



Arkansas Department of Higher Education

423 Main Street, STE 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Asa Hutchinson
Governor

Dr. Brett Powell
Director

January 19, 2016

The Honorable Uvalde Lindsey, Chair
The Honorable Lanny Fite, Chair
Personnel Committee of the Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

Dear Senator Lindsey and Representative Fite:

Arkansas State University - Mountain Home (ASUMH) requests the establishment of one (1) classified position from the Higher Education Central Pool authorized by Section 39 of Act 978 of 2015. In accordance with the provisions of the Act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

Requested

Title: Institutional Services Shift Supervisor
Grade – FY16: C107
Number of Positions: 1

Recommendation

Title: Institutional Services Shift Supv
Grade – FY16: C107
Number of Positions: 1

The additional position is requested due to growth over the last several years in the area of facilities. ASUMH's total building square footage has grown from 110K square feet in 2007-08 to 230K square feet today. This growth included the addition of a 40K square foot Health Sciences Building, a 65K square foot community development center and a 15K square foot Technical/Secondary Center. The Institutional Services Shift Supv. title is currently used at other institutions.

The Institutional Services Shift Supv. will be responsible for overseeing custodial services during assigned shifts. This individual will assist custodial staff in their cleaning duties and cover the duties of custodial staff members in their absence. In addition, the Institutional Services Shift Supv. will serve as the lead administrative employee on campus during evening hours. He/she will assist physical plant operations with campus deliveries and assist in set-up of events as well as cleaning after events are over.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Brett Powell".

Brett Powell, Ed.D.
Director



January 8, 2016

Mr. Brett Powell, Director
Arkansas Department of Higher Education
114 East Capitol
Little Rock, AR 72201

Dear Mr. Powell,

In accordance with Act 379 of 2009, Arkansas State University – Mountain Home requests one classified position from the Higher Education Central Growth Pool.

No. Requested	Class Code	Title	Grade
One (1)	S084C	Institutional Services Shift Supervisor	C107

This title and salary is consistent with the ASU-Mountain Home appropriations act and appropriation acts of other two-year colleges.

Justification

The ASUMH campus has seen tremendous growth over the last several years in the area of facilities and the demands to manage and maintain those facilities. Our total building square footage has grown from 110,000 square feet in 2007-2008 to 230,000 square feet today, for a combined increase of 209%. This growth included the addition of a 40,000 square foot Health Sciences Building, a 65,000 square foot community development center, and a 15,000 square foot Technical/Secondary Center. At the same, our number of custodial staff has held steady at six (6) from 2007-2008 to the present.

To help oversee the growing demands of cleaning and maintaining these facilities, we need a shift supervisor to oversee the Institutional Services Assistants evening crew and to also assist in the hands-on cleaning duties of the facilities. We would like to request a position appropriate for the level of responsibility this position will have, which includes not only overseeing an evening crew, but also acting as the lead administrative employee on campus during the evening hours.

We are requesting this position to be effective July 1, 2016. Thank you for your consideration of this request. If you have any additional questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Robin Myers".

Dr. Robin Myers, Chancellor

**HIGHER EDUCATION
REQUEST FOR GROWTH POOL POSITION**

INSTITUTION Arkansas State University - Mountain Home

DATE 1/08/2016

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
S071C Institutional Services Shift Supervisor		C107

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.

Melissa Klinger	1/08/2016	Dr. Robin Myers	1/08/2016
<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
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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.

1. The Institutional Services Shift Supervisor is responsible for overseeing custodial services on an assigned shift. - 45%
 - Supervises a small - medium sized custodial staff in the performance of cleaning designated areas.
 - Plans and evaluates custodial services and staff on an assigned shift.
 - Inspects buildings for custodial services needed and the quality of services performed.
 - Reports the need for building and equipment repairs to appropriate personnel.
 - Ensures buildings are secure and locked at closing and turns off lights.
 - Orders custodial equipment and supplies and maintains and updates expenditure records.
 - Delivers supplies to the various buildings as needed and ensures restrooms are stocked.
 - Assists in training programs by conducting demonstrations in work methods and procedures.
 - Ensures areas that require special cleaning methods are appropriately addressed by using specific cleaners, sterilizing, equipment, and/or disposing of contaminated wastes.
2. Assists custodial staff in their cleaning duties, including cleaning restrooms, sweeping, mopping, vacuuming and shampooing carpets, stripping and waxing floors, removing trash, cleaning walls, windows, stairwells, dusting furniture, etc. - 20%
3. Covers the duties of individual custodial staff when they are absent. - 20%
4. Serves as the lead administrative employee on campus during the evening hours. - 5%
5. Assists Physical Plant operations by delivering packages across campus as needed. - 5%
6. May assist in set-up of events and cleaning after events. - 5%
7. Performs other duties as assigned.

(2) Name and title of your immediate supervisor:
Nickey Robbins, Director of Physical Plant

(3) Payroll titles of employees supervised and number of employees per title. If employees supervised, enter "None":
Grade C103 Institutional Services Assistant - 6 Total

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

%	Regular use of cleaning equipment, including strippers, waxers, vacuums, etc.
%	Regular use of non-complex machines and equipment (adding machines, calculators, copy/fax machines, etc.)
%	Frequent use of a computer
%	

(5) Basic Qualifications

Education, general:	Formal education equivalent of a high school diploma
Education, special or professional:	none
Experience, length in years and kind:	Four years of progressively more responsible experience in custodial work or related area and two years of supervisory experience
Licenses, certificates, or registration	none
Special knowledge, abilities and skills:	<p>Knowledge of supervisory practices and procedures</p> <p>Knowledge of the material, methods, tools, and practices used in cleaning operations.</p> <p>Knowledge of the operation and care of custodial equipment.</p> <p>Ability to plan, assign and direct the work activities of subordinate employees</p> <p>Ability to maintain records and inventory of supplies.</p> <p>Ability to assign priorities in terms of tasks to be accomplished.</p> <p>Ability to work independently without close supervision and to make sure that tasks are completed</p>
Physical Requirements	<p>While performing the functions of this job, the employee is regularly required to stand, use hands to finger, handle, or feel, climb or balance, stoop, kneel, crouch, or crawl; and frequently required to walk, reach with hands and arms, talk or hear; occasionally required to sit, taste or smell. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the functions of this job, the employee is frequently exposed to work near moving mechanical parts; and occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, risk of electrical shock, vibration. While performing the functions of this job, the employee is frequently exposed to work near moving mechanical parts; and occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, risk of electrical shock, vibration.</p>

NARATIVE JUSTIFICATION

The ASUMH campus has seen tremendous growth over the last several years in the area of facilities and the demands to manage and maintain those facilities. Our total building square footage has grown from 110,000 square feet in 2007-2008 to 230,000 square feet today, for a combined increase of 209%. This growth included the addition of a 40,000 square foot Health Sciences Building, a 65,000 square foot community development center, and a 15,000 square foot Technical/Secondary Center. At the same, our number of custodial staff has held steady at six (6) from 2007-2008 to the present.

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