

From: [Freeburn, Vicki](#)
To: [Freeburn, Vicki](#)
Subject: FW: Request
Date: Thursday, September 22, 2016 09:20:35 AM

-----Original Message-----

From: Charisse Childers [<mailto:Charisse.Childers@arkansas.gov>]
Sent: Wednesday, September 21, 2016 5:27 PM
To: Garrity, Marty
Cc: Robinson, Tony
Subject: Request

Ms. Garrity,

Please consider my request for placing this item on the Supplemental agenda for Friday's meeting of the Arkansas Legislative Council.

These individuals, Chris Bacchus and Sandon Williams, have been interviewed and were selected by our agency to fill vacant supervisory positions in the Agriculture and Business and Marketing divisions within our agency, the Arkansas Department of Career Education. The positions are vacant due to retirements and have been vacant since June 2016. The coordinators in our divisions serve all of the career and technical programs at the public schools in Arkansas, serving over 100,000 students, and they have a critical role in providing technical support and program guidance to our teachers and our career and technical student organizations. While their leadership is needed at all times of the year, the first semester of the school year is an extremely busy time and the lack of personnel support from our office makes it very difficult to meet the needs of our schools in a timely manner.

Mr. Tony Robinson will be sending you the revised documentation for this request to replace the documents that you received earlier this afternoon.

I appreciate your assistance. Please contact me if you have any questions or need additional information at 501-251-3343.

Best,

Charisse Childers

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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

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 two requests from Arkansas Career Education (ACE) for your review. ACE has requested a special entry rate of \$65,000, which is between midpoint and maximum of Grade C123, for two exceptionally well qualified applicants for the classification ACE Program Coordinator, E061C.

Mr. Sandon B. Williams's qualifications include a Master of Arts in Teaching as well as ten years of experience in the field of education. Mr. Christopher A. Bacchus's qualifications include a Master of Science in Agricultural Economics as well as eleven years of experience in the field of education. The following is a detailed comparison of the minimum qualifications of the classification and Mr. Williams's and Mr. Bacchus' education and experience:

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in education, business administration, a field directly related to the assigned program area or a related field; plus six years of experience in the field of education or a related field, including one year in a supervisory or leadership capacity.

APPLICANT'S QUALIFICATIONS—MR. WILLIAMS

EDUCATION

June 2005 – May 2006; University of Arkansas; Fayetteville, Arkansas; Master of Arts in Teaching.

August 2001 – May 2005; University of Arkansas; Fayetteville, Arkansas; Bachelor of Science in Business Education.

PROFESSIONAL LICENSES

Arkansas Department of Education Licensure in English as Second Language, grades P-8 & 7-12
Arkansas Department of Education Licensure in Business Technology, grades 4-12

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, Co-Chairperson
September 21, 2016
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EXPERIENCE

November 2012 – Present; Arkansas Career Education; Little Rock, Arkansas; ACE Program Advisor.

March 2006 – November 2012; Rogers Public School District, Birch Kirksey Middle School; Rogers, Arkansas; Business Technology Teacher.

APPLICANT'S QUALIFICATIONS—MR. BACCHUS

EDUCATION

July 2003 – July 2009; University of Arkansas; Fayetteville, Arkansas; Master of Science in Agricultural Economics.

August 2000 – July 2003; Arkansas Tech University; Russellville, Arkansas; Bachelor of Science in Agriculture Business.

PROFESSIONAL LICENSES

Arkansas Department of Education Educator License, #218 AR

EXPERIENCE

June 2012 – Present; Arkansas Career Education; Little Rock, Arkansas; ACE Program Advisor.

August 2011 – June 2012; Flippin School District; Flippin, Arkansas; Agriculture Instructor.

June 2009 – August 2011; Arkansas Career Education; Little Rock, Arkansas; ACE Program Advisor.

January 2005 – June 2009; Lamar Public School District; Lamar, Arkansas; Agriculture Instructor.

JUSTIFICATION

Statewide, there are ten positions classified as ACE Program Coordinator with an average annual salary of \$64,327.22 and 12.92 average years of state service. Of these ten positions, all are located within Arkansas Career Education. The statewide / agency turnover rate for this classification was four out of fourteen positions or 28.57% within the previous year.

Mr. Williams is currently employed at ACE as an ACE Program Advisor with an annual salary of \$54,480.82. His responsibilities within the agency include developing common core curriculum, developing technology transition plans to comply with common core state standards, providing assistance to educators concerning curriculum deficiencies, reporting outcome data concerning program performance, conducting career and technical education professional development workshops, as well as building partnerships with stakeholders in business and industry groups. The position for which he has

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, Co-Chairperson
September 21, 2016
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applied is within ACE's Division of Career and Technical Education. He will be working with public school districts and secondary career centers with educational programs in Business and Marketing Technology as well as business and industry partners. He will also develop modifications for existing course standards and new course standards to meet these business and industry expectations.

Mr. Bacchus is currently employed at ACE as an ACE Program Advisor with an annual salary of \$55,029.26. His responsibilities within the agency include supervising agricultural education programs for the northwest district by providing technical assistance and monitoring course approvals. He is additionally responsible for serving as the Future Farmers of America Chairperson and National President. The position for which he has applied is also within ACE's Division of Career and Technical Education. He will be working with public school districts and secondary career centers with educational programs in Agricultural Science and Technology as well as business and industry partners. This position is also tasked with revising existing course standards and creating new course standards.

Based on salary analysis, the Office of Personnel Management recommends approval of the requested special entry rates for Mr. Williams and Mr. Bacchus of \$65,000, which is between midpoint and maximum of Grade C123, for the classification ACE Program Coordinator, E061C.

Your approval of this request is greatly appreciated.

Sincerely,

Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

SEP 19 2016

Date

KB/jlh:1-3

STATE OF ARKANSAS



Department of
Career Education

Asa Hutchinson
Governor

Charisse Childers, Ph.D.
Director

Wednesday, August 31, 2016

Kay Barnhill Terry, State Personnel Administrator
Office of Personnel Management, Suite 201
Post Office Box 3278
Little Rock, Arkansas 72203-3278

SUBJ: Exceptionally Well-Qualified (EWQ) Applicant – Sandon Bruce Williams

Dear Ms. Terry:

This letter is a special salary entry rate request for Sandon Bruce Williams, as an Exceptionally Well-Qualified Applicant, for the Business and Marketing Technology Program Manager position. The management competencies for this position are staffing challenges that make this a hard-to-fill position. Limited salary options exacerbate this issue given the required educational and experiential credentials.

Despite a limited applicant pool, we are fortunate that Sandon Bruce Williams has the essential professional credentials to achieve state career-readiness initiatives, for which our request for a \$68,000 annual salary is requested.

Career development and job readiness requires academics and training that is business and industry driven. The Business and Marketing Technology Program Manager requires this balanced proficiency, which Sandon Williams has demonstrated. As discussed in the enclosed functional job description, this manager must be innovative and proactive to effectively facilitate programs that relevantly support Arkansas students and business needs. Mr. Williams has the professional expertise to achieve these objectives, which warrants our request for a \$68,000 annual salary.

Sandon Bruce Williams is uniquely qualified for the Business and Marketing Technology Program Manager (ACE Program Coordinator) position. Your support of our \$68,000 annual salary request is appreciated. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Charisse Childers".

Charisse M. Childers, Ph.D.
Arkansas Department of Career Education

CMC:rc

Enclosures: Special Entry Rate Exceptionally Well-Qualified Applicant
Sandon Bruce Williams Employment Application and Resume
Special Entry Rate Applicant Summary Sheet-(applicant not hired)
Business and Marketing Technology Program Manager Functional Job Description

Three Capitol Mall | Luther S. Hardin Building | Little Rock, AR 72201 | 501.682.1500
www.ace.arkansas.gov / An Equal Opportunity Employer

STATE OF ARKANSAS



Department of
Career Education

Asa Hutchinson
Governor

Charisse Childers, Ph.D.
Director

September 7, 2016

Kay Barnhill Terry, State Personnel Administrator
Office of Personnel Management, Suite 201
Arkansas Department of Finance and Administration
Post Office Box 3278
Little Rock, Arkansas 72203-3278

SUBJ: Inequity Statement – Sandon Bruce Williams

Dear Ms. Terry:

Approval of the requested annual salary for Sandon Bruce Williams will not create an inequity in our agency. There has been considerable turnover among the Program Managers in the Division of Career and Technical Education.

Therefore, given such attrition, the position requirements, and a review of comparable salaries among other managers, the requested salary is comparable.

Your support of our \$68,000 annual salary request is appreciated. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Charisse Childers".

Charisse M. Childers, Ph.D.
Arkansas Department of Career Education

17/CMC/004



DEPARTMENT OF FINANCE AND ADMINISTRATION

Office of Personnel Management

Special Entry Rate

Exceptionally Well Qualified Applicant

0590/Arkansas Department of Career Education

Agency # / Agency or Institution Name

22080356	E061C	C123
Position/Item Number	Class Code / Title (Attach description of job duties)	Grade
Sandon Bruce Williams	\$54,480.82	\$68,000
Applicant's Name	Current Annual Salary	Requested Annual Salary

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

Sandon Bruce Williams earned a Bachelor of Science in Business (2005) and Masters of Arts in Teaching (2006) from the University of Arkansas in Fayetteville, AR. He has also completed the training and received the certification as a Building Level Principal (2016) from Arkansas State University in Jonesboro, AR. Mr. Williams has 6.5 years of teaching experience in the business and marketing education programs. He also has work experience in retail, banking, and hospitality covering most programs in the business and marketing division. Mr. Williams has served as the state advisor of Future Business Leaders of America (FBLA) and Phi Beta Lambda (PBL) which included training and supervising student officer teams at district, state, regional, and national meetings and competitions. He has developed and led professional development opportunities for teachers and was named the Arkansas Distinguished Supervisor in 2015 by the Arkansas Business Education Association. Mr. Williams participated in the Arkansas Leaders Academy Teacher Institute in 2011 and served as coach for this program in 2012. He has training to supervise teachers and other staff as a Building Level Principal. As with most CTE areas, business and marketing teachers are needed at the middle level and secondary level resulting in a small number of candidates qualified for this position. Mr. Williams was the only candidate interviewed for this position as three other candidates that met the minimum qualifications turned down an interview. This is a critical position within our agency, and we are looking to fill this position with a highly qualified candidate that we can retain as we move forward with our agency mission. Providing this candidate with a higher level of compensation will help us provide more consistent leadership for a longer time in the Business & Marketing Education office.

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

The formal education equivalent of a bachelor's degree in education, business management, marketing, finance, or a field directly related to the assigned program area; plus six years of experience in the field of education or a related field, including one year in a supervisory or leadership capacity. Related education areas for the Business and Marketing Technology Program Manager are: Business Education, Marketing Education, Business Finance, Business Administration, or Business Management. A valid (unexpired) teaching license and professional work experience as a classroom teacher are required for this Business and Marketing Technology Program Manager position. Management and organizational skills are required, with attention to detail. Proficient application of Microsoft Office products is required, especially Microsoft Word, Excel, and PowerPoint. Knowledge and understanding the use of labor market information is very important. Comprehension of the industry assessments and certifications as well as occupational and technical skills are required.

Attach OPM Form 081 For Eligible Applicants Not Selected (Other Minimally Qualified Applicants Declined Interview)

Agency/Institution Personnel Representative	Date
Agency/Institution Director/Chancellor <i>Cherise Childers</i>	Date <i>8/31/16</i>

Office of Personnel Management - Action

Reviewed By:

OPM Personnel Representative	Date
Classification and Compensation Manager	Date

[<< Back to Applicants Section](#)

Application for Employment: Sandon Williams

Last Name: Williams Mailing Address: [REDACTED]
First Name: Sandon City: Bryant
Middle Name: State: AR
Home Phone: [REDACTED] Zip Code: 72022
Work Phone: E-mail Address: [REDACTED]
Message Phone:

Jobs Applied For In Your Agency

Job Name	Closing Date	Position Number	Class Code
ARKANSAS CAREER EDUCATION (ACE) PROGRAM COORDINATO	08/12/2016	22080396	E061C

Job Name	How did you learn about Job	Apply before	What name did you use at the time
ARKANSAS CAREER EDUCATION (ACE) PROGRAM COORDINATO	Agency Announcement	Yes	Sandon Williams

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? Sandon Williams

May we contact your current employer? ☒ Yes ☐ NoMay 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.

Business Tech, 225, 00-00-0000, AR
ESL, 307, 00-00-0000, AR
ESL, 308, 00-00-0000, AR

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.

Employment History:	Employment Dates:
Arkansas Department of Career Education	From: 11 2012
Mailing Address: 3 Capitol Mall	To: Still Employed 0000
City: Little Rock	3 years, 9 months
State: AR Zip Code: 72201	Average hours worked per week: 40
Business Phone: 501-682-1768	Salary Information:
Type of Business:	Lowest: \$ 52000 per Year
Supervisor's Name: Jim Brock	Highest: \$ 54500 per Year
Name under which you were employed: Sandon Williams	Reason for leaving:
Your job title: Program Advisor	Looking for a promotion

Your job duties: Please be specific.

Plans and presents program information at workshops, conferences, seminars and in-service meetings. Advises educational personnel on curriculum, funding, training, policies and procedures. Reviews and recommends revisions to program applications. Compiles program evaluations and reports. Provides technical assistance. Submits reports to supervisor. Facilitates program improvement activities. Evaluates programs. Manages Career and Technical Student Organizations.

Employment History:	Employment Dates:
Rogers Public School	From: 03 2006
Mailing Address: 500 W Walnut St	To: 11 2012
City: Rogers	6 years, 7 months
State: AR Zip Code: 72756	Average hours worked per week: 40
Business Phone: 501-636-3910	Salary Information:
Type of Business:	Lowest: \$ 47000 per Year
Supervisor's Name: Roger Hill	Highest: \$ 52000 per Year
Name under which you were employed: Sandon Williams	Reason for leaving:
Your job title: Computer Technology Teacher	A career advancement

Your job duties: Please be specific.

Differentiate lessons, use modifications and make adaptations to meet the needs of ESOL and Special education students. Coordinate language objectives with content objectives to ensure student understanding. Collaborate with core subject teachers to provide technology support for classroom projects, research papers, remediation, and lesson themes. Provide professional development opportunities to fellow teachers. Monitor current trends in education and technology. Maintain school website.

Educational History

High School Education

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

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

School Name:	From:	08	2015
Arkansas State University	To:	05	2016
City:	Hours Completed:	24 Quarter	
Jonesboro	Graduation:	05	2016
State:	Degree or Diploma Awarded:		
AR	Other--Other: Program of Study		
Major/Minor: Building Level Principal/			

School Name:	From:	06	2005
University of Arkansas	To:	05	2006
City:	Hours Completed:	36 Semester	
Fayetteville	Graduation:	05	2006
State:	Degree or Diploma Awarded:		
AR	Masters Degree--Other:		
Major/Minor: Masters of Arts-Teaching/			

School Name:	From:	08	2001
University of Arkansas	To:	05	2005
City:	Hours Completed:	122 Semester	
Fayetteville	Graduation:	05	2005
State:	Degree or Diploma Awarded:		
AR	Bachelor--Other:		
Major/Minor: Business Education/			

Special Skills

Typing Speed - Corrected words per minute: 75 GWAM

Stenographic Speed - Words per minute:

Can you transcribe machine dictation? Yes ☐ No ☒

List the business machines, computers and word processors you can operate: Computers, tablets, scanner, copier, fax

List any other skills relative to the job(s) for which you are applying:

References

Please list three (3) persons not related to you, who have knowledge of your work qualifications, are not previous or current employer(s), and can serve as a reference for you.

Name: Maud King

Address, City, State, Zip: [REDACTED]

Phone Number: [REDACTED]

Name: Kerry Eliason

Address, City, State, Zip: [REDACTED]

Phone Number: [REDACTED]

Name: Maria Swicegood

Address, City, State, Zip: [REDACTED]

Phone Number: [REDACTED]

Disclosure Requirements

Governor's Executive Order 98-04, Governor's Policy Directive #8, and ACA §21-8-304 require that the following information be disclosed to be considered for employment with the State of Arkansas:

1. Are **you** one of the following

- | | |
|---|--|
| <input type="checkbox"/> current member of the AR General Assembly? | <input type="checkbox"/> former member of the AR General Assembly? |
| <input type="checkbox"/> current constitutional officer? | <input type="checkbox"/> former constitutional officer? |
| <input checked="" type="checkbox"/> current state employee? | <input type="checkbox"/> former state employee? |

2. Is your spouse, brother, sister, parent and/or child of yourself or your spouse one of the following

- | | |
|---|--|
| <input type="checkbox"/> current member of the AR General Assembly? | <input type="checkbox"/> former member of the AR General Assembly? |
| <input type="checkbox"/> current constitutional officer? | <input type="checkbox"/> former constitutional officer? |
| <input type="checkbox"/> current state employee? | <input type="checkbox"/> former state employee? |

☐ 3. None of the above applies

4. If any block is checked in #1 or #2 above, you will be required to disclose additional information if you are selected for interview

Note to Hiring Official: If the applicant marks #3 above, no additional forms must be completed. If the applicant marks any box in #1 or #2 above, she must complete the Employee Certification and Disclosure form (revised 10/02).

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: _____
------------------	-------------

Review

Save

Equal Employment Data

This section is designed to collect information which will be used in the completion of various state and federal reports and will not be used in the processing of, or remain part of, your application. The completion of this section is voluntary.

Name: Sandon Williams
 Gender: Male ☐ Female ☒
 Date of birth: 09/13/1983

Check one of the five (5) listed races which you consider yourself to be

White ☒

Black ☐

American Indian or Alaskan Native ☐

Asian or Pacific Islander ☐

Hispanic ☐

If you do not consider yourself to any of the above please enter other

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:

Date of Entry:

Date of Discharge:

Type of Discharge:

Extra questions

Did you thoroughly read the Business and Marketing Technology Program Manager (ACE Program Coordinator) Functional Job Description, that is posted in the "Preferred Qualifications" section in this employment application? YES

Do you understand the job responsibilities and expected results as specified for the Business and Marketing Technology Program Manager position, as discussed in the functional job description, particularly, employee supervision and the travel requirements? YES

Do you have a current, valid (unexpired) teaching license? If 12/31/2015 so, what is its expiration date?

The entry level annual, twelve (12) month salary for this grade C123 position is \$43,217. Although Human Resources will review all established state compensation options for this position, do you understand that this agency is not authorized to match or to negotiate a candidate's salary? YES

Do you understand that each Arkansas Department of

Career Education employee is required to contribute six percent (6%) of his/her annual salary to a retirement plan, and the state of Arkansas contributes fourteen percent (14%) to the employee's plan?

Specify the number of years that you have spent in the classroom, and briefly describe your professional teaching experiences.:

Explain your knowledge of Business and Marketing Technology programs of study and career pathways, as related to the Arkansas Career and Technical Education.:

Discuss your experiences with the Future Business Leaders of America (FBLA) and DECA.:

Discuss your experiences in developing and presenting workshops for teachers and/or students.:

Discuss your employee supervision and project management experiences.:

Discuss your experience using Microsoft Office productivity tools. :

I taught six and a half years in the Rogers Public School District. I taught middle level business courses including web design, computer applications, keyboarding, computer literacy, and computer tech introduction.

I am well aware of the current programs of study in the business and marketing technology division. I have been involved in assisting schools in implementing these programs successfully as well as assisting in the updating of the programs. I have been very motivated in establishing new programs of study that will take Arkansas business education to the next level and better prepare future Arkansans.

I was a member of FBLA in high school but was never an adviser on the local level. However, I have served as FBLA mid-level state adviser for the past 3 years and have increased the involvement and activities of the middle level district officers. I am currently serving as the mid-level and sr. level state adviser. I also had the privilege of working with the collegiate group for the past three years and it is really rewarding to watch the progression of the organization and see the students move throughout the different levels. I have also assisted the DECA state advisers with the conferences and state officers for the past three years.

Throughout my time at the department, I have had the opportunity to present numerous workshops all across the state and advocating for business education. I have experience in developing workshops and presentations as well as presenting. I have presented on updates within our department, Microsoft Imagine academy presentations, FBLA updates, etc.

Most of my supervision experience has been related to student organizations and supervising students and advisers. I have little experience in actually supervising employees. However, over the past month I have taken on a leadership role within our office and helped keep our office on track with presentations, conferences, and previously assigned duties. I feel that I have learned supervision skills within my time here at the department and have been involved with many project management experiences within our office. The main initiative I have been involved with is the creation of the supply chain management program of study. I saw a need and began working on a solution. My experience in CTSO leadership is another big project management example.

I am a Microsoft Office specialist in Microsoft PowerPoint, Word, and Excel. I taught these tools to middle school students for six years. I use them daily and am a huge advocate for Microsoft and its products.

Attached Files: Sandon Williams

- [Sandon Bruce Williams.docx \(08-08-2016 10:41:27\)](#)

Does applicant meet minimum qualifications?

- ☒ Yes, applicant meets minimum qualifications.
- ☐ No, applicant does not meet minimum qualifications.

If minimum qualifications **NOT** met, please select reason below.

- ☐ Does not meet education and/or experience qualifications
- ☐ Does not meet licensure/certification requirements
- ☐ Other

Updated by colemannrichard on 08-17-2016 13:57:12 : Initial Screening

If changing "Met Requirement", you must explain why:

Attachments:

Attach a file:

No attached files

Hiring Official Actions

- ☒ Interviewed
- ☐ Hired

Hiring Officials

Screener	Name	Email	Date Issued	Status
colemannrichard	Cheryl Wiedmaier	Cheryl.Wiedmaier@arkansas.gov	08-18-2016	Pending
colemannrichard	Katherine Turner	Katherine.Turner@arkansas.gov	08-18-2016	Pending
colemannrichard	Cheryl Wiedmaier	Cheryl.Wiedmaier@arkansas.gov	08-18-2016	Pending
colemannrichard	Maria Swicegood	Maria.Swicegood@arkansas.gov	08-18-2016	Pending

SANDON BRUCE WILLIAMS

Life-Long Learner

- ◇ Passionate about teaching and learning
- ◇ Values learning technology and staying current in educational and technological trends
- ◇ Dedicated and enthusiastic team member with excellent communication skills
- ◇ Innovative thinker

AREAS OF EXPERTISE

- | | |
|----------------------------|-------------------------------------|
| ◇ Leadership | ◇ Career and Technical Education |
| ◇ Collaboration | ◇ Presentation Skills |
| ◇ Technology Integration | ◇ Curriculum Design and Development |
| ◇ Program Support | ◇ Managing Student Organizations |
| ◇ Professional Development | ◇ Project Management |

EDUCATION AND CERTIFICATIONS

- ◇ Arkansas Building-Level/Principal Program of Study – Arkansas State University, Jonesboro, AR (2016)
- ◇ Masters of Arts in Teaching – University of Arkansas, Fayetteville, AR (2006)
- ◇ Bachelor of Science in Business Education – University of Arkansas, Fayetteville, AR (2005)
- ◇ Arkansas State Licensure in English as Second Language, grades P-8 and 7-12 (2016)
- ◇ Arkansas State Licensure in Business Technology, grades 4-12 (2016)
- ◇ Microsoft Certified Application Specialist in Microsoft Word, PowerPoint, and Excel

EXPERIENCE

ARKANSAS DEPARTMENT OF CAREER EDUCATION – LITTLE ROCK, ARKANSAS

NOVEMBER 2012 – PRESENT

BUSINESS AND MARKETING TECHNOLOGY PROGRAM ADVISOR

- ◇ Provide technical assistance to schools for their five year audit
- ◇ Plan, conduct, and attend Career and Technical Education professional development
- ◇ Provide advising regarding CTE program implementation
- ◇ Develop technology transition plans to comply with common core state standards
- ◇ Assist Teachers, Principals, and Superintendents with curriculum needs
- ◇ Review, analyze, evaluate feasibility of Federal Perkins applications and projects
- ◇ Provide assistance with grant writing
- ◇ Common Core Curriculum development and implementation
- ◇ Build partnerships with stakeholders in business/industry/education groups
- ◇ Collect, analyze, report outcome data on program performance
- ◇ Plan, organize, and coordinate meetings and conferences
- ◇ Mid-Level and Collegiate FBLA/PBL State Adviser

BIRCH KIRKSEY MIDDLE SCHOOL – ROGERS, ARKANSAS

MARCH 2006 – NOVEMBER 2012

BUSINESS TECHNOLOGY TEACHER

KEYBOARDING/COMPUTER APPLICATIONS I/INTRODUCTION TO COMPUTER LITERACY/WEB DESIGN

- ◇ Differentiate lessons, use modifications and make adaptations to meet the needs of ESOL and Special education students
- ◇ Coordinate language objectives with content objectives to ensure student understanding
- ◇ Collaborate with core subject teachers to provide technology support for classroom projects, research papers, remediation, and lesson themes
- ◇ Provide professional development opportunities to fellow teachers
- ◇ Monitor current trends in education and technology
- ◇ Maintain school website

PROFESSIONAL DEVELOPMENT

ARKANSAS CAREER AND TECHNICAL EDUCATION ASSOCIATION

ARKANSAS BUSINESS EDUCATION ASSOCIATION

- ◊ Business/Marketing Division Update Presenter (2013/2014/2015/2016)
- ◊ Mid-level FBLA Presenter (2013/2014/2015)
- ◊ Sr. Level FBLA Presenter (2016)

ARKANSAS LEADERSHIP ACADEMY – ARKANSAS TEACHER LEADER INSTITUTE

- ◊ Teacher Leader Coach, Tier 2 (2011-2012)
- ◊ Participant, Tier I (2010-2011)

ESL ACADEMY – SPRINGDALE PUBLIC SCHOOLS

- ◊ ESL Academy Graduate, (2010)

PROFESSIONAL ORGANIZATIONS

- ◊ Future Business Leaders of America-Professional Division Member (2014-2016)
- ◊ Association for Career and Technical Education (2013-2016)
- ◊ Arkansas Business Education Association (2012-2016)
- ◊ Arkansas Association of Educational Administrators (2015-2016)
- ◊ Kappa Delta Pi (2012)

HONORS & AWARDS

- ◊ 2015 Distinguished Supervisor of the Year
 - ◊ Arkansas Business Education Association

PROFESSIONAL REFERENCES

MAUD KING

- ◊ Bentonville Public Schools
- ◊ CTE Educator
- ◊ [REDACTED]
- ◊ [REDACTED]

KERRY ELIASON

- ◊ Nettleton Public Schools
- ◊ East Facilitator/FBLA Coordinator
- ◊ [REDACTED]
- ◊ [REDACTED]

MARIA SWICEGOOD

- ◊ Arkansas Department of Career Education
- ◊ Grant Manager
- ◊ [REDACTED]
- ◊ [REDACTED]



DEPARTMENT OF FINANCE AND ADMINISTRATION

Office of Personnel Management

Special Entry Rate Applicant Summary Sheet

(APPLICANT NOT HIRED)

Arkansas Department of Career Education

Agency/Institution

ACE Program Coordinator

C123

E061C

Class Title

Grade

Class Code

Amanda Chapin

Applicant's Name

Date Interviewed

Interviewed By

**Minimum
Requirements for
Classification**

The formal education equivalent of a bachelor's degree in education, business management, marketing, finance, or a field directly related to the assigned program area; plus six years of experience in the field of education or a related field, including one year in a supervisory or leadership capacity. Related education areas for the Business and Marketing Technology Program Manager are: Business Education, Marketing Education, Business Finance, Business Administration, or Business Management. A valid (unexpired) teaching license and professional work experience as a classroom teacher are required for this Business and Marketing Technology Program Manager position. Management and organizational skills are required

**Applicant's
Qualifications**

Ms. Chapin earned a Bachelor's degree in Marketing/Computer Information Systems (2002) from Louisiana Tech University in Ruston, LA, Masters in Community and Economic Development (2005) from the University of Central Arkansas in Conway, AR, Masters in Secondary Education/Business and Technology (2014), and Ph.D. in EDAS/Curriculum Specialist (2015) from the University of Arkansas at Little Rock. Ms. Chapin has 1 year of teaching experience in the business and marketing education programs.

**Reason
Not Hired**

Declined interview on August 23, 2016.

Rate at which Employee would have entered Classification:

Grade C123

Pay Level \$43,217

Agency Personnel Representative

Agency Director

Date

Date

Cherise Chism
8/31/16



DEPARTMENT OF FINANCE AND ADMINISTRATION

Office of Personnel Management

Special Entry Rate Applicant Summary Sheet
(APPLICANT NOT HIRED)

Arkansas Department of Career Education

Agency/Institution

ACE Program Coordinator

C123

E061C

Class Title

Grade

Class Code

Beverly Green

Applicant's Name

Date Interviewed

Interviewed By

**Minimum
Requirements for
Classification**

The formal education equivalent of a bachelor's degree in education, business management, marketing, finance, or a field directly related to the assigned program area; plus six years of experience in the field of education or a related field, including one year in a supervisory or leadership capacity. Related education areas for the Business and Marketing Technology Program Manager are: Business Education, Marketing Education, Business Finance, Business Administration, or Business Management. A valid (unexpired) teaching license and professional work experience as a classroom teacher are required for this Business and Marketing Technology Program Manager position. Management and organizational skills are required

**Applicant's
Qualifications**

Ms. Green earned a Bachelor's degree in Business Administration (1980) and a Masters in School Counseling (2004) from the University of Central Arkansas in Conway, AR. Ms. Green has 14 years of teaching experience in the business and marketing education programs.

**Reason
Not Hired**

Declined interview on August 19, 2016.

Rate at which Employee would have entered Classification:

Grade C123

Pay Level \$43,217

Agency Personnel Representative

Agency Director

Date

Date



DEPARTMENT OF FINANCE AND ADMINISTRATION

Office of Personnel Management

Special Entry Rate Applicant Summary Sheet

(APPLICANT NOT HIRED)

Arkansas Department of Career Education

Agency/Institution

ACE Program Coordinator

C123

E061C

Class Title

Grade

Class Code

Johanna Henderson

Applicant's Name

Date Interviewed

Interviewed By

**Minimum
Requirements for
Classification**

The formal education equivalent of a bachelor's degree in education, business management, marketing, finance, or a field directly related to the assigned program area; plus six years of experience in the field of education or a related field, including one year in a supervisory or leadership capacity. Related education areas for the Business and Marketing Technology Program Manager are: Business Education, Marketing Education, Business Finance, Business Administration, or Business Management. A valid (unexpired) teaching license and professional work experience as a classroom teacher are required for this Business and Marketing Technology Program Manager position. Management and organizational skills are required

**Applicant's
Qualifications**

Ms. Henderson earned a Bachelor's degree in Business Education/Math Education (1980) from Arkansas State University in Jonesboro, AR. Ms. Henderson has 28 years of teaching experience in the business and marketing education programs.

**Reason
Not Hired**

Declined interview on August 23, 2016.

Rate at which Employee would have entered Classification:

Grade C123

Pay Level \$43,217

Agency Personnel Representative

Agency Director

Date

Date

STATE OF ARKANSAS



Department of
Career Education

Asa Hutchinson
Governor

Charisse Childers, Ph.D.
Director

Wednesday, August 10, 2016

Kay Barnhill Terry, State Personnel Administrator
Office of Personnel Management, Suite 201
Arkansas Department of Finance and Administration
Post Office Box 3278
Little Rock, Arkansas 72203-3278

SUBJ: Exceptionally Well-Qualified (EWQ) Applicant – Chris Andrew Bacchus

Dear Ms. Terry:

This letter is a special salary entry rate request for Chris Andrew Bacchus, as an Exceptionally Well-Qualified Applicant, for the Agricultural Science and Technology Program Manager position. The educational and experiential requirements for this Program Manager, and the specific competencies and skill sets, are staffing challenges that make this a hard-to-fill position. Chris Bacchus has the essential professional credentials to achieve our performance expectations. We request a \$68,000 annual salary for this candidate, whose qualifications parallel the requirements for the Agricultural Science and Technology Program Manager.

The Agricultural Science and Technology Program Manager qualifications require a balanced proficiency as an agricultural educator and practitioner. As specified in the enclosed functional job description, this manager must be an astute, proactive leader to manage complex, multi-faceted responsibilities to support current and future state agricultural initiatives. Chris Bacchus has demonstrated his expertise to achieve state program objectives, which warrants our request for an annual \$68,000 salary.

Chris Andrew Bacchus is uniquely qualified to optimally manage agricultural program management initiatives to serve and support the Arkansas agricultural community. Your support of our \$68,000 annual salary request is appreciated. Thank you.

Sincerely,

A handwritten signature in cursive script, reading "Charisse Childers".

Charisse M. Childers, Ph.D.
Arkansas Department of Career Education

CMC:rc

Enclosures: Special Entry Rate Exceptionally Well-Qualified Applicant
Chris Andrew Bacchus Employment Application and Resume
Special Entry Rate Applicant Summary Sheets-2 (applicant not hired)
Agricultural Science and Technology Program Manager Functional Job Description

STATE OF ARKANSAS



Department of
Career Education

Asa Hutchinson
Governor

Charisse Childers, Ph.D.
Director

September 1, 2016

Kay Barnhill Terry, State Personnel Administrator
Office of Personnel Management, Suite 201
Arkansas Department of Finance and Administration
Post Office Box 3278
Little Rock, Arkansas 72203-3278

SUBJ: Inequity Statement – Chris Andrew Bacchus

Dear Ms. Terry:

Approval of the requested annual salary for Chris Andrew Bacchus will not create an inequity in our agency. There has been considerable turnover among the Program Managers in the Division of Career and Technical Education.

Therefore, given such attrition, the position requirements, and a review of comparable salaries among other managers, the requested salary is comparable.

Your support of our \$68,000 annual salary request is appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Charisse Childers".

Charisse Childers, Ph.D.
Arkansas Department of Career Education

17/CMC/003



DEPARTMENT OF FINANCE AND ADMINISTRATION

Office of Personnel Management

Special Entry Rate

Exceptionally Well Qualified Applicant

0590 / Arkansas Department of Career Education

Agency # / Agency or Institution Name

22080360

E061C

C123

Position/Item Number

Class Code / Title (Attach description of job duties)

Grade

Chris Bacchus

\$55,059.26

\$68,000.00

Applicant's Name

Current Annual Salary

Requested Annual Salary

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

Mr. Bacchus attended University of Arkansas located in Fayetteville, AR, from 07/2003 to 07/2009 and received a Master's degree in Agricultural Economics, which gives more knowledge in the business aspect rather than someone in the other related fields. He attended Arkansas Tech University located in Russellville, AR, from 08/2000 to 07/2003 and received a Bachelors degree in Agriculture Business. He has a valid teaching license, 7 years teaching experience, 3 years supervisory experience, and 5 years of experience at Arkansas Department of Career Education. Mr. Bacchus has received national recognition that elevates the respect from his peers in the agriculture industry. He conducts training for state student officers and currently has the National FFA President and past National FFA Secretary. Mr Bacchus has represented the national FFA office national and internationally. His business industry connections are extensive. Agriculture teachers are listed on the current state critical academic shortage area placing a heavier burden on agriculture administrators, and thus making this position hard to fill.

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

The formal education equivalent of a bachelor's degree in education, agricultural sciences, curriculum, or a field directly related to the assigned program area; plus six years of experience in the field of education or a related field, including one year in a supervisory or leadership capacity. Related education areas for the Agricultural Science and Technology Program Manager are: Agricultural Education, Agricultural Finance, Agricultural Economics, Animal Science, Horticulture, Natural Resources Management, or Poultry Science. A current, valid (unexpired) teaching license and professional work experience as a classroom teacher are required for this Agricultural Science and Technology Program Coordinator position. The Agriculture Science and Technology Program Manager must demonstrate initiative as a self-starter, be analytically astute, exercise responsible discretion and judgment, and be highly motivated to competently achieve performance expectations with minimal supervision.

Attach OPM Form 081 For Eligible Applicants Not Selected

Agency/Institution Personnel Representative <i>Richard C. Coleman</i>	Date <i>08/10/2016</i>
Agency/Institution Director/Chancellor <i>Marion Chedda</i>	Date <i>8/3/16</i>

Office of Personnel Management - Action

Reviewed By:

OPM Personnel Representative	Date
Classification and Compensation Manager	Date

[<< Back to Applicants Section](#)

Application for Employment: Chris Bacchus

Last Name: Bacchus Mailing Address: [REDACTED]
 First Name: Chris City: Hagarville
 Middle Name: State: AR
 Home Phone: [REDACTED] Zip Code: 72839
 Work Phone: 501-682-2561 E-mail Address: [REDACTED]
 Message Phone:

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Print PDF

Jobs Applied For In Your Agency

Job Name	Closing Date	Position Number	Class Code
ARKANSAS CAREER EDUCATION (ACE) PROGRAM COORDINATOR	07/01/2016	22080360	E051C

Job Name	How did you learn about Job	Apply before	What name did you use at the time
ARKANSAS CAREER EDUCATION (ACE) PROGRAM COORDINATOR	Agency Announcement	Yes	Chris Bacchus

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:

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

If yes, what was your name at that time? Chris Bacchus

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.

Arkansas Dept of Education Educator License, 218, 00-00-0000, AR
 Arkansas Department of Education, Educator License, 218, 00-00-0000, AR

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.

Employment History:	Employment Dates
Arkansas Department of Career Education	From: 06 2013
Mailing Address: Three Capitol Mall	To: Still Employed 0000
City: Little Rock	3 years, 0 months
State: AR Zip Code: 72201	Average hours worked per week: 50
Business Phone: 501-682-2561	Salary Information
Type of Business: Government Agency	Lowest: \$ 54000 per Year
Supervisor's Name: Marion Fletcher	Highest: \$ 54000 per Year
Name under which you were employed: Chris Bacchus	Reason for leaving:
Your job title: Public School Program Advisor	Currently employed

Your job duties. Please be specific.

Public School Program Advisor for Agriculture Education.

Employment History:	Employment Dates
Flippin School District	From: 08 2012
Mailing Address: 103 Alford Street	To: 06 2013
City: Flippin	0 years, 10 months
State: AR Zip Code: 72634	Average hours worked per week: 50
Business Phone: 870-453-2233	Salary Information
Type of Business: Public School	Lowest: \$ 55000 per Year
Supervisor's Name: Cassie Gilley	Highest: \$ 55000 per Year
Name under which you were employed: Chris Bacchus	Reason for leaving:
Your job title: Agriculture Instructor	Returning to State Staff with Department.

Your job duties. Please be specific.

Agriculture Education Instructor and FFA Advisor.

Employment History:	Employment Dates
Arkansas Department of Career Education	From: 06 2010
Mailing Address: Three Capitol Mall	To: 07 2012
City: Little Rock	2 years, 1 months
State: AR Zip Code: 72201	Average hours worked per week: 50
Business Phone: 501-682-2561	Salary Information
Type of Business: Government Agency	Lowest: \$ 52000 per Year
Supervisor's Name: Marion Fletcher	Highest: \$ 52000 per Year
Name under which you were employed: Chris Bacchus	Reason for leaving:
Your job title: Public School Program Advisor	Return to the Classroom at Flippin Public Schools.

Your job duties. Please be specific.

Provide Technical Assistance to Agriculture Education Programs.

Employment History:	Employment Dates
Lamar Public Schools	From: 01 2005

Mailing Address:

301 Elberta St |

City: Lamar**State:** AR**Zip Code:** 72846**Business Phone:** 479-885-3344**Type of Business:** Public School**Supervisor's Name:** Mitch Harris**Name under which you were employed:**

Chris Bacchus

Your job title:

Agriculture Instructor

To: 06 2010

5 years, 5 months

Average hours worked per week: 50

Salary Information

Lowest: \$ 46000 per Year**Highest:** \$ 46000 per Year**Reason for leaving:**

Hired by Department to join state staff.

Your job duties. Please be specific.

Agriculture Education Instructor and FFA Advisor

Educational History

High School Education

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

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

School Name:	From:	07	2003
University of Arkansas	To:	07	2009
City:	Hours Completed: 32 Semester		
Fayetteville	Graduation:	07	2009
State:	Degree or Diploma Awarded:		
AR	Masters Degree--Other:		
Major/Minor: Agricultural Economics/			

School Name:	From:	08	2000
Arkansas Tech University	To:	07	2003
City:	Hours Completed: 124 Semester		
Russellville	Graduation:	07	2003
State:	Degree or Diploma Awarded:		
AR	Bachelor--Other:		
Major/Minor: Agriculture Business/			

Special Skills

Typing Speed - Corrected words per minute: 120

Stenographic Speed - Words per minute:

Can you transcribe machine dictation?

Yes ☐ No ☒

List the business machines, computers and word processors you can operate:

I currently use a MacBook Pro for my job responsibilities with all of the Microsoft Office tools installed as well as apple specific programs

List any other skills relative to the job(s) for which you are applying:

I have several specific skills targeted to the student organization piece including leadership training, facilitation training and management skills.

References

Please list three (3) persons not related to you, who have knowledge of your work qualifications, are not previous or current employer(s), and can serve as a reference for you.

Name: Cassie Gilley

Address, City, State, Zip:

Phone Number:

Name: Dr. Justin Killingsworth

Address, City, State, Zip:

Phone Number:

Name: Jason Binz

Address, City, State, Zip:

Phone Number:

Name: Kristyn Sheets

Address, City, State, Zip:

Phone Number:

Name: Brandy Hughes

Address, City, State, Zip:

Phone Number:

Disclosure Requirements

Governor's Executive Order 98-04, Governor's Policy Directive #8, and ACA §21-8-304 require that the following information be disclosed to be considered for employment with the State of Arkansas:

1. Are **you** one of the following

- | | |
|---|--|
| <input type="checkbox"/> current member of the AR General Assembly? | <input type="checkbox"/> former member of the AR General Assembly? |
| <input type="checkbox"/> current constitutional officer? | <input type="checkbox"/> former constitutional officer? |
| <input checked="" type="checkbox"/> current state employee? | <input type="checkbox"/> former state employee? |

2. Is your spouse, brother, sister, parent and/or child of yourself or your spouse one of the following

- | | |
|---|--|
| <input type="checkbox"/> current member of the AR General Assembly? | <input type="checkbox"/> former member of the AR General Assembly? |
| <input type="checkbox"/> current constitutional officer? | <input type="checkbox"/> former constitutional officer? |
| <input type="checkbox"/> current state employee? | <input type="checkbox"/> former state employee? |

☐ 3. None of the above applies

4. If any block is checked in #1 or #2 above, you will be required to disclose additional information if you are selected for interview.

Note to Hiring Official: If the applicant marks #3 above, no additional forms must be completed. If the applicant marks any box in #1 or #2 above, she must complete the Employee Certification and Disclosure form (revised 10/02).

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:

Date of Entry:

Date of Discharge:

Type of Discharge:

Extra questions

Did you thoroughly read the Agricultural Science and Technology Program Manager (ACE Program Coordinator) Functional Job Description that is posted in the "Preferred Qualifications" section in this employment application? Yes

Do you understand the job responsibilities and expected results as specified for the Agricultural Science and Technology Program Manager position, as discussed in the functional job description, particularly the employee supervision and travel requirements? Yes

Do you have a current, valid (unexpired) teaching license? If so, please record its expiration date? Yes, 2017

The entry level salary for this grade C123 position is \$43,217. Although Human Resources will review all established state compensation options for this position, do you understand that this agency is not authorized to match or to negotiate a candidate's salary? Yes

Do you understand that each Arkansas Department of Career Education employee is required to contribute six percent (6%) of his/her annual salary to a retirement plan, and the state of Arkansas contributes fourteen percent (14%) to the employee's plan? Yes

Specify the number of years that you have spent in the classroom, and briefly discuss your professional teaching experiences.:

I have taught agriculture education for five and a half years, first at Lamar High School and then at Flippin High School. During this time I taught the power, structural & technical systems, animal systems, ag-business systems and natural resources systems pathways and programs of study. Throughout my time in the classroom I continually tried to improve my instructor and facilitation skills to turn my classes in to lab or project based instruction, rather than lecture classes. I attended several trainings including the National Agriscience Teacher Academy in Maryland sponsored by Dupont and LabAids, NAAE Teacher World sessions, Project WILD trainings, University of Arkansas Poultry Science trainings, as well as participating on several local educational teams to devise new instructional strategies, specifically focused on Marcia Tates' strategies for effective teaching and piloting the new teacher evaluation system. My philosophy on education is that students will meet whatever expectation level is set for them, therefore I had high standards for my students whether it be in classroom performance, behavior, or in student organization contests.

Discuss or explain your professional experience in During my time in the classroom I developed a bank of lesson plans and labs that I was able to share with other agriculture instructors across the

developing curriculum and frameworks for Agricultural Science and Technology courses.:

state. All of the lesson plans were in line with the new TESS evaluation system and aligned with the Marcia Tate strategies for effective teaching. During my six years on the agriculture education state staff, I have taken key roles in developing new curriculum and frameworks, specifically with the redesign of our introduction course, the Survey of Ag Systems course to make sure that it aligned with the national contest standards and the national career clusters pathways. I have attended several trainings on the new national content standards and look forward to aligning our current curriculum to match these national standards. I also have worked with instructors across the state to help develop unit reviews and test preparation strategies for end of course assessments.

Explain your knowledge of Agriculture, Food, and Natural Resources programs of study and career pathways, as related to Arkansas Career and Technical Education.:

I feel like I have a really good understanding of the AFNR career pathway models, both from a teachers perspective, having taught all but two of them, and from a state program advisor position, supervising all of the programs in my district. I believe that we are fortunate in the AFNR cluster that all of our courses fall under one career cluster pathway, and that they are all unique, but intertwined. The beauty of our introduction course, Survey of Ag Systems is that it introduces students to the broad pathway, shows them how interconnected the areas are, but also shows them the unique opportunities within each pathway. Through my work with the department I have had several trainings on career pathways and how that must connect with the post secondary world and most importantly to the industry. One of the things that excites me most about this job is being able to make those connections happen which will in turn make endless opportunities and connections available to our students across the state. Each of the pathways (Ag Business Systems, Ag Power, Structural & Technical Systems, Animal Systems, Food Products & Processing Systems, Natural Resources/Environmental Service Systems and Plant Systems) plays a vital role in the agricultural industry, and as agriculture educators we have to maintain a working knowledge of all systems and how they function together to make the industry work.

Discuss or describe your experiences with the Future Farmers of America (FFA).:

As a local chapter advisor, I had success within the FFA programs including being named a National Model of Innovation Chapter at Flippin in 2012, winning several state proficiency awards, placing in several state leadership contests, attending every leadership camp and conference available while in the classroom, had several state winning livestock projects and a student elected to serve as a state officer. Throughout my role on state staff I have planned and organized 8 summers of leadership conferences that had approximately 500 students each summer. I created a new conference three years ago specifically for chapter presidents that has had approximately 60 members each year. I have served on numerous national FFA committees and projects including proficiency committees, STAR awards committees, and state officer program committees. For the last four years I have served as the Executive Secretary for Arkansas FFA which means that I have been in charge of managing the state officer team including their training, leadership development, scheduling and planning of our state convention. In 2016 I was selected to serve as a mentor for the National FFA International Leadership Seminar for State Officers where I travelled to South Africa with 80 state officers from across the country. I also assist each year with providing training opportunities for the newly elected national officer team while they are in the state at Tyson Foods for their initial training. I strongly believe that the FFA program is an integral part of the total agriculture education program and believe that it is a tool to make the classroom instruction come to life.

Discuss or explain your professional experiences working with agricultural industries in Arkansas.:

I strongly believe that the education world must be connected with the industry world or we are doing our students a disservice. While in the classroom at the local level I worked closely with industry partners such as Ranger Boats, the State Park, King Farms, Marion County Tractor Implements, Davis & Sykes Feedmill, Tyson Foods, and many others to make my classroom instruction come to life in a real world setting through field trips, internships, and lab opportunities that I did not have available in the classroom. Through my work with the agency, I have been closely connected with several industries in developing new curriculum that was matched with industry demands, and partnering with industries for FFA events such as contests and awards including Arkansas Farm Bureau, Farm Credit Services, Tyson Foods, the Arkansas Veterinary Association, Arkansas Rice Federation, Soybean Promotion Board, Arkansas Cattleman's Association, Arkansas Sheep Producers Association, Arkansas Florists Association, Parks Brothers Greenhouses, and many more. It is critical that industry relationships continue to develop and grow so that our students across the state stay connected with opportunities and that our curriculum stays relevant in the fast paced ag industry.

Describe your experience in planning, conducting, and providing training at workshops/conferences.:

I have had experience in planning, conducted and training at both the student and the teacher level. From the student perspective, I have planned and conducted leadership conferences for eight years now, from writing/creating curriculum, to training state officers on how to present and facilitate the curriculum, and planning the logistics of the conference. Three years ago, I created a new conference as a special leadership project, and it has grown each year, focusing on leadership training, but also industry tours. From a teacher perspective, I have planned several professional development opportunities both in state and nationally. As part of the National Agriscience Teacher Academy, I was responsible for planning professional development workshops at our national FFA Convention as well as at the NAAE national conference. These workshops were on inquiry based instruction. I have also planned and conducted several trainings across the state at the educational cooperatives on our online record keeping system and other updates on agriculture education in our state.

Describe your experience using Microsoft Office productivity tools.:

I have considerable experience in using Microsoft Office, from a teachers' perspective, but also from a supervisor role. Through the masters program in Agricultural Economics, I had several courses training us on the Microsoft Office programs, specifically in Excel, Word and Access. As a teacher, I used the Office tools to manage my program including our chapter budget, correspondence and all award applications through FFA. On state staff, I have used the Office tools to keep track of conference and convention information, send out all correspondence and create budgets and timelines for events, as well as managing all FFA award applications which are completed using the Office tools.

Attached Files: Chris Bacchus

- [C. Bacchus Resume.docx \(06-28-2016 11:18:27\)](#)

Attachments:

Attach a file:

No attached files

Chris A. Bacchus

[REDACTED]
Hagarville, AR 72839

Phone: [REDACTED]
Email: [REDACTED]

Certifications

- Agriculture Educator License

Professional References

Dr. Justin Killingsworth
Associate Professor, Agriculture Education
Arkansas Tech University

[REDACTED]
Russellville, AR 72801

Work: [REDACTED]

Email: [REDACTED]

Mrs. Cassie Gilley
Principal
Flippin High School

[REDACTED]

Work: [REDACTED]

Email: [REDACTED]

Mr. Jason Binz
Agriculture Instructor
Paris High School

[REDACTED]
[REDACTED]

Work: [REDACTED]

Email: [REDACTED]

Character References

Kristyn Sheets (personal friend, 8 years)
Agriculture Instructor, Magnet Cove High School

[REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Brandy Hughes (personal friend, 10 years)

[REDACTED]

Phone: [REDACTED]



DEPARTMENT OF FINANCE AND ADMINISTRATION

Office of Personnel Management

Special Entry Rate Applicant Summary Sheet

(APPLICANT NOT HIRED)

Arkansas Department of Career Education

Agency/Institution

ACE Program Coordinator

C123

E061C

Class Title

Grade

Class Code

Henry Bruce Lazarus

07/13/2016

Applicant's Name

Date Interviewed

Cheryl Wiedmaier, Katherine Turner, and James Short

Interviewed By

**Minimum
Requirements for
Classification**

The formal education equivalent of a bachelor's degree in education, agricultural sciences, curriculum, or a field directly related to the assigned program area; plus six years of experience in the field of education or a related field, including one year in a supervisory or leadership capacity. Related education areas for the Agricultural Science and Technology Program Manager are: Agricultural Education, Agricultural Finance, Agricultural Economics, Animal Science, Horticulture, Natural Resources Management, or Poultry Science. A current, valid (unexpired) teaching license and professional work experience as a classroom teacher are required for this position.

**Applicant's
Qualifications**

Mr. Lazarus has a Master's degree in Applied Botany and a Bachelor's degree in Agriscience Education and Animal Science. He has valid teaching license, 18 years of teaching experience, 4 years of ACE Agriculture experience, and 3 years of supervisory experience at the Arkansas Department of Career Education.

**Reason
Not Hired**

Mr. Lazarus' experience in agricultural related jobs was not recent (over 5 plus years old). He was not as knowledgeable of current labor market information and industry.

Rate at which Employee would have entered Classification:

Grade C123

Pay Level \$74,015.66

Richard C. Coleman

Agency Personnel Representative

Agency Director

Date *08/10/2016**Chavon Chandler*
Date *8/3/16*



DEPARTMENT OF FINANCE AND ADMINISTRATION

Office of Personnel Management

Special Entry Rate Applicant Summary Sheet

(APPLICANT NOT HIRED)

Arkansas Department of Career Education

Agency/Institution

ACE Program Coordinator

C123

E061C

Class Title

Grade

Class Code

Bart Draper

07/13/2016

Applicant's Name

Date Interviewed

Cheryl Wiedmaier, Katherine Turner, and James Short

Interviewed By

Minimum

**Requirements for
Classification**

The formal education equivalent of a bachelor's degree in education, agricultural sciences, curriculum, or a field directly related to the assigned program area; plus six years of experience in the field of education or a related field, including one year in a supervisory or leadership capacity. Related education areas for the Agricultural Science and Technology Program Manager are: Agricultural Education, Agricultural Finance, Agricultural Economics, Animal Science, Horticulture, Natural Resources Management, or Poultry Science. A current, valid (unexpired) teaching license and professional work experience as a classroom teacher are required for this position.

Applicant's

Qualifications

Mr. Draper has a Bachelor's degree in Agriculture Education, 10 years of teaching experience, less than a year of supervisory experience, a valid teaching license, and 4 years of ACE Agriculture experience.

Reason

Not Hired

Mr. Draper is not as knowledgeable in labor market information. He does not have a clear vision of how to improve agricultural education in Arkansas and how agriculture industry should be involved and utilized to improve programs and build partnerships.

Rate at which Employee would have entered Classification:

Grade C123

Pay Level \$66,040.83

Richard C. Coleman
Agency Personnel Representative

Agency Director

Date

08/10/2016

Date

Charmie Chedden
8/3/16