



April 8, 2014

The Honorable Shane Broadway
Director, Arkansas Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201

Dear Mr. Broadway:

College of the Ouachitas requests the allocation of six (6) classified positions from the state pool positions as a result of expanded activities on campus, restructuring of workflows to maximize efficiencies, and departmental alignment for increased productivity. The six (6) positions are: 1) Public Information Specialist, C116; 2) Maintenance Manager, C121; 3) Maintenance Specialist, C112; 4) Payroll Services Specialist, C115; 5) Fiscal Support Specialist (Accounts Receivable), C112; and 6) Fiscal Support Specialist (Student Accounts Receivable), C112.

1. Demands in the College Advancement Office have greatly increased. Due to inadequate state funding, the College must rely on private funds which are the responsibility of the College Advancement Office. The College also must initiate more frequent and regular contact with alumni through the establishment and development of the College's Alumni Association to cultivate sustainable support for the College. Additionally the College must be more competitive for student enrollments which have had to become a greater source of funding; these efforts are stimulated by heightened public relations through traditional and social media. All of these increased demands have been added to the College Advancement Office without any ability to add staff; the only option has been to restructure the two (2) FTE within this office to elicit the productivity required – resulting in positions with greater scope of control and elevated autonomy in responsibility. A position once classified as an entry-level secretarial position has evolved into a specialist position in public relations requiring graphic design, publishing, and marketing skills far beyond entry-level.
2. The College has more facilities and substantially remodeled large portions of the campus resulting in increased staffing to maintain campus building and grounds and the addition of supervising skilled HVAC and electrical tradesman rather than semi-skilled labor. Furthermore this position is now required to supervise smaller remodeling jobs, bid larger projects, and serves as the College's liaison with any contractors selected. The requested position will serve as budget manager overseeing a \$.5M annual budget.
3. This maintenance position now requires the general maintenance and repair skills of a semi-skilled maintenance worker. This position assists skilled tradesman in the maintenance of our HVAC and electrical systems. This position has been extremely difficult to fill in the past because of the low starting salary which is not commensurate with the skills required.
4. This position is responsible for the entire production and processing of regular and supplemental payrolls at the College. The original position's job description indicated the position supported the payroll officer. This position is now the payroll officer for the College providing payroll services for, on average, 240 full-time and part-time employees on a biweekly basis. This position also serves as the college liaison with state and federal entities and is responsible for all reports and payments to the College's multiple insurance brokers.

5. The College currently has two (2) Accounting Technician positions that are serving multiple roles in the Business Office. The primary function of the first of these two positions is to provide overall accounts receivable function, including all 3rd party billing. This position also performs additional duties related to document creation and accountability. Due to the small size of the College's business office, this position must serve as backup to the accounts payable position. Additionally this position, along with the one listed below, are one of four positions that must be proficient with two major accounting systems the College uses, one that deals with student accounts and the other serving as the College's general ledger.
6. As mentioned above, the College has two (2) Accounting Technician positions that serve multiple roles in the Business Office. The primary function of the second of these two positions is to provide duties related to student accounts receivable, including student billing and financial aid disbursements. This position also performs additional duties related to document creation and accountability. Due to the small size of the College's business office, this position must serve as backup to the accounts payable position. Additionally this position, along with the one listed above, are one of four positions that must be proficient with two major accounting systems the College uses, one that deals with student accounts and the other serving as the College's general ledger.

There is no net increase in positions requested at this time. Each of these six positions requested have a corresponding classified position that the College will release. The table below summarizes the College's request:

Proposed Position	Class.	Current Position to Delete	Class.	Qty.
Public Information Specialist	C116	Administrative Specialist I	C106	1
Maintenance Manager	C121	Maintenance Supervisor	C115	1
Maintenance Specialist	C112	Institutional Services Supervisor	C104	1
Payroll Services Specialist	C115	Payroll Technician	C112	1
Fiscal Support Specialist	C112	Accounting Technician	C109	2
TOTAL POSITION ADJUSTMENT REQUESTS				6

Based on these needs, I respectfully request placement of these six (6) pool positions on the next agenda for consideration by the Personnel Subcommittee of the Arkansas Legislative Council. Please do not hesitate to contact me or David See, Vice President of Operations and Administrative Services, for any additional information. Thank you.

Sincerely,


 Stephen Schoonmaker, Ed.D.
 President

cc: Mr. David See, Vice President Operations and Administrative Services
 Ms. Kori Clayton, Human Resources Coordinator