

ADDENDUM TO PERSONAL SERVICES REQUEST INSTRUCTIONS FOR THE 2019-2021 BIENNIUM

CLASSIFIED POSITION POOLS

New for this biennium, institutions of higher education will be allowed to request up to four (4) newly developed classified position pools that will be structured like existing non-classified pools such as faculty or project/programs pools. Institutions are requested to maintain consistency with the pools by not adding titles to the proposed pools or creating new pools.

The proposed pools are optional and institutions may request to utilize the pools that are applicable to their needs. Institutions are requested to consider whether creation of the pool will **potentially create efficiencies and an ability to reduce the number of authorized positions.**

PROPOSED POOLS

Public Safety Pool

HE Public Safety Commander III	GRADE C122
HE Public Safety Commander II	GRADE C121
HE Public Safety Commander I	GRADE C120
HE Public Safety Supervisor	GRADE C117
Public Safety Officer	GRADE C116
Public Safety Officer II	GRADE C114
Public Safety/Security Officer	GRADE C110

Administrative Support Pool

Administrative Assistant	GRADE C115
Administrative Analyst	GRADE C115
Administrative Support Supv	GRADE C113
Administrative Specialist III	GRADE C112
Administration Support Specialist	GRADE C112
Administrative Specialist II	GRADE C109
Administrative Support Specialist	GRADE C109
Administrative Specialist I	GRADE C106

Fiscal Support Pool

Fiscal Support Manager	GRADE C123
Fiscal Support Supervisor	GRADE C118
Accountant II	GRADE C117
Accountant I	GRADE C116
Fiscal Support Analyst	GRADE C115
Fiscal Support Specialist	GRADE C112
Accounting Technician	GRADE C110
Fiscal Support Technician	GRADE C108

Skilled Trades Pool

Skilled Trades Foreman	GRADE C117
Skilled Trades Supervisor	GRADE C116
Skilled Tradesman	GRADE C115
Skilled Trades Helper	GRADE C108
Apprentice Tradesman	GRADE C105

FORM A INSTRUCTIONS

For the pools that institutions wish to utilize, the pools must be inserted into Form A at

the grade level of the highest classification in the pool. For example, the new **Skilled Trades Pool** would be inserted into the classifications at Grade C117. Institutions will input information only in the requested columns. The requested number of the pool should not exceed the number of positions already authorized for any existing authorized classifications in the pool.

JUSTIFICATION OF POOLS

Institutions are not required to submit justification to utilize the pools. However, if the total number of positions requested for the pool results exceeds the total authorized for the classifications listed in the pool, then the institution is required to complete a justification as to the need for additional positions.

Attachment C

FORM A HIGHER EDUCATION PERSONAL SERVICES RECOMMENDATIONS FOR THE 2019-21 BIENNIUM

T C	CL CODE	ITEM #	POSITION TITLE	AUTHORIZED		PAID		BUDGETED		REQUESTED		AHECB RECOMMENDED		AHECB RECOMMENDED	
				#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL
DELTA STATE UNIVERSITY															
	V007C	(40)	Procurement Coordinator	1	GRADE C119	1	GRADE C119	1	GRADE C119	1	GRADE C119	1	GRADE C119		
	S012C	(41)	Asst Dir of Physical Plant	3	GRADE C118	3	GRADE C118	3	GRADE C118	3	GRADE C118	3	GRADE C118		
	A074C	(42)	Fiscal Support Supervisor	11	GRADE C118	8	GRADE C118	10	GRADE C118	11	GRADE C118	11	GRADE C118		
	D065C	(43)	Network Support Analyst	3	GRADE C118	0	GRADE C118	0	GRADE C118	1	GRADE C118	1	GRADE C118		
	D064C	(44)	Website Developer	2	GRADE C118	0	GRADE C118	0	GRADE C118	0	GRADE C118	0	GRADE C118		
	A082C	(45)	Accountant II	1	GRADE C117	1	GRADE C117	1	GRADE C117	1	GRADE C117	1	GRADE C117		
	G190C	(46)	Asst Dir of Financial Aid	1	GRADE C117	1	GRADE C117	1	GRADE C117	1	GRADE C117	1	GRADE C117		
	R027C	(47)	Budget Specialist	1	GRADE C117	1	GRADE C117	1	GRADE C117	1	GRADE C117	1	GRADE C117		
M	T051C	(48)	HE Public Safety Supervisor	3	GRADE C117	3	GRADE C117	3	GRADE C117	0	GRADE C117	0	GRADE C117		
	R025C	(49)	Human Resources Analyst	2	GRADE C117	3	GRADE C117	2	GRADE C117	2	GRADE C117	2	GRADE C117		
	D068C	(49)	Information Systems Analyst	7	GRADE C117	6	GRADE C117	7	GRADE C117	7	GRADE C117	7	GRADE C117		
	D067C	(49)	Information Systems Security Analyst	1	GRADE C117	0	GRADE C117	0	GRADE C117	1	GRADE C117	1	GRADE C117		
	S017C	(49)	Maintenance Coordinator	1	GRADE C117	0	GRADE C117	0	GRADE C117	1	GRADE C117	1	GRADE C117		
	P020C	(49)	Production Artist	2	GRADE C117	1	GRADE C117	1	GRADE C117	2	GRADE C117	2	GRADE C117		
	B076C	(49)	Research Project Analyst	1	GRADE C117	0	GRADE C117	1	GRADE C117	1	GRADE C117	1	GRADE C117		
N	(49.01)		Skilled Trades Pool							96		96			
			Skilled Trades Foreman								GRADE C117		GRADE C117		
			Skilled Trades Supervisor								GRADE C116		GRADE C116		
			Skilled Tradesman								GRADE C115		GRADE C115		
			Apprentice Tradesman								GRADE C105		GRADE C105		
M	S016C	(50)	Skilled Trades Foreman	3	GRADE C117	2	GRADE C117	2	GRADE C117	0	GRADE C117	0	GRADE C117		
	E040C	(51)	Staff Development Coordinator	0	GRADE C117	0	GRADE C117	0	GRADE C117	0	GRADE C117	0	GRADE C117		
	B089C	(52)	Asst Director of Farming	1	GRADE C116	1	GRADE C116	1	GRADE C116	1	GRADE C116	1	GRADE C116		
	S029C	(53)	Dir of Housekeeping	1	GRADE C116	0	GRADE C116	0	GRADE C116	1	GRADE C116	1	GRADE C116		
	V014C	(54)	Buyer	1	GRADE C116	1	GRADE C116	1	GRADE C116	1	GRADE C116	1	GRADE C116		
	X129C	(55)	Construction Inspector	1	GRADE C116	0	GRADE C116	0	GRADE C116	0	GRADE C116	0	GRADE C116		
	S024C	(56)	Construction/Maint Coordinator	2	GRADE C116	2	GRADE C116	2	GRADE C116	2	GRADE C116	2	GRADE C116		
	P032C	(57)	Pesign Consultant	1	GRADE C116	1	GRADE C116	0	GRADE C116	1	GRADE C116	1	GRADE C116		
	G195C	(58)	HEI Program Coordinator	25	GRADE C116	25	GRADE C116	24	GRADE C116	25	GRADE C116	25	GRADE C116		
	P027C	(59)	Public Information Specialist	1	GRADE C116	1	GRADE C116	1	GRADE C116	1	GRADE C116	1	GRADE C116		
M	T055C	(60)	Public Safety Officer	22	GRADE C116	16	GRADE C116	16	GRADE C116	0	GRADE C116	0	GRADE C116		
	P066C	(61)	Radio News Director	1	GRADE C116	1	GRADE C116	1	GRADE C116	1	GRADE C116	1	GRADE C116		
	P026C	(62)	Radio Program Director	1	GRADE C116	1	GRADE C116	1	GRADE C116	1	GRADE C116	1	GRADE C116		
M	S022C	(63)	Skilled Trades Supervisor	18	GRADE C116	17	GRADE C116	17	GRADE C116	0	GRADE C116	0	GRADE C116		
	C037C	(64)	Administrative Analyst	16	GRADE C115	13	GRADE C115	13	GRADE C115	16	GRADE C115	16	GRADE C115		
	C035C	(65)	Assistant Registrar	5	GRADE C115	4	GRADE C115	4	GRADE C115	5	GRADE C115	5	GRADE C115		
	D079C	(66)	Computer Support Technician	7	GRADE C115	5	GRADE C115	5	GRADE C115	6	GRADE C115	6	GRADE C115		
	G207C	(67)	Financial Aid Analyst	8	GRADE C115	6	GRADE C115	7	GRADE C115	8	GRADE C115	8	GRADE C115		
	A091C	(68)	Fiscal Support Analyst	11	GRADE C115	10	GRADE C115	9	GRADE C115	11	GRADE C115	11	GRADE C115		
	E050C	(69)	Library Supervisor	1	GRADE C115	1	GRADE C115	1	GRADE C115	1	GRADE C115	1	GRADE C115		
	A090C	(70)	Payroll Services Specialist	1	GRADE C115	0	GRADE C115	0	GRADE C115	1	GRADE C115	1	GRADE C115		
M	S031C	(71)	Skilled Tradesman	55	GRADE C115	47	GRADE C115	47	GRADE C115	0	GRADE C115	0	GRADE C115		
	P042C	(72)	Broadcast Production Specialist	3	GRADE C114	3	GRADE C114	3	GRADE C114	3	GRADE C114	3	GRADE C114		
	P041C	(73)	Commercial Graphic Artist	2	GRADE C114	2	GRADE C114	2	GRADE C114	2	GRADE C114	2	GRADE C114		
	D084C	(74)	Computer Operator	11	GRADE C114	10	GRADE C114	7	GRADE C114	10	GRADE C114	10	GRADE C114		
	X151C	(75)	Safety Supervisor	0	GRADE C114	0	GRADE C114	0	GRADE C114	0	GRADE C114	0	GRADE C114		
	V018C	(76)	Warehouse Manager	2	GRADE C114	1	GRADE C114	1	GRADE C114	1	GRADE C114	1	GRADE C114		
N	(72.01)		Administrative Support Pool							136		136			
			Administrative Assistant								GRADE C115		GRADE C113		
			Administrative Analyst								GRADE C115				
			Administrative Support Supv								GRADE C113				
			Administrative Specialist III								GRADE C112				
			Administration Support Specialist								GRADE C112		GRADE C112		
			Administrative Specialist II								GRADE C109		GRADE C112		
			Administrative Support Specialist								GRADE C109		GRADE C109		
			Administrative Specialist I								GRADE C106		GRADE C109		
M	C050C	(73)	Administrative Support Supv	2	GRADE C113	2	GRADE C113	2	GRADE C113	0	GRADE C113	0	GRADE C113		

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FORM A HIGHER EDUCATION PERSONAL SERVICES RECOMMENDATIONS FOR THE 2019-21 BIENNIUM

T C	CL CODE	ITEM #	POSITION TITLE	AUTHORIZED		PAID		BUDGETED		REQUESTED		REQUESTED		AHECB	AHECB
				#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	RECOMMENDED 2019-20	RECOMMENDED 2020-21
DELTA STATE UNIVERSITY															
	P048C (74)		Multi-Media Specialist	3	GRADE C113	2	GRADE C113	3	GRADE C113	3	GRADE C113	3	GRADE C113		
	P049C (75)		Comm Artist I/Graphic Artist I	3	GRADE C113	3	GRADE C113	3	GRADE C113	3	GRADE C113	3	GRADE C113		
	R036C (76)		Human Resources Specialist	2	GRADE C113	2	GRADE C113	2	GRADE C113	2	GRADE C113	2	GRADE C113		
	S047C (77)		Landscape Supervisor	1	GRADE C113	0	GRADE C113	0	GRADE C113	1	GRADE C113	1	GRADE C113		
	L069C (78)		LPN	2	GRADE C113	2	GRADE C113	2	GRADE C113	2	GRADE C113	2	GRADE C113		
	P047C (79)		Museum Registrar	1	GRADE C113	1	GRADE C113	1	GRADE C113	1	GRADE C113	1	GRADE C113		
	V020C (80)		Inventory Control Manager	1	GRADE C113	0	GRADE C113	0	GRADE C113	1	GRADE C113	1	GRADE C113		
M	C056C (81)		Administrative Specialist III	44	GRADE C112	33	GRADE C112	34	GRADE C112	0	GRADE C112	0	GRADE C112		
M	C057C (82)		Administration Support Specialist	1	GRADE C112	1	GRADE C112	1	GRADE C112	0	GRADE C112	0	GRADE C112		
	T080C (83)		Director of Transit & Parking	1	GRADE C112	1	GRADE C112	1	GRADE C112	1	GRADE C112	1	GRADE C112		
	B105C (84)		Farm Foreman - Institutional	1	GRADE C112	1	GRADE C112	1	GRADE C112	1	GRADE C112	1	GRADE C112		
	A098C (85)		Fiscal Support Specialist	20	GRADE C112	17	GRADE C112	19	GRADE C112	20	GRADE C112	20	GRADE C112		
	S050C (86)		Maintenance Specialist	5	GRADE C112	5	GRADE C112	5	GRADE C112	5	GRADE C112	5	GRADE C112		
	A097C (87)		Payroll Technician	2	GRADE C112	2	GRADE C112	2	GRADE C112	2	GRADE C112	2	GRADE C112		
	V022C (88)		Purchasing Technician	1	GRADE C112	1	GRADE C112	1	GRADE C112	1	GRADE C112	1	GRADE C112		
	B106C (89)		Research Assistant	1	GRADE C112	0	GRADE C112	0	GRADE C112	0	GRADE C112	0	GRADE C112		
	M077C (90)		Coordinator of Housekeeping	4	GRADE C111	4	GRADE C111	4	GRADE C111	4	GRADE C111	4	GRADE C111		
	X177C (91)		Pest Control Tech	1	GRADE C111	1	GRADE C111	1	GRADE C111	1	GRADE C111	1	GRADE C111		
	C065C (92)		Admissions Analyst Supervisor	1	GRADE C110	1	GRADE C110	1	GRADE C110	1	GRADE C110	1	GRADE C110		
	B120C (93)		Farm Maint Mechanic	1	GRADE C110	1	GRADE C110	1	GRADE C110	1	GRADE C110	1	GRADE C110		
	D092C (94)		Call Center Specialist	6	GRADE C110	4	GRADE C110	4	GRADE C110	6	GRADE C110	6	GRADE C110		
	S057C (95)		Landscape Specialist	3	GRADE C110	3	GRADE C110	3	GRADE C110	3	GRADE C110	3	GRADE C110		
	A101C (96)		Accounting Technician	1	GRADE C109	0	GRADE C109	0	GRADE C109	0	GRADE C109	0	GRADE C109		
	C071C (97)		Admissions Analyst II	7	GRADE C109	7	GRADE C109	7	GRADE C109	7	GRADE C109	7	GRADE C109		
M	C073C (98)		Administrative Specialist II	76	GRADE C109	60	GRADE C109	66	GRADE C109	0	GRADE C109	0	GRADE C109		
M	C072C (99)		Administrative Support Specialist	1	GRADE C109	0	GRADE C109	0	GRADE C109	0	GRADE C109	0	GRADE C109		
	P059C (100)		Broadcast Announcer	2	GRADE C109	1	GRADE C109	1	GRADE C109	1	GRADE C109	1	GRADE C109		
	C069C (101)		Library Technician	13	GRADE C109	11	GRADE C109	11	GRADE C109	13	GRADE C109	13	GRADE C109		
	S060C (102)		Heavy Equipment Operator	17	GRADE C109	15	GRADE C109	15	GRADE C109	17	GRADE C109	17	GRADE C109		
	C078C (103)		Cashier	3	GRADE C108	3	GRADE C108	2	GRADE C108	3	GRADE C108	3	GRADE C108		
	V027C (104)		Inventory Control Technician	4	GRADE C108	3	GRADE C108	3	GRADE C108	4	GRADE C108	4	GRADE C108		
	S065C (105)		Maintenance Assistant	5	GRADE C108	4	GRADE C108	4	GRADE C108	5	GRADE C108	5	GRADE C108		
	C085C (106)		Library Support Assistant	4	GRADE C107	4	GRADE C107	4	GRADE C107	4	GRADE C107	4	GRADE C107		
	C082C (107)		Registrars Assistant	2	GRADE C107	2	GRADE C107	2	GRADE C107	2	GRADE C107	2	GRADE C107		
M	C087C (108)		Administrative Specialist I	19	GRADE C106	16	GRADE C106	16	GRADE C106	0	GRADE C106	0	GRADE C106		
	B116C (109)		Agricultural Lab Technician	2	GRADE C106	1	GRADE C106	2	GRADE C106	2	GRADE C106	2	GRADE C106		
M	S081C (110)		Apprentice Tradesman	22	GRADE C105	14	GRADE C105	17	GRADE C105	0	GRADE C105	0	GRADE C105		
	S048C (111)		Institutional Svcs Supervisor	13	GRADE C104	11	GRADE C104	11	GRADE C104	13	GRADE C104	13	GRADE C104		
	S087C (112)		Institutional Svcs Assistant	65	GRADE C103	59	GRADE C103	60	GRADE C103	65	GRADE C103	65	GRADE C103		
				<u>664</u>		<u>549</u>		<u>560</u>		<u>643</u>		<u>643</u>		<u>0</u>	<u>0</u>
TWELVE MONTH EDUCATIONAL AND GENERAL															
ACADEMIC POSITIONS															
	(113)		Division Chairperson	4	75,388	4	73,478	4	75,388	4	76,745	4	78,126		
	(114)		Head Librarian	1	68,279	1	66,549	1	68,279	1	69,508	1	70,759		
	(115)		Dir. of Resource Center	1	50,600	1	49,318	1	50,600	1	51,511	1	52,438		
	(116)		Student Development Specialist	4	43,289	4	42,192	4	43,289	4	44,068	4	44,861		
	(117)		Asst. Librarian	2	42,034	2	40,969	2	42,034	2	42,791	2	43,561		
				<u>12</u>		<u>12</u>		<u>12</u>		<u>12</u>		<u>12</u>		<u>0</u>	<u>0</u>
NINE MONTH EDUCATIONAL AND GENERAL															
ACADEMIC POSITIONS															
	(118)		Faculty	62		55		58		62		62			
			Professor		62,516		60,932		62,516		63,641		64,787		
			Assoc. Professor		58,838		57,347		58,838		59,897		60,975		
			Asst. Professor		51,854		50,540		51,854		52,787		53,738		
			Instructor		45,051		43,909		45,051		45,862		46,687		

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T C	CL CODE	ITEM #	POSITION TITLE	AUTHORIZED		PAID		BUDGETED		REQUESTED		REQUESTED		AHECB		AHECB	
				2018-19 # ANNUAL SAL	2018-19 # ANNUAL SAL	2017-18 # ANNUAL SAL	2017-18 # ANNUAL SAL	2018-19 # ANNUAL SAL	2018-19 # ANNUAL SAL	2019-20 # ANNUAL SAL	2019-20 # ANNUAL SAL	2020-21 # ANNUAL SAL	2020-21 # ANNUAL SAL	2019-20 # ANNUAL SAL	2019-20 # ANNUAL SAL	2020-21 # ANNUAL SAL	2020-21 # ANNUAL SAL
A		(119)	DELTA STATE UNIVERSITY Part-Time Faculty	<u>100</u> 162	35,596	<u>96</u> 151	34,694	<u>100</u> 158	35,596	<u>105</u> 167	36,237	<u>105</u> 167	36,889	<u>0</u>		<u>0</u>	

Attachment C

FORM A
HIGHER EDUCATION PERSONAL SERVICES RECOMMENDATIONS FOR THE 2019-21 BIENNIUM

T C	CL CODE	ITEM #	POSITION TITLE	AUTHORIZED		PAID		BUDGETED		REQUESTED		REQUESTED		AHECB		AHECB	
				2018-19	2018-19	2017-18	2018-19	2019-20	2019-20	2020-21	2019-20	2019-20	2019-20	2020-21	2019-20	2020-21	
				#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL
DELTA STATE UNIVERSITY																	
TWELVE MONTH AUXILIARY ENTERPRISES																	
NON-CLASSIFIED POSITIONS																	
D		(120)	Dir. of Food Service	<u>1</u>	53,982	<u>0</u>	0	<u>0</u>	0	<u>0</u>	0	<u>0</u>	0	<u>0</u>	0	<u>0</u>	0
				1		0		0		0		0		0		0	
TOTAL DSU				<u>861</u>		<u>732</u>		<u>752</u>		<u>845</u>		<u>845</u>		<u>0</u>		<u>0</u>	