



Arkansas Department of Higher Education

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Mike Beebe
Governor

Shane Broadway
Director

April 22, 2014

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

Dear Senator Lindsey and Representative Lea:

College of the Ouachitas (CotO) requests the establishment of six (6) classified positions from the Higher Education Central Pool authorized by Act 1397 of 2013. 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: Public Information Specialist
Grade – FY14: C116
Number of Positions: 1

Recommendation

Title: Public Information Specialist
Grade – FY14: C116
Number of Positions: 1

Requested

Title: Maintenance Manager
Grade – FY14: C121
Number of Positions: 1

Recommendation

Title: Maintenance Manager
Grade – FY14: C121
Number of Positions: 1

Requested

Title: Maintenance Specialist
Grade – FY14: C112
Number of Positions: 1

Recommendation

Title: Maintenance Specialist
Grade – FY14: C112
Number of Positions: 1

Requested

Title: Payroll Services Specialist
Grade – FY14: C115
Number of Positions: 1

Recommendation

Title: Payroll Services Specialist
Grade – FY14: C115
Number of Positions: 1

Requested

Title: Fiscal Support Specialist
Grade – FY14: C112
Number of Positions: 2

Recommendation

Title: Fiscal Support Specialist
Grade – FY14: C112
Number of Positions: 2

These positions are being requested as a result of expanded activities on campus, restructuring of workflows to maximize efficiencies and departmental alignment for increased productivity. These titles currently exist at other institutions across the state.

The Public Information Specialist will be responsible for monitoring all advertising through all mediums. He/she will maintain all College social media sites and monitor logo usage. The Public Information Specialist will oversee College publications and printed materials. This individual will assist with fundraising activities/events and manage the Public Relations budget. The Public Information Specialist will represent the College at public relations/community events and take minutes at the quarterly Foundation Board meetings.

The Maintenance Manager will be responsible for supervising skilled technicians ensuring that the buildings are maintained and the grounds are neatly kept. This individual will supervise the smaller remodeling jobs and hire contractors to do the larger jobs. In addition, the Maintenance Manager will supervise the skilled tradesmen to keep the air conditioning and heating maintained or replaced. He/she will keep the budget for the cost of doing the remodeling, building, employees, and supplies for the maintenance department.

The Maintenance Specialist will be responsible for keeping the buildings properly maintained. This individual will maintain inventory of parts and equipment. In addition, the Maintenance Specialist will perform general maintenance duties as required. He/she will install, maintain and repair carpentry and plumbing. The Maintenance Specialist will perform electrical repair as well as make minor repairs to the heating and air units.

The Payroll Services Specialist will be responsible for performing a broad range of complex duties to ensure the accuracy of payroll calculations and processing of the College's payroll. This individual will maintain and provide detailed information to employees for specific payroll functions. In addition, the Payroll Services Specialist will prepare expenditure transfers and calculate estimated fringe benefit costs for employees. He/she under direction, will make technical decisions requiring application and interpretation of data, facts, procedures, policy, and law. The Payroll Services Specialist will interpret and apply Federal and State regulations as well as College policies and procedures.

One of the Fiscal Support Specialist will be responsible for performing a wide variety of fiscal related tasks that are standard or regular support duties within the business office with a primary focus of ensuring the processing of all invoices for payment and recording transactions in accordance with established procedures. This individual will handle accounts payable, travel and credit card reconciliations as well as fleet insurance/registration. The second Fiscal Support Specialist will perform a broad range of complex duties to ensure the accuracy, processing and monitoring of payments and expenditures with specific responsibility to perform activities related to the accurate processing of authorized invoices. He/she will record, update and reconcile related financial information as well as will provide instructions and/or accounting support to other personnel within the business office.

Thank you for your consideration.

Sincerely,

Shane Broadway
Director