secret Document Control Officer.

**MILITARY TRAFFIC MANAGEMENT COMMAND, NEW ORLEANS, LA.  
OPERATION SERGEANT.**

Responsible for monitoring, inspecting and coordinating commercial contractor work performance on cargo handling.  
Improve warehouse processing, shipping, documenting and other cargo operations to assure full compliance with contract.  
Additional duties as Top Secret Document Control Officer.  
Coordinate all Vessel arrival/departures with Military Sealift Command.  
Monitored and validated extra labor, detention and overtime charges in assigned areas of responsibility.  
Responsible for all Port Operations between Tampa FL to Galveston TX during Desert Storm.

**TRANSPORTATION SCHOOL, FT. EUSTIS, VA/WITH DUTY IN ENGLAND, FOREIGN EXCHANGE SOLDIER.  
PLATOON LEADER**

Accountable for the training, discipline, health, safety and welfare of 40 British soldiers.  
Arranged ground movement for NATO in Norway, Denmark, Turkey, Canada and Kenya.  
Responsible for air flow plans for NATO aircraft, C130's, 141's C5A's C160's and all British aircraft, into and out of all countries.  
Diplomat status while assigned to British Army and NATO.  
NATO Port Operations in Turkey, Norway and Denmark.

**MILITARY TRAFFIC MANAGEMENT COMMAND, BREMERHAVEN, GERMANY,  
MOVEMENTS CHIEF.**

Served as primary point of contact for, and coordinated with, other elements on matters relating to cargo receipts, hazardous, sensitive and special medical cargo in Port Operation.  
Monitored and inspected the loading and discharging of ships, trucks, rail cars and containers.  
Assured that handling, stowing and securing were properly performed and that container space was utilized, documentation was correct and that containers were properly sealed.  
Additional duties as Top Secret Document Control Officer.  
Coordinate all Vessel arrival/departures with Military Sealift Command.  
Responsible for the safety of unloading and loading all explosives into and out of Germany on ammo vessels and rail cars.  
Unload and load MSC ship with local terminal operations and stevedore unions, both general cargo and ammunitions.

**29th TRANSPORTATION BATTALION, FT. CAMPBELL, KY,  
TRAFFIC MANAGEMENT COORDINATOR.**

Reported deficiencies of improper packing, marking, handling, documenting, and labeling to substantiate claims against shipper, carrier, and contractor.  
Supervised 12 administrative clerks for a 700 man battalion.  
Liaison between Army and Air Force on air movement load plans for C130', C141's and C5A's, hazardous materials and equipment, and custom clearance documentation.  
Assigned to General's Staff (G4) for Division Movements Control Air/Sea/Land Operations.

**12th COMPANY, 1ST BATTALION, FT. RUCKER, AL,  
MOVEMENT SPECIALIST.**

Inspected commercial carriers/contractor performance during all phases of movement and storage of cargo.  
Counseled soldiers on entitlement and responsibilities in connection with transportation of household property.  
Household goods Inspector for outbound and inbound military families.

**25th TRANSPORTATION COMPANY, SEOUL, KOREA,  
ASSISTANT MOVEMENT SUPERVISOR.**

Processed requests for rail and highway shipments throughout Korea.  
Coordinated request for rail clearance and maintained receipt shipment ledgers, custom cleared all cargo.  
Assigned to DMZ to support active troop movements.  
Assigned Port Operation Incheon, container tracking.

**593rd SUPPORT GROUP, FT. LEWIS, WA,  
SHIPMENT SUPERVISOR.**

Advised subordinate units on application of transportation movement principles.  
Routed household goods by rail and highway.  
Cleared shipments and soldiers for air travel.

**EDUCATION**

MBA MADISON UNIVERSITY, GULFPORT, MS. 6/22/02 3.43/4.0

BS JOHN BROWN UNIVERSITY, SILOAM SPRINGS, AR 12/19/98 3.15/4.0