



June 2, 2015

Ms. Kay Terry
Director
Arkansas Office of Personnel Management
Little Rock, AR 72201

EM: kay.terry@dfa.arkansas.gov

RE: Central Pool Position Request
Bookstore Manager: Grade C115, Class QC034C

Ms. Terry:

Black River Technical College is requesting approval for a C115 Bookstore Manager position from the Central Pool created by Act 1065 of 2011.

We currently have a Classified Non-Exempt Bookstore Office Manager position (C110, C064C) overseeing the Bookstore responsibilities but due to the work load associated within the Bookstore, we are seeking a Classified Exempt Bookstore Manager position (C115, QC034C) which will oversee the operations of the Bookstore for BRTC for both the Pocahontas and Paragould campuses.

We sincerely apologize for the delay in requesting this position, but our Board of Trustees just approved the FY16 budget on May 21. We would like this position to be effective July 1, 2015 to coincide with the Board budget approval for FY16.

We appreciate your consideration of this request.

Best regards,

A handwritten signature in black ink, appearing to read "E. Fulmer", is written over a faint, circular stamp or watermark.

Eric A. Fulmer, Ed.D
President

Cc: Dr. Brett Powell
Director, ADHE

EM: Brett.Powell@adhe.edu



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
	Black River Technical College	06/02/2015

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Bookstore Manger	C115	QC034C

I Hereby Certify / Understand That:

- A. The position requested is critical to the operation of this Agency/Institution and a detailed justification for this request is attached. (Justification should be detailed and not less than one typed page in length.)
- B. Sufficient funds are available to fund this position at the requested grade.
- C. This is a full time position that will not be used for any other purpose than that which is outlined in the attached narrative.
- D. The position to be surrendered is the highest grade position available and the loss of this position will not adversely affect the operation of this Agency/Institution.
- E. No current employee will be displaced by this action.

Agency Personnel Rep	Date
<i>Julie Edington</i>	<i>June 2, 2015</i>

Agency Director	Date
<i>[Signature]</i>	<i>June 2, 2015</i>

**HIGHER EDUCATION
REQUEST FOR CENTRAL POOL POSITION**

INSTITUTION Black River Technical College

DATE 06/04/2015

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
QC034C/Bookstore Manager		C115

I HEREBY CERTIFY THAT:

- A. The position requested is a full time position that is critical to the operation of the institution and will not be used for any other purpose than that which is outlined in the position description and the narrative justification of the position submitted on page 2 and page 3 of this request.
- B. Sufficient funds are available to fund this position at the requested grade.

Julie Edington	06/04/2015	Dr. Eric Turner	06/04/2015
<u>INST PER REPRESENTATIVE</u>	<u>DATE</u>	<u>INST PRESIDENT/CHANCELLOR</u>	<u>DATE</u>

OFFICE OF PERSONNEL MANAGEMENT - RECOMMENDATION

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>
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LEGISLATIVE COUNCIL/JBC REVIEW DATE

FAVORABLE UNFAVORABLE

POSITION DESCRIPTION

(1) % of TIME AND WORK PERFORMED

NOTE: Indicate % of time for each example of work, single space within each example of work and double space between examples.

- 20% Completes textbook ordering and inventory
- 20% Supervises bookstore staff
- 20% Maintains accurate inventory records while controlling inventory
- 20% Prepares, balances, reconciles, and deposits all transactions of monies and cash register receipts
- 20% Resolve conflicts and problems with customers

(2) Name and title of your immediate supervisor:
Brenda Gillogly, Vice President of Administration

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

Cashier (1)

Fiscal Support Technician (1)

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

70%	Computer/Cash Register
10%	Copy Machine
5%	Fax Machine
15%	Calculator

(5) Basic Qualifications

Education, general:	Formal Education Equivalent of an Associate's Degree
Education, special or professional:	
Experience, length in years and kind:	3 years of experience in retail sale, inventory control, warehousing, or a related field
Licenses, certificates, or registration	
Special knowledge, abilities and skills:	Knowledge of accounting and standard office procedures. Ability to read and interpret relevant information, ability to do research, verify information, and complete various forms and applications. Ability to compile data, prepare reports, and maintain files.
Physical Requirements	

NARATIVE JUSTIFICATION

We currently have a Classified Non-Exempt Bookstore Office Manager position (C110, C064C) overseeing the Bookstore responsibilities but due to the work load associated within the Bookstore, we are seeking a Classified Exempt Bookstore Manager position (C115, QCO34C) which will oversee the operations of the Bookstore for BRTC for both the Pocahontas and Paragould Campuses.