

June 2, 2015

Ms. Kay Terry
Director
Arkansas of 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.

Bestregards,

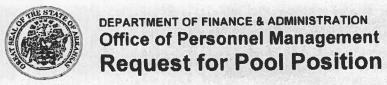
Eric A. Vurner, Ed.D

President

Cc:

Dr. Brett Powell Director, ADHE

EM: Brett Powell@adhe.edu



Business Area	Agency/Institution		Date 06/02/2015	
	Black River Technical College	06/02		
sition(s) to be S	Burrendered			
osition/Item Number	Classification Title	Pay Grade	Class Code	
assification(s) F	Poguaetad			
	Classification Title	Pay Grade	Class Code	
N/A		C115	QC034C	
	Bookstore Manger		7 (200)	
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eby Certify / Understar	nd That:			
	ion requested is critical to the operation of this Agency/Instituti	on and a detailed justification	for this request is	
A. The posit 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 grad	e.		
	full time position that will not be used for any other purpose the		attached narrative	
D. The posit	tion to be surrendered is the highest grade position available a ation of this Agency/Institution.	nd the loss of this position wil	Thot adversely and	
E. No curre	nt employee will be displaced by this action.			
			Date	
	Agency Personnel Rep			
Julie	Edington	Gline of	2015	
0			Date	
4	Agency Director			
/ / / ^		ture 2, 20	1	

HIGHER EDUCATION REQUEST FOR CENTRAL POOL POSITION

INSTITUTION Black River Technical College			<u>DATE</u> 06/04/2015	
CLASS CODE/TITLE	CLASSIF	ICATION REQUESTED	<u>GRADE</u>	
QC034C/Bookstore Manager			C115	
I HEREBY CERTIFY THAT: A. The position requested is a used for any other purpose of the position submitted B. Sufficient funds are available.	e than that which is on page 2 and page	that is critical to the operation of the institute outlined in the position description and the 3 of this request. Sition at the requested grade.	tion and will not be narrative justification	
Julie Edington	06/04/2015	Dr. Eric Turner	06/04/2015	
INST PER REPRESENTATIVE	DATE	INST PRESIDENT/CHANCELLOR	DATE	
OFFICE C	F PERSONNEL	MANAGEMENT - RECOMMENDATIO	ON	
CLASS CODE	TITLE		GRADE	
LEGISLATIVE COUNCIL/JBC	REVIEW	DATE		
FAVORABLE UNFAVORA	ABLE			

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.