

INSTITUTIONS OF HIGHER EDUCATION
PERSONAL SERVICES REQUEST INSTRUCTIONS
FOR THE 2022-23 FISCAL YEAR

ARKANSAS DIVISION OF HIGHER EDUCATION
SEPTEMBER 16, 2021

PERSONAL SERVICES REQUEST INSTRUCTIONS

Table of Contents

General Information.....3
Deadline and Technical Notes.....3
Requests for Line Item Maximums for Non-Classified Positions for the New
Fiscal Year: ADHE Guidelines4
Central Pool Positions4
Form A.....4
Additional Positions5
Provisional Positions5
Review Process.....5
Instructions for Completing Form A6
Transaction Codes and Procedures.....6
Instructions for Completing Form B9
Instructions for Completing Supporting Narratives.....9
Attachments.....10
Attachment A: Definition of Terms10
Attachment B: Blank Form B.....11
Attachment C: Personal Services Request Form A Example12

PERSONAL SERVICES REQUEST INSTRUCTIONS FOR THE 2022-23 FISCAL YEAR

GENERAL INFORMATION

Institutions of higher education will submit their 2022-23 personal services requests for non-classified & classified positions to the Arkansas Division of Higher Education (ADHE).

Both instructions and forms for non-classified & classified personal services requests for the 2022-23 fiscal year can be found:

<http://www.adhe.edu/institutions/institutional-finance/fiscal-appropriation-process/>

Each institution will have access to a Microsoft Excel spreadsheet containing Forms A and B. **Please be sure to double check Form A against your current FY 2021-22 appropriation Act.**

It will not be necessary for you to submit forms unless you have new personal services requests. However, please let me know if you will not submit changes for the 2022-23 Fiscal Year. If you have new request(s), completed forms should be emailed to Chandra.Robinson@adhe.edu no later than September 27, 2021.

NOTE: Before requesting new/additional positions please keep in mind the following:

- ◆ **Appropriation bills have been pre-drafted based on the second year recommendation of the 2021-23 biennial session.**
- ◆ **Can your needs be addressed through the Higher Education Central Pool?**
- ◆ **If requesting additional positions, are you currently utilizing all the positions authorized by your appropriation act?**
- ◆ **If requesting additional positions, are you able to delete positions authorized by your appropriation act?**

Deadline and Technical Notes

Personal services requests must be submitted by email to Chandra.Robinson@adhe.edu. The request is a Microsoft Excel spreadsheet with Form A and Form B (used to notate changes). **Do not change the format of these spreadsheets (Form A or Form B), as your information must be combined with other institutions' information.**

Uniformity is required for submission to the Arkansas Higher Education

Coordinating Board, the Governor, and the General Assembly. Please return the completed forms to ADHE by email to Chandra.Robinson@adhe.edu. Please include Forms A (in Excel format only) and B and other supporting documents no later than **Monday, September 27, 2021.**

Requests for Line Item Maximums for Non-Classified Positions for the New Fiscal Year: ADHE Guidelines

The Arkansas Division of Higher Education will recommend to the Arkansas Higher Education Coordinating Board salary increases for line-item maximum salaries. As a starting point, ADHE has increased maximum salaries by 1.9%; these increases are reflected on Form A. Follow Transaction Procedures for any requested increases greater than these guidelines.

Central Pool Positions

The universities and colleges have a separate non-classified & classified central pool from which positions may be established during the year. Central pool positions are to be designated by the letter "C" in the Transaction Code column. Institutions should add those pool positions approved to the list of positions in Form A and designate them in this manner. **NOTE: These positions should be designated on your institutions Form A.**

Form A

Form A is the primary personal services request document. ADHE reviews non-classified & classified position requests on Form A which contains both non-classified & classified administrative, faculty, and auxiliary services positions as authorized in your 2021-2022 Appropriation Act.

Already provided for the institution, Form A contains:

- Current line item numbers;
- Current position titles;
- Current number of positions
- Current authorized line item maximum or grade for each position title;
- 2022-2023 line-item maximum salary or grade for each position title.

This information is reflected in your institutional appropriation act(s) and should not be changed unless you first consult with ADHE Finance. (You may make changes according to the instructions provided below for completing Form A.)

Institutional input is required in the "Paid" and "Budgeted" columns. These columns **MUST** be completed. All changes to the "Requested" columns must be explained in Form B and the submission of a Justification Narrative. The line-item maximum salary requests have been calculated at an increase over Authorized 2021-2022 amounts using expected guidelines. Institutions need to verify the salary requests and numbers of positions and enter any requested personnel changes in number and/or salary. Detailed instructions are provided later in this document on how to make these changes.

Additional Positions

Institutions should request positions, as they consider necessary. To limit increases in numbers of positions, institutions are asked to consider whether other positions might be deleted where additional positions are requested. To document this process, Form B should list all additional positions and identify the position(s) to be deleted.

Provisional Positions

Provisional positions as provided for by A.C.A. 6-63-305 are authorized by institutional boards of trustees each year and approved by ADHE.

The legislative intent is to allow institutions to take advantage of federal or private grants, gifts, or other revenue sources that had not been anticipated during the budget review process. The legislative stance has been that these positions should not become obligations of the state and continue to be renewed as provisional positions.

Requests for provisional positions **should not** be included in the personal services request unless the request is to convert a provisional position to a regularly authorized position. Such requests should be made only when the institution intends to fund the positions from general revenue.

Converted provisional positions will be requested as either new or additional positions, whichever is applicable. In the JUSTIFICATION NARRATIVE, designate that the additional or new position is to replace a provisional position and why the state needs to assume the position.

Review Process

ADHE Institutional Finance staff will review requests and make recommendations to the Arkansas Higher Education Coordinating Board at its regular meeting on October 29, 2021. The Board's recommendations will be transmitted to the Governor and the General Assembly for approval and legislative action.

SUBMITTAL INSTRUCTIONS

Personal services requests must be submitted to ADHE **no later than Monday, September 27, 2021**. Email **electronic copies** of Forms A and B and any other supporting documentation to Chandra.Robinson@adhe.edu.

Please submit the following:

- (1) Form A (**Must be submitted for all institutions/entities in Excel format only**)
- (2) Form B, if applicable
- (3) Justification Narrative explaining the need for additional/new positions; the need for requested salaries that are more or less than the amount calculated through existing guidelines; the need for status changes from classified to non-classified or vice-versa; and/or the need for any other personnel changes requested.

INSTRUCTIONS FOR COMPLETING FORM A

(1) It is necessary for each institution/entity to submit a completed Form A even if no changes are requested for FY23

(2) Enter the following information for each position title listed:

- Column (H): Enter the number of actual positions paid in 2020-2021. If there have been two or more individuals serving at various times during the fiscal year for one particular position, count only one position filled. Enter "0" if no positions were filled.
- Column (I): For Non-Classified positions, enter the **highest annualized salary** paid to any incumbent of a position of that title in 2020-2021. For Classified positions, enter the authorized grade for the position title.
- Column (J): Enter the number of positions budgeted in 2021-2022.
- Column (K): For Non-Classified positions, enter the highest annualized salary budgeted in 2021-2022. For Classified positions, enter the authorized grade for the position title.

(3) Verify that the requested number of positions, the line-item maximum salaries and the authorized grade for each position title are correct.

(4) If a change in non-classified and/or classified positions are requested, enter in column (A) of Form A the appropriate transaction code from the list below. Follow the instructions for Transaction Procedures. More than one transaction code may be entered. When a line must be inserted to complete a request, enter the transaction code on BOTH the existing and additional lines. If a line must be inserted to complete a request, assign a line item number to the inserted line that equals the line item number above plus 0.01. For example, if the title is to be changed to the position authorized on item number (4) insert a line below and number it (4.01). The next assigned number within that line item would be (4.02).

Transaction Codes and Procedures

To enter institutional requests for changes in currently authorized positions on Form A, the following transaction codes should be entered in Column (A) on those lines where a change in position authorization is being requested.

Code:	A	ADDITIONAL POSITIONS
Procedure: Enter the Transaction Code "A" to indicate that additional positions of a currently authorized title are requested. In Column (L) enter the total number of positions requested (current number plus additional positions). See Attachment C for example. List the new positions on Form B. Supporting narrative is required.		

Code:	D	DELETION OF POSITIONS
<p>Procedure: If the number of positions of a title is to be reduced, enter Transaction Code "D". Enter any paid or budgeted information and the number of positions requested. If all the positions of a given title are to be deleted, enter "0" (zero) in REQUESTED column. List deleted positions on Form B.</p>		
Code:	C	CENTRAL POOL
<p>Procedure: This code should be used to designate Central Pool positions authorized during the biennium. Institutions should add any Central Pool positions that have been continued for FY22 or approved for FY22. If the title did not exist prior to approval, you will insert the position immediately below the current title with the next highest or equal salary with an item number equal to the number above the inserted line plus 0.01. Enter "C" in the Transaction Code (TC) column of the inserted line. Enter all information for the authorized, paid, budgeted and requested columns. See Attachment C for example. NOTE: These positions should be designated on your institutions Form A.</p>		
Code:	IPC	INTERIM POSITION CHANGE – CROSS/DOWNGRADED POSITIONS (CLASSIFIED POSITIONS ONLY)
<p>Procedure: This code should be used to designate cross/downgraded positions approved during the biennium. Institutions should add any cross/downgraded positions that are not reflected on the Form A by either adjusting the number of positions authorized for the position title or inserting the position immediately below the current title with the next highest or equal grade and alphabetically within the grade with an item number equal to the number above the inserted line plus 0.01. Enter "IPC" in the Transaction Code (TC) column for all cross/downgraded positions. The cross/downgrades will be compared to the records of those ADHE has on file. Enter all information for the authorized, paid, budgeted and requested columns. See Attachment C for example. NOTE: Any cross/downgraded positions will NOT be reflected in your institutions appropriation act until they are recommended by the AHECB for the 2023-25 biennium.</p>		
Code:	N	NEW TITLE
<p>Procedure: If a position(s) of a new title not currently authorized in the institution's appropriation act is requested, insert a line in the appropriate section of positions (such as "Twelve Month Educational and General Administrative Positions"). For non-</p>		

classified positions, the line should be inserted immediately below the current title with the next highest or equal salary with an item number equal to the number above the inserted line plus 0.01. For classified positions, the line should be inserted immediately below the current title with the next highest or equal grade and alphabetically within the grade with an item number equal to the number above the inserted line plus 0.01. Enter "N" in Transaction Code column of the inserted line. Enter the class code in column (B) (classified positions only) and the requested title indented two spaces. Leave current authorization, paid and budgeted information blank. Enter the number of positions and the requested salary or grade. Only request for classified titles that are currently in the Higher Education Uniform Classification and Compensation Act will be considered. List the new positions on Form B. See Attachment C for example. **Supporting narrative is required.**

Code:	T	TITLE CHANGE. (NON-CLASSIFIED POSITIONS ONLY)
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Procedure: Enter the transaction code "T" for a title change of a non-classified position from its current title to a new title not currently listed in the institution's appropriation act. The new title should have no significant change of duties or salary changes beyond ADHE guidelines. If duties are to change significantly, request a new position. Enter information in the paid and budgeted columns as normal. Enter "0" (zero) in the requested column (L) through (M). Next, insert a line directly below the old position with an item number equal to the one above plus an extension of 0.01. Enter transaction code "T" on the inserted line in column (A). Enter the requested title indented two spaces. Enter the number of positions requested in column (L) and the requested salary in column (M). See Attachment C for example. **Supporting narrative is required.**

Code:	U	SALARY DECREASE. (NON-CLASSIFIED POSITIONS ONLY)
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Procedure: If a request is made to reduce a line item salary to an amount less than that on column (M), enter the transaction code "U" in column (A). Complete all information in the paid and budgeted columns. Enter the new salary requested in column (M). **Supporting narrative is required.**

Code:	X	EXCEPTIONAL SALARY INCREASE (NON-CLASSIFIED POSITIONS ONLY)
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Procedure: If a request is made to increase a line item maximum salary above the maximum salaries listed in column (M), enter the transaction code "X" in column (A). Complete all information in the paid and budgeted columns. Enter the new salary requested in column (M). See Attachment C for example. **Supporting narrative is required.**

INSTRUCTIONS FOR COMPLETING FORM B

To limit overall increases in numbers of positions, institutions/entities are asked to consider whether other positions might be deleted when additional positions are requested. If the new or additional positions are not recommended, ADHE's policy is to recommend the continuation of positions that the institution has requested to be deleted in exchange for the requested new or additional positions.

To document this process, Form B should list all additional positions by the item number on Form A and, if appropriate, identify the corresponding position to be deleted. Form B (Attachment B) can be found on the spreadsheet tab labeled "Form B".

INSTRUCTIONS FOR COMPLETING SUPPORTING NARRATIVES

Please read and follow these instructions to complete the narrative portion of your request.

New or Additional Positions

Provide an explanation of the need for the position(s) and a summary of job duties and reporting structure. A job description is required for new non-classified titles. If you are unable to delete a position(s) in exchange for requesting a new or additional position(s), please explain why. Multiple titles may be submitted on the same page.

If the position was a provisional position, note that the position is to replace a provisional and why the State needs to assume the position. Be specific about the former funding source and why the source no longer exists.

Title Changes

Provide an explanation of the need for the title change and confirmation that there has been no significant change of duties for the position.

Salary Request Other than ADHE Guidelines

Explain the need for a salary change other than that listed by ADHE in column (M). Such needs might include recruiting problems, internal equity problems, organizational restructuring, or expansion of job duties. Institutions are encouraged to provide supporting survey information.

ATTACHMENTS

ATTACHMENT A: DEFINITION OF TERMS

ADDITIONAL POSITION: Position requested in addition to other positions of a title currently authorized in the institution's appropriation act.

CLASSIFIED POSITION: Positions assigned a classification title and pay grade (rather than a maximum salary amount) in accordance with the provisions of the Higher Education Uniform Classification and Compensation Act (Act 496 of 2021).

DELETION: Request to reduce or remove a currently authorized position.

CENTRAL POOL POSITIONS: Positions established during the year by the authority of A.C.A § 21-5-1415 (Act 763 of 2019).

NEW POSITION: Requested position of a title not currently authorized in the institution's appropriation act.

NON-CLASSIFIED POSITION: An authorized position that is assigned a maximum salary amount (rather than a pay grade).

PROVISIONAL POSITION: Temporary position established under the authority of A.C.A. § 6-63-305 which is funded by unexpected revenue sources such as federal grants, or private gifts or grants. The positions are generally established by the local board of trustees, reviewed by ADHE, and reported to the Legislative Council, to fulfill functions necessary for the completion of the objectives of the grant or the program funded through non-state institutional revenues.

TITLE CHANGE: Change in the title of a non-classified position to another title not currently in the appropriation act, but with no significant change in duties or in salary beyond the ADHE guidelines. If duties and/or salaries are to change significantly, request a new position.

ATTACHMENT B: BLANK FORM B

**ADDITIONAL/NEW POSITIONS
FORM B: Analysis of Personal Services Requests**

List titles and numbers of additional and new positions in columns to the left. Enter the line item number of the additional/new position in the columns "Line Item No." In the right side columns, list titles and line item numbers of positions deleted for the additional/new positions. Should ADHE not recommend the additional/new position, the deleted titles you have indicated will be restored.

Additional/New Positions				Deleted Positions		
Line Item No.	Number of Positions	Position Title		Line Item No.	Number of Positions	Position Title

ATTACHMENT C: PERSONAL SERVICES REQUEST FORM A EXAMPLE

T C	CL CODE	ITEM #	POSITION TITLE	AUTHORIZED		PAID		BUDGETED		REQUESTED		AHECB				
				#	2021-22 ANNUAL SAL	#	2020-21 ANNUAL SAL	#	2021-22 ANNUAL SAL	#	2022-23 ANNUAL SAL	#	2022-23 ANNUAL SAL			
DELTA STATE UNIVERSITY																
TWELVE MONTH EDUCATIONAL AND GENERAL ADMINISTRATIVE POSITIONS																
		(1)	Chancellor, DSU	1	112,752	1	107,846	1	110,650	1	114,895					
		(2)	Vice Chanc. for Academic Affairs	1	89,825	1	85,916	1	88,150	1	91,532					
		(3)	Inst Information Tech Coord	1	84,294	1	81,453	1	83,456	1	85,896					
		(4)	Vice-Chanc. for Student Affairs	1	84,091	1	80,432	1	82,523	1	85,689					
		(5)	Vice-Chanc. for Fiscal Affairs	1	84,091	1	80,432	1	82,523	1	85,689					
		(6)	Asst. to the Chancellor	1	84,091	1	80,432	1	82,523	1	85,689					
C		(6.01)	Project/Program Director	1	83,946	0	0	1	72,450	1	85,541					
		(7)	Director of Development	1	83,678	1	66,512	1	68,152	1	85,268					
N		(7.01)	Project/Program Manager	2				2	63,453	2	82,648					
		(8)	Computer Support Manager	1	81,052	1	76,045	1	77,005	1	82,592					
		(9)	Information Systems Coord	1	81,052	1	75,120	1	76,151	1	82,592					
D		(10)	Systems Specialist	5	81,052	5	73,450	4	74,241	4	82,592					
		(11)	Sr Software Support Analyst	2	77,934	1	65,452	2	66,454	2	79,415					
		(12)	Network Support Specialist	2	77,934	2	65,231	2	66,235	2	79,415					
M		(13)	Project/Program Specialist	6	75,920	6	43,006	4	45,687	5	77,363					
		(14)	Registrar	1	75,000	1	62,379	1	64,001	1	75,000					
		(15)	Public Safety Pool	38		35		37		38						
			HE Public Safety Commander III		74,937		60,450		62,458		76,361					
			HE Public Safety Commander II		72,055		58,254		60,453		73,424					
			HE Public Safety Commander I		69,283		56,224		58,698		70,599					
			HE Public Safety Supervisor		61,593		54,026		56,899		62,763					
			Public Safety Officer		59,224		52,460		54,623		60,349					
			Public Safety Officer II		54,756		50,478		52,987		55,796					
			Public Safety/Security Officer		46,805		40,256		42,083		47,694					
		(16)	Systems Analyst	6	74,937	6	58,444	6	60,452	6	76,361					
		(17)	Computer Support Coordinator	1	72,055	1	56,884	1	58,456	1	73,424					
		(18)	Dir. of Human Services	1	70,965	1	67,877	1	69,642	1	72,314					
		(19)	Dir. of Institutional Adv.	1	70,687	1	67,611	1	69,369	1	72,030					
		(20)	Computer Support Specialist	10	66,619	6	64,243	9	65,120	10	67,885					
		(21)	Data Base Analyst	3	66,619	2	64,222	3	65,025	3	67,885					
X		(22)	Counselor	3	68,099	3	65,135	3	66,829	3	71,405					
		(23)	Dir. of Continuing Education	1	65,217	0	0	1	64,001	1	66,456					
		(24)	Dir. of Student Financial Aid	1	65,083	1	62,250	1	63,869	1	66,319					
		(25)	Dir. of Institutional Research	1	64,488	1	61,682	1	63,286	1	65,714					
		(26)	Network Support Analyst	1	64,056	0	0	0	0	1	65,273					
		(27)	Dir. of Computer Services	1	63,918	1	61,136	1	62,726	1	65,132					
		(28)	Business Manager	1	62,437	1	59,720	1	61,273	1	63,623					
		(29)	Controller	1	62,437	1	59,720	1	61,273	1	63,623					
		(30)	Dean of Advanced Studies	1	61,887	0	0	1	60,733	1	63,063					
		(31)	Information Systems Analyst	7	61,593	6	58,445	7	59,324	7	62,763					
		(32)	Information Systems Security Analyst	1	61,593	0	0	0	0	1	62,763					
D		(33)	Skilled Trades Pool	60		50		55		55						
			Skilled Trades Foreman		61,593		50,012		52,125		62,763					
			Skilled Trades Supervisor		59,224		49,524		51,002		60,349					
			Skilled Tradesman		56,946		46,212		48,246		58,028					
			Skilled Trades Helper		43,274		35,268		37,258		44,096					
			Apprentice Tradesman		38,471		32,451		34,558		39,202					
		(34)	Dir. of Physical Plant	1	60,199	1	57,580	1	59,077	1	61,343					
		(35)	Director of Enrollment Management	1	59,295	0	0	0	0	1	60,421					
		(36)	Computer Support Technician	6	56,946	5	49,225	5	51,874	6	58,028					
		(37)	Computer Operator	10	54,756	10	47,257	7	49,557	10	55,796					
		(38)	Dir. of Disability Services	1	48,257	1	46,157	1	47,357	1	49,174					
		(39)	Call Center Specialist	6	46,805	4	44,021	4	45,017	6	47,694					
		(40)	Director of Administrative Support Svcs.	1	43,063	1	41,189	1	42,260	1	43,881					
				193			162			174			186			0

TWELVE MONTH EDUCATIONAL AND GENERAL
CLASSIFIED POSITIONS

IPC	(41)	Fiscal Support Pool	34		22		34		34
A038C		Fiscal Support Manager		GRADE C123		GRADE C123		GRADE C123	GRADE C123
A074C		Fiscal Support Supervisor		GRADE C118		GRADE C118		GRADE C118	GRADE C118
A082C		Accountant II		GRADE C117		GRADE C117		GRADE C117	GRADE C117
A089C		Accountant I		GRADE C116		GRADE C116		GRADE C116	GRADE C116
A091C		Fiscal Support Analyst		GRADE C115		GRADE C115		GRADE C115	GRADE C115
A098C		Fiscal Support Specialist		GRADE C112		GRADE C112		GRADE C112	GRADE C112
A101C		Accounting Technician		GRADE C110		GRADE C110		GRADE C110	GRADE C110
A102C		Fiscal Support Technician		GRADE C108		GRADE C108		GRADE C108	GRADE C108
V004C (42)		Procurement Manager	1	GRADE C121	1	GRADE C121	1	GRADE C121	1
S006C (43)		Assoc Dir of Physical Plant	1	GRADE C120	1	GRADE C120	1	GRADE C120	1
B064C (44)		Dir of Farming	1	GRADE C119	1	GRADE C119	1	GRADE C119	1
P016C (45)		Curator	2	GRADE C119	2	GRADE C119	2	GRADE C119	2
P065C (46)		Development Specialist	1	GRADE C119	1	GRADE C119	1	GRADE C119	1
E032C (47)		Education Counselor	1	GRADE C119	1	GRADE C119	1	GRADE C119	1
IPC									
P004C (48)			1	GRADE C123	0	0	1	GRADE C123	1
V007C (49)		Procurement Coordinator	2	GRADE C119	2	GRADE C119	2	GRADE C119	2
S012C (50)		Asst Dir of Physical Plant	3	GRADE C118	3	GRADE C118	3	GRADE C118	3
G190C (51)		Asst Dir of Financial Aid	1	GRADE C117	1	GRADE C117	1	GRADE C117	1
R027C (52)		Budget Specialist	1	GRADE C117	1	GRADE C117	1	GRADE C117	1
R025C (53)		Human Resources Analyst	2	GRADE C117	3	GRADE C117	2	GRADE C117	2
S017C (54)		Maintenance Coordinator	1	GRADE C117	0	GRADE C117	0	GRADE C117	1
P020C (55)		Production Artist	2	GRADE C117	1	GRADE C117	1	GRADE C117	2
B076C (56)		Research Project Analyst	1	GRADE C117	0	GRADE C117	1	GRADE C117	1
B089C (57)		Asst Director of Farming	1	GRADE C116	1	GRADE C116	1	GRADE C116	1
S029C (58)		Dir of Housekeeping	1	GRADE C116	0	GRADE C116	0	GRADE C116	1
V014C (59)		Buyer	1	GRADE C116	1	GRADE C116	1	GRADE C116	1
S024C (60)		Construction/Maint Coordinator	2	GRADE C116	2	GRADE C116	2	GRADE C116	2
P032C (61)		Design Consultant	1	GRADE C116	1	GRADE C116	0	GRADE C116	1
G195C (62)		HEI Program Coordinator	25	GRADE C116	25	GRADE C116	24	GRADE C116	25
P027C (63)		Public Information Specialist	1	GRADE C116	1	GRADE C116	1	GRADE C116	1
P066C (64)		Radio News Director	1	GRADE C116	1	GRADE C116	1	GRADE C116	1
P026C (65)		Radio Program Director	1	GRADE C116	1	GRADE C116	1	GRADE C116	1
IPC	(66)	Administrative Support Pool	60		48		50		60
Q123C		Administrative Assistant		GRADE C115		GRADE C115		GRADE C115	GRADE C115
C037C		Administrative Analyst		GRADE C115		GRADE C115		GRADE C115	GRADE C115
C050C		Administrative Support Supervisor		GRADE C113		GRADE C113		GRADE C113	GRADE C113
C056C		Administrative Specialist III		GRADE C112		GRADE C112		GRADE C112	GRADE C112
C057C		Administration Support Specialist		GRADE C112		GRADE C112		GRADE C112	GRADE C112
C073C		Administrative Specialist II		GRADE C109		GRADE C109		GRADE C109	GRADE C109
C072C		Administrative Support Specialist		GRADE C109		GRADE C109		GRADE C109	GRADE C109
C087C		Administrative Specialist I		GRADE C106		GRADE C106		GRADE C106	GRADE C106
IPC									
C035C (67)		Assistant Registrar	4	GRADE C115	3	GRADE C115	3	GRADE C115	4
G207C (68)		Financial Aid Analyst	8	GRADE C115	6	GRADE C115	7	GRADE C115	8
E050C (69)		Library Supervisor	1	GRADE C115	1	GRADE C115	1	GRADE C115	1
A090C (70)		Payroll Services Specialist	1	GRADE C115	0	GRADE C115	0	GRADE C115	1
P042C (71)		Broadcast Production Specialist	3	GRADE C114	3	GRADE C114	3	GRADE C114	3
P041C (72)		Commercial Graphic Artist	2	GRADE C114	2	GRADE C114	2	GRADE C114	2
V018C (73)		Warehouse Manager	1	GRADE C114	1	GRADE C114	1	GRADE C114	1
P048C (74)		Multi-Media Specialist	3	GRADE C113	2	GRADE C113	3	GRADE C113	3
P049C (75)		Comm Artist I/Graphic Artist I	3	GRADE C113	3	GRADE C113	3	GRADE C113	3
R036C (76)		Human Resources Specialist	2	GRADE C113	2	GRADE C113	2	GRADE C113	2
S047C (77)		Landscape Supervisor	1	GRADE C113	0	GRADE C113	0	GRADE C113	1
L069C (78)		LPN	2	GRADE C113	2	GRADE C113	2	GRADE C113	2
P047C (79)		Museum Registrar	1	GRADE C113	1	GRADE C113	1	GRADE C113	1
V020C (80)		Inventory Control Manager	1	GRADE C113	0	GRADE C113	0	GRADE C113	1
T080C (81)		Director of Transit & Parking	1	GRADE C112	1	GRADE C112	1	GRADE C112	1
B105C (82)		Farm Foreman - Institutional	1	GRADE C112	1	GRADE C112	1	GRADE C112	1
S050C (83)		Maintenance Specialist	5	GRADE C112	5	GRADE C112	5	GRADE C112	5
A097C (84)		Payroll Technician	2	GRADE C112	2	GRADE C112	2	GRADE C112	2
V022C (85)		Purchasing Technician	1	GRADE C112	1	GRADE C112	1	GRADE C112	1
M077C (86)		Coordinator of Housekeeping	4	GRADE C111	4	GRADE C111	4	GRADE C111	4
X177C (87)		Pest Control Tech	1	GRADE C111	1	GRADE C111	1	GRADE C111	1
C065C (88)		Admissions Analyst Supervisor	1	GRADE C110	1	GRADE C110	1	GRADE C110	1
B120C (89)		Farm Maint Mechanic	1	GRADE C110	1	GRADE C110	1	GRADE C110	1
S057C (90)		Landscape Specialist	3	GRADE C110	3	GRADE C110	3	GRADE C110	3
C071C (91)		Admissions Analyst II	7	GRADE C109	7	GRADE C109	7	GRADE C109	7
P059C (92)		Broadcast Announcer	1	GRADE C109	1	GRADE C109	1	GRADE C109	1
C069C (93)		Library Technician	13	GRADE C109	11	GRADE C109	11	GRADE C109	13
S060C (94)		Heavy Equipment Operator	17	GRADE C109	15	GRADE C109	15	GRADE C109	17
C078C (95)		Cashier	3	GRADE C108	3	GRADE C108	2	GRADE C108	3
V027C (96)		Inventory Control Technician	4	GRADE C108	3	GRADE C108	3	GRADE C108	4
S065C (97)		Maintenance Assistant	5	GRADE C108	4	GRADE C108	4	GRADE C108	5
C085C (98)		Library Support Assistant	4	GRADE C107	4	GRADE C107	4	GRADE C107	4
C082C (99)		Registrars Assistant	2	GRADE C107	2	GRADE C107	2	GRADE C107	2
B116C (100)		Agricultural Lab Technician	2	GRADE C106	1	GRADE C106	2	GRADE C106	2
S048C (101)		Institutional Svcs Supervisor	5	GRADE C104	3	GRADE C104	4	GRADE C104	5
S087C (102)		Institutional Svcs Assistant	3	GRADE C103	2	GRADE C103	2	GRADE C103	3
			<u>268</u>		<u>223</u>		<u>239</u>		<u>268</u>
									0

TWELVE MONTH EDUCATIONAL AND GENERAL ACADEMIC POSITIONS										
	(103)	Division Chairperson	4	76,820	4	73,478	4	75,388	4	78,280
	(104)	Head Librarian	1	69,576	1	66,549	1	68,279	1	70,898
T	(105)	Dir. of Resource Center			1	49,318	0	0	0	0
T	(105.01)	Director							1	52,541
	(106)	Student Development Specialist	4	44,111	4	42,192	4	43,289	4	44,950
	(107)	Asst. Librarian	<u>2</u>	<u>42,833</u>	<u>2</u>	<u>40,969</u>	<u>2</u>	<u>42,034</u>	<u>2</u>	<u>43,646</u>
			<u>11</u>		<u>12</u>		<u>11</u>		<u>12</u>	<u>0</u>
NINE MONTH EDUCATIONAL AND GENERAL ACADEMIC POSITIONS										
A	(108)	Faculty	62		55		58		65	
		Professor		63,704		60,932		62,516		64,914
		Assoc. Professor		59,956		57,347		58,838		61,095
		Asst. Professor		52,839		50,540		51,854		53,843
		Instructor		45,907		43,909		45,051		46,779
A	(109)	Part-Time Faculty	<u>105</u>	<u>36,272</u>	<u>96</u>	<u>34,694</u>	<u>100</u>	<u>35,596</u>	<u>110</u>	<u>36,961</u>
			<u>167</u>		<u>151</u>		<u>158</u>		<u>175</u>	<u>0</u>
TWELVE MONTH AUXILIARY ENTERPRISES NON-CLASSIFIED POSITIONS										
M	(110)	Project/Program Specialist	<u>2</u>	73,789	<u>1</u>	43,546	<u>1</u>	45,364	<u>3</u>	75,191
			<u>2</u>		<u>1</u>		<u>1</u>		<u>3</u>	<u>0</u>
		TOTAL DSU	<u>641</u>		<u>549</u>		<u>583</u>		<u>644</u>	<u>0</u>