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Arkansas Division of Higher Education

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

Asa Hutchinson
Governor

Maria Markham, Ph.D.
Director

September 5, 2019

The Honorable David Wallace, Co-Chair
The Honorable Jim Wooten, Co-Chair
Personnel Committee of the Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

Dear Senator Wallace and Representative Wooten:

Southeast Arkansas College (SEAC) requests the establishment of one (1) classified position from the Higher Education Central Pool authorized by Act 763 of 2019, ACA §21-5-1415. 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: D034C/Database Administrator
Grade – FY20: C124
Salary – FY20: \$45,377 - \$79,462
Number of Positions: 1

Recommendation

Title: D034C/Database Administrator
Grade– FY20: C124
Salary – FY20: \$45,377 - \$79,462
Number of Positions: 1

The Database Administrator position is requested to fulfil an immediate need for an employee with specialized training with SQL language and coding, as well as database experience. This title is currently used at other institutions.

The Database Administrator will be responsible for using SQL query language to extract data from the databases used for federal, state, and ad hoc reporting. He/she will perform statistical analysis of data and assessment analyses for the institution. In addition, the Database Administrator will manage, maintain and update software in the reporting system.

Sincerely,


Maria Markham, Ph.D.
Director



Southeast Arkansas College

1900 Hazel St., Pine Bluff, AR 71603

Human Resources Office

Telephone & Fax (870) 543-5959 ♦ e-mail: personnel@seark.edu

"A State Supported, Locally Controlled, Technical Community College Accredited by the Commission of Higher Education and is an AQIP participant."

September 3, 2019

Dr. Maria Markham, Director
Arkansas Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201

Re: Request for Classified Position from Central Pool

Dear Dr. Markham,

In accordance with Section 10 of Act 763 of 2019, Southeast Arkansas College respectfully requests one (1) classified position from the Higher Education Central Pool. The position requested is for a C124 Database Administrator.

Justification:

This position will report directly to the Coordinator of Administrative Computing. The Database Administrator will be responsible for using SQL query language to extract data from the database for federal, state, ad hoc reporting for the institution. This position will be responsible for the management, maintenance, and software updates in the reporting systems as well as making data corrections at the database level. The Database Administrator will provide statistical analyses of data and assessment analyses. This position will also provide support with Colleague Access and Security.

The Database Administrator requires knowledge of complex computer database systems, development and implementation of other related applications along with advanced programming methods and concepts. The Database Administrator will need to have the ability to review results and determine the source of problems as well as recommend corrective actions. This position requires the ability to design, implement and maintain complex databases. The Database Administrator will consult with users to identify needs, system capability and determine the requirements for database design formats and application specifications.

The Coordinator of Administrative Computing requests the position of Database Administrator in order to recruit applicants with the required skillsets involving specialized training with SQL language, SQL coding, database experience, and exceptional communication skills.

We respectfully request this position be approved as an immediate need.

If you have any questions, please contact Debbie Wallace, Vice President for Fiscal Affairs at (870) 543-5996. We appreciate your consideration of this request.

Sincerely,

Steven Bloomberg, President
Southeast Arkansas College



**HIGHER EDUCATION
REQUEST FOR CENTRAL POOL POSITION**


INSTITUTION 0691 Southeast Arkansas College

DATE 09/03/2019

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
D034C Database Administrator		C124

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.

<u>Debbie Wallau</u> <u>9-3-19</u>	 <u>9/3/19</u>
INST PER REPRESENTATIVE DATE	INST PRESIDENT/CHANCELLOR DATE

ARKANSAS DEPARTMENT OF HIGHER EDUCATION - 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.

25% - Using SQL query language to extract data for federal, state, ad hoc reporting;

25% - Data corrections at the Database level;

25% - This position will also be responsible for management, maintenance and software updates in the reporting system.

20% - Statistical analysis of Data and Assessment Analysis; and

5% - Colleague Access and Security.

(2) Name and title of your immediate supervisor:
Phylesia Davis – Coordinator of Administrative Computing

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

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

%	
%	
%	
%	

(5) Basic Qualifications

Education, general:	Bachelor's Degree
Education, special or professional:	The formal education equivalent of a bachelor's degree in information technology, computer science, or a related field.
Experience, length in years and kind:	Four years of experience in database development and analysis.
Licenses, certificates, or registration	Microsoft Office Certification
Special knowledge, abilities and skills:	Microsoft SQL Server Database, Microsoft Word, Excel, Outlook, Access, and Ellucian Colleague software.
Physical Requirements	

NARRATIVE JUSTIFICATION

Southeast Arkansas College is requesting a classified pool position be granted to our institution for a Database Administrator, Grade C124.

Summary: The Database Administrator will report to the Coordinator of Administrative Computing and shall be responsible for using SQL query language to extract data from the databases that will be used for federal, state, and ad hoc reporting. The Database Administrator will make data corrections at the database level. This position will also be responsible for management, maintenance and software updates in the reporting system. The Database Administrator will also be responsible for the statistical analysis of data and assessment analyses for the institution. The Database Administrator will assist with issuing Colleague Access and user security.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of complex computer data base systems development and implementation.
- Knowledge of computer related applications and analysis of data processing programs and equipment.
- Knowledge of complex data base and data processing software.
- Knowledge of complex and advanced programming methods and concepts.
- Ability to review results and determine the source of problems and recommend corrective actions.
- Ability to design, implement, and maintain complex data bases.
- Ability to coordinate and communicate with areas of programming, analysis and design regarding databases and specifications.
- Ability to diagnose and evaluate system failures and determine effectiveness of database systems.