



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

**OFFICE OF PERSONNEL MANAGEMENT**  
**Administrator's Office**  
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[www.dfa.arkansas.gov](http://www.dfa.arkansas.gov)

September 23, 2015

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 Northwest Technical Institute (NTI) for your review.

The NTI is requesting one (1) position from the position pool established by Arkansas Code Annotated §21-5-225(a)(1). The classification requested and the position surrendered is listed below:

<b><u>POSITIONS SURRENDERED</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>
2213-2999	Administrative Specialist III	C056C	C112

**CLASSIFICATIONS REQUESTED**

Administrative Analyst	C037C	C115
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**JUSTIFICATION**

The NTI requests to establish a new position that will report directly to the NTI Director. The position will be responsible working with the data base used by the Adult Education Department. The agency believes that better service will be provided in the State of Arkansas by utilizing this approach. The agency states that there is no longer a need for the Administrative Specialist III position with current staffing operations, and can be surrendered.

This Administrative Analyst position will be crucial to ensure efficiency of NTI's role as data collector in the Adult Education Department. This request is made because NTI does not have a current position that meets the duties as required by the department. The database used by the Adult Education Department is AERIS. The data collected for the department determines the funding of Adult Education for the following year.

Senator Uvalde Lindsey, Co-Chairperson  
Representative Lanny Fite, Co-Chairperson  
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The position requires a high of level of expertise in administrative procedures rules and processes. It is critical that the agency can hire a candidate with qualifications of the Administrative Analyst. The NTI has sufficient funds appropriated to fund this positon.

The Office of Personnel Management has reviewed this request and **recommends** the approval of the pool position for the classification of C037C Administrative Analyst, grade C115.

Your approval of this request is greatly appreciated.

Sincerely,



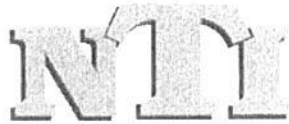
Kay Barnhill  
State Personnel Administrator



\_\_\_\_\_  
Chief Fiscal Officer of the State

SEP 15 2015  
\_\_\_\_\_  
Date

KB/glj:1-2



NORTHWEST TECHNICAL INSTITUTE

P.O. Box 2000 • 709 So. Old Missouri Rd.  
Springdale, AR 72765-2000  
(479) 751-8824  
Fax: (479) 751-7780

Kay Barnhill, State Personnel Administrator  
Office of Personnel Management  
Little Rock, AR 72701

September 15, 2015

Kay,

Northwest Technical Institute is requesting a swap-pool position for our Adult Education Program. We currently have a vacant Administrative Specialist III (position number 22132999) that we would like to swap for a grade C115 Administrative Analyst.

The reason for this request is that NTI does not have a current position that meets the duties of the data collection necessary for Adult Education. The data base used by our Adult Education Department is AERIS. The data collected for this department determines the funding of Adult Education for the following year. With these duties it is very critical that NTI hire the candidate with the qualifications of the Administrative Analyst.

Thanks for your consideration,

Mike Hamley  
Vice President of Finance & Operations  
Northwest Technical Institute



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

Business Area	Agency/Institution	Date
0552	Northwest Technical Institute	09/15/15

**Position(s) to be Surrendered**

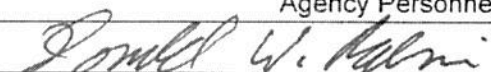
Position/Item Number	Classification Title	Pay Grade	Class Code
22132999	Administrative Specialist III	C112	C056C

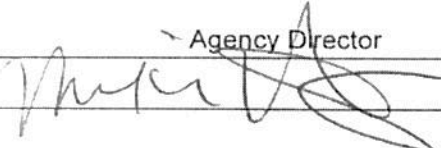
**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
	Administrative Analyst	C115	C037C

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
	09/15/15

Agency Director	Date
	09/15/15



## ADMINISTRATIVE ANALYST

**Class Code: C037C Grade: C115**

**FLSA Status: Non-Exempt**

**Date: 07/01/2009**

### STATE OF ARKANSAS JOB DESCRIPTION

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#### **SUMMARY:**

The Administrative Analyst is responsible for conducting special research studies, analyzing data, preparing statistics, making recommendations based on research findings, and monitoring and coordinating project/program activities. This position is governed by state and federal laws and agency/institution policy.

#### **TYPICAL FUNCTIONS:**

Conducts special studies such as systems and cost analysis, feasibility and effectiveness of agency/institution programs, and the identification of and solution to problem areas. Assists in the development of project goals and objectives.

Plans, organizes, and schedules project/program implementation phases and procedures and develops monitoring and reporting systems to measure project effectiveness.

Researches and analyzes data pertinent to work programs and goals and objectives and prepares reports explaining findings and recommendations.

Develops or revises agency/institution policies, procedures, programs, and directives based on research findings.

Develops handbooks and manuals for participant use and conducts workshops to educate personnel on new systems, policies, and procedures.

Evaluates existing programs by gathering information, reviewing files, researching policy, directives, and regulations, conducting surveys and interviews, and contacting agencies/institutions in other states concerning their programs.

Composes correspondence and responses to written inquiries and interprets agency administrative directives, policies, and procedures to ensure consistent application.

Acts as liaison to other programs, departments, or agencies/institutions and provides guidance in areas of expertise.

Performs other duties as assigned.



### **KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of planning, research, and analysis techniques and procedures.  
Knowledge of department operations, policies, and procedures.  
Knowledge of applicable laws and regulations.  
Knowledge of basic accounting principles.  
Ability to plan and execute systems and organizational analysis and feasibility studies.  
Ability to conduct research and perform quantitative quality assurance reviews.  
Ability to research, prepare, and present comprehensive written and oral reports.  
Ability to organize and conduct meetings and workshops.

### **MINIMUM EDUCATION AND/OR EXPERIENCE:**

The formal education equivalent of a bachelor's degree in public administration, general business, or a related field.

**Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.**

**OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.**