

Attachment C: Personal Services Request Form A Example

FORM A

HIGHER EDUCATION PERSONAL SERVICES RECOMMENDATIONS FOR THE 2024-25 FISCAL YEAR

T C	ITEM #	POSITION TITLE	AUTHORIZED		PAID		BUDGETED		REQUESTED		AHECB
			#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	RECOMMENDED 2024-25 ANNUAL SAL
DELTA STATE UNIVERSITY											
TWELVE MONTH EDUCATIONAL AND GENERAL ADMINISTRATIVE POSITIONS											
	(1)	Chancellor, DSU	1	118,396	1	107,846	1	110,650	1	126,683	
	(2)	Vice Chanc. for Academic Affairs	1	94,321	1	85,916	1	88,150	1	100,923	
IPC	(3)	Inst Information Tech Coord	1	91,909	1	83,225	1	84,000	1	98,342	
	(4)	Computer Support Manager	1	88,373	1	81,450	1	82,220	1	94,560	
	(5)	Information Systems Coord	1	88,373	1	80,546	1	83,251	1	94,560	
	(6)	Systems Specialist	5	88,373	5	80,532	4	83,025	5	94,560	
	(7)	Asst. to the Chancellor	1	88,300	1	80,432	1	82,523	1	94,481	
	(8)	Vice-Chanc. for Fiscal Affairs	1	88,300	1	80,432	1	82,523	1	94,481	
	(9)	Vice-Chanc. for Student Affairs	1	88,300	1	80,432	1	82,523	1	94,481	
	(10)	Network Support Specialist	2	84,974	2	60,468	2	64,225	2	90,922	
IPC	(11)	Sr Software Support Analyst	2	84,974	1	60,540	2	65,442	2	90,922	
A	(12)	Fiscal Support Pool	35						35		
		Fiscal Support Manager		83,389	9	62,440	13	63,582		89,227	
		Fiscal Support Supervisor		68,540	5	50,001	5	51,202		73,338	
		Accountant II		65,905	3	49,012	4	50,224		70,518	
		Accountant I		63,370	1	40,025	1	41,658		67,806	
		Fiscal Support Analyst		60,932	1	35,214	2	36,012		65,197	
		Fiscal Support Specialist		54,169	1	33,215	2	34,872		57,961	
		Accounting Technician		50,081	1	32,023	1	33,578		53,587	
		Fiscal Support Technician		46,303	1	30,257	1	31,547		49,544	
IPC	(13)	Public Safety Pool	38						38		
		HE Public Safety Commander III		81,706	2	65,548	2	68,825		87,425	
		Director Public Safety I		80,183	3	64,223	3	65,002		85,795	
		HE Public Safety Commander II		78,564	2	61,364	2	62,552		84,063	
		HE Public Safety Commander I		75,541	2	59,573	2	61,552		80,829	
		HE Public Safety Supervisor		67,157	1	48,015	1	50,214		71,858	
		Public Safety Officer		64,574	7	46,275	7	47,379		69,094	
		Public Safety Officer II		59,702	2	44,254	2	46,225		63,881	
		Security Officer Supervisor		56,336	3	42,125	4	44,224		60,279	
		Public Safety/Security Officer		51,033	3	30,000	4	32,244		54,605	
		HE Public Safety Dispatcher		42,810	2	28,225	2	30,252		45,806	
		Parking Control Supv		42,810	2	26,024	2	28,114		45,806	
		Security Officer		42,810	2	24,181	2	26,714		45,806	
		Parking Control Officer		41,164	2	22,447	2	24,810		44,045	
		Watchman		35,187	2	20,994	2	22,774		37,650	
	(14)	Systems Analyst	6	81,706	6	72,373	6	73,459	6	87,425	
	(15)	Computer Support Coordinator	1	78,564	1	49,627	1	55,482	1	84,063	
M	(16)	Project/Program Specialist	6	77,482	6	43,006	4	50,225	6	82,906	
N	(16.01)	Director of Development	1	83,678					1	83,678	
	(17)	Procurement Manager	1	77,099	1	41,221	1	43,112	1	82,496	
	(18)	Information Technology Manager	5	75,541	4	39,518	4	42,153	5	80,829	
	(19)	Dir. of Human Services	1	74,517	1	67,877	1	69,642	1	79,733	
	(20)	Dir. of Institutional Adv.	1	74,225	1	67,611	1	69,369	1	79,421	
	(21)	Computer Support Specialist	22	72,637	21	62,025	20	62,955	22	77,721	
	(22)	Data Base Analyst	3	72,637	2	65,285	3	66,926	3	77,721	
	(23)	Counselor	3	71,507	3	65,135	3	66,829	3	76,513	
	(24)	Curator	2	71,282	2	38,888	2	40,780	2	76,272	
	(25)	Development Specialist	1	71,282	1	38,774	1	40,685	1	76,272	
	(26)	Dir of Farming	1	71,282	1	38,667	1	40,523	1	76,272	
	(27)	Education Counselor	1	71,282	1	38,567	1	40,325	1	76,272	
IPC	(28)	Procurement Coordinator	2	71,282	2	38,446	2	40,002	2	76,272	
	(29)	Network Support Analyst	1	69,842	0	36,000	0	40,000	1	74,731	
D	(30)	Website Developer	0	69,842	0	39,828	0	40,425	0	74,731	
	(32)	Dir. of Continuing Education	1	68,481	0	0	1	64,001	1	73,275	

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HIGHER EDUCATION PERSONAL SERVICES RECOMMENDATIONS FOR THE 2024-25 FISCAL YEAR

T C	ITEM #	POSITION TITLE	AUTHORIZED		PAID		BUDGETED		REQUESTED		AHECB
			#	2023-24 ANNUAL SAL	#	2022-23 ANNUAL SAL	#	2023-24 ANNUAL SAL	#	2024-25 ANNUAL SAL	RECOMMENDED 2024-25 ANNUAL SAL
DELTA STATE UNIVERSITY											
X	(31)	Registrar	1	75,000	1	62,379	1	64,001	1	75,000	
	(33)	Dir. of Student Financial Aid	1	68,340	1	62,250	1	63,869	1	73,124	
	(34)	Dir. of Institutional Research	1	67,716	1	61,682	1	63,286	1	72,456	
	(35)	Information Systems Analyst	7	67,157	6	60,125	7	62,114	7	71,858	
	(36)	Information Systems Security Analyst	1	67,157	0	60,120	0	62,158	1	71,858	
D	(37)	Skilled Trades Pool	65						65		
		Skilled Trades Foreman		67,157	4	60,385	5	61,291		71,858	
		Skilled Trades Supervisor		64,574	8	58,062	8	58,933		69,094	
		Skilled Tradesman		62,090	41	55,829	24	58,740		66,436	
		Skilled Trades Helper		47,183	5	36,691	21	37,241		50,486	
		Apprentice Tradesman		41,946	2	34,091	4	35,880		44,882	
	(38)	Dir. of Computer Services	1	67,117	1	61,136	1	62,726	1	71,815	
	(39)	Asst Dir of Financial Aid	1	65,905	1	59,996	1	61,593	1	70,518	
	(40)	Budget Specialist	1	65,905	1	59,991	1	61,593	1	70,518	
	(41)	Human Resources Analyst	2	65,905	3	59,988	2	61,593	2	70,518	
	(42)	Maintenance Coordinator	1	65,905	0	59,974	0	61,593	1	70,518	
	(43)	Production Artist	2	65,905	1	59,844	1	61,593	2	70,518	
	(44)	Research Project Analyst	1	65,905	0	59,823	1	61,593	1	70,518	
D	(45)	Staff Development Coordinator	0	65,905	0	59,811	0	61,593	0	70,518	
	(46)	Business Manager	1	65,562	1	59,720	1	61,273	1	70,151	
	(47)	Controller	1	65,562	1	59,720	1	61,273	1	70,151	
	(48)	Dean of Advanced Studies	1	64,984	0	0	1	60,733	1	69,533	
	(49)	Asst Director of Farming	1	63,370	1	57,895	1	58,946	1	67,806	
	(50)	Buyer	1	63,370	1	57,796	1	58,936	1	67,806	
D	(51)	Construction Inspector	0	63,370	0	57,649	0	58,836	0	67,806	
	(52)	Construction/Maint Coordinator	2	63,370	2	57,589	2	58,796	2	67,806	
	(53)	Design Consultant	1	63,370	1	57,469	0	58,697	1	67,806	
	(54)	Dir of Housekeeping	1	63,370	0	57,348	0	58,569	1	67,806	
	(55)	HEI Program Coordinator	25	63,370	25	57,295	24	58,449	25	67,806	
	(56)	Public Information Specialist	1	63,370	1	57,108	1	58,334	1	67,806	
	(57)	Radio News Director	1	63,370	1	57,001	1	58,226	1	67,806	
	(58)	Radio Program Director	1	63,370	1	57,608	1	58,123	1	67,806	
C	(58.01)	Dir. of Physical Plant	1	63,212	1	57,580	1	59,077	1	67,637	
T	(59)	Dir. of Admissions	0	0	1	56,714	1	58,189	0	0	
T	(59.01)	Director of Enrollment Management	1	62,262					1	0	
	(60)	Computer Support Technician	6	62,090	5	29,543	5	30,134	6	66,436	
	(61)	Administrative Support Pool	136						136		
		Administrative Assistant		60,932	1	54,221	2	55,782		65,197	
		Administrative Analyst		60,932	21	54,120	21	55,145		65,197	
		Administrative Support Supervisor		56,336	32	50,210	32	51,226		60,279	
		Administrative Specialist III		54,169	42	48,225	42	49,647		57,961	
		Administration Support Specialist		54,169	0	48,100	2	49,246		57,961	
		Administrative Specialist II		48,155	24	43,012	24	44,569		51,526	
		Administrative Support Specialist		48,155	1	43,001	2	44,256		51,526	
		Administrative Specialist I		42,810	4	38,123	5	39,144		45,806	
	(62)	Assistant Registrar	5	60,932	4	54,102	4	55,669	5	65,197	
	(63)	Financial Aid Analyst	8	60,932	6	54,001	7	55,569	8	65,197	
	(64)	Library Support Pool	18						18		
		Library Supervisor		60,932	1	54,000	1	55,325		65,197	
		Library Specialist		52,085	0	0	0	0		55,731	
		Library Technician		48,155	11	43,264	11	45,001		51,526	
		Library Support Assistant		44,523	4	39,510	4	40,025		47,639	
	(65)	Payroll Services Specialist	1	60,932	0	53,664	0	54,256	1	65,197	
	(66)	Computer Operator	10	59,702	10	53,032	7	53,827	10	63,881	
	(67)	Broadcast Production Specialist	3	58,589	3	52,449	3	53,889	3	62,690	
	(68)	Commercial Graphic Artist	2	58,589	2	52,346	2	53,668	2	62,690	
D	(69)	Safety Supervisor	0	58,589	0	52,136	0	53,449	0	62,690	

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			#	2023-24 ANNUAL SAL	#	2022-23 ANNUAL SAL	#	2023-24 ANNUAL SAL	#	2024-25 ANNUAL SAL	RECOMMENDED 2024-25 ANNUAL SAL
DELTA STATE UNIVERSITY											
	(70)	Warehouse Manager	1	58,589	1	52,041	1	53,226	1	62,690	
	(71)	Comm Artist I/Graphic Artist I	3	56,336	3	50,778	3	51,976	3	60,279	
	(72)	Human Resources Specialist	2	56,336	2	50,669	2	51,889	2	60,279	
	(73)	Inventory Control Manager	1	56,336	0	50,558	0	51,875	1	60,279	
	(74)	Landscape Supervisor	1	56,336	0	50,449	0	51,745	1	60,279	
	(75)	Multi-Media Specialist	3	56,336	2	50,224	3	51,186	3	60,279	
	(76)	Museum Registrar	1	56,336	1	50,112	1	51,012	1	60,279	
	(77)	Director of Transit & Parking	1	54,169	1	48,567	1	49,556	1	57,961	
	(78)	Farm Foreman - Institutional	1	54,169	1	48,456	1	49,445	1	57,961	
	(79)	Maintenance Specialist	5	54,169	5	48,345	5	49,334	5	57,961	
	(80)	Payroll Technician	2	54,169	2	48,234	2	49,223	2	57,961	
D	(81)	Purchasing Technician	1	54,169	1	48,123	1	49,112	1	57,961	
	(82)	Research Assistant	0	54,169	0	48,012	0	49,001	0	57,961	
	(83)	Coordinator of Housekeeping	4	52,085	4	48,678	4	48,678	4	55,731	
	(84)	Pest Control Tech	1	52,085	1	48,546	1	48,800	1	55,731	
	(85)	Call Center Specialist	6	51,033	4	46,255	4	47,485	6	54,605	
	(86)	Dir. of Disability Services	1	50,672	1	46,157	1	47,357	1	54,219	
	(87)	Admissions Analyst Supervisor	1	50,081	1	45,567	1	46,391	1	53,587	
	(88)	Farm Maint Mechanic	1	50,081	1	45,456	1	46,289	1	53,587	
	(89)	Landscape Specialist	3	50,081	3	45,345	3	46,178	3	53,587	
	(90)	Admissions Analyst II	7	48,155	7	44,345	7	45,678	7	51,526	
	(91)	Broadcast Announcer	1	48,155	1	44,234	1	45,567	1	51,526	
	(92)	Heavy Equipment Operator	17	48,155	15	44,123	15	45,456	17	51,526	
	(93)	Cashier	3	46,303	3	42,456	2	43,203	3	49,544	
	(94)	Inventory Control Technician	4	46,303	3	42,345	3	43,102	4	49,544	
	(95)	Maintenance Assistant	5	46,303	4	42,234	4	43,001	5	49,544	
	(96)	Director of Administrative Support Svcs.	1	45,218	1	41,189	1	42,260	1	48,383	
	(97)	Registrars Assistant	2	44,523	2	39,001	2	40,017	2	47,639	
	(98)	Agricultural Lab Technician	2	42,810	1	38,042	2	39,579	2	45,806	
	(99)	Institutional Svcs Supervisor	13	39,580	11	34,853	11	35,265	13	42,351	
	(100)	Institutional Svcs Assistant	65	38,058	59	33,268	60	34,895	65	40,722	
			<u>539</u>		<u>478</u>		<u>491</u>		<u>539</u>		<u>0</u>
TWELVE MONTH EDUCATIONAL AND GENERAL											
ACADEMIC POSITIONS											
	(101)	Division Chairperson	4	75,388	4	73,478	4	75,388	4	80,665	
	(102)	Head Librarian	1	68,279	1	66,549	1	68,279	1	73,059	
	(103)	Dir. of Resource Center	1	50,600	1	49,318	1	50,600	1	54,142	
	(104)	Student Development Specialist	4	43,289	4	42,192	4	43,289	4	46,319	
	(105)	Asst. Librarian	2	42,034	2	40,969	2	42,034	2	44,976	
			<u>12</u>		<u>12</u>		<u>12</u>		<u>12</u>		<u>0</u>
NINE MONTH EDUCATIONAL AND GENERAL											
ACADEMIC POSITIONS											
S	(106)	Faculty	60		55		58		60		
		Professor		62,516		60,932		62,516		66,892	
		Assoc. Professor		58,838		57,347		58,838		62,957	
		Asst. Professor		51,854		50,540		51,854		55,484	
		Instructor		45,051		43,909		45,051		48,205	
S,A	(107)	Part-Time Faculty	<u>102</u>	<u>35,596</u>	<u>96</u>	<u>34,694</u>	<u>100</u>	<u>35,596</u>	<u>107</u>	<u>38,088</u>	<u>0</u>
			<u>162</u>		<u>151</u>		<u>158</u>		<u>167</u>		<u>0</u>

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T C	ITEM #	POSITION TITLE	AUTHORIZED		PAID		BUDGETED		REQUESTED		AHECB
			#	2023-24 ANNUAL SAL	#	2022-23 ANNUAL SAL	#	2023-24 ANNUAL SAL	#	2024-25 ANNUAL SAL	RECOMMENDED 2024-25 ANNUAL SAL
DELTA STATE UNIVERSITY											
TWELVE MONTH AUXILIARY ENTERPRISES POSITIONS											
M	(107.01)	Project/Program Specialist									73,789
D	(108)	Dir. of Food Service	1	53,982	0	0	0	0	0	0	0
	(109)	Athletic Director	1	135,287	1	113,923	1	126,986	1	144,758	
	(110)	Head Coach	11	123,608	9	109,277	10	109,550	11	132,261	
	(111)	Director of Health Services	1	115,103	1	89,628	1	89,628	1	123,160	
	(112)	Business Manager	1	106,888	0	0	0	0	1	114,370	
	(113)	Asst. Athletic Director	1	103,858	0	0	0	0	1	111,129	
	(114)	Advance Practice Nurse	1	102,245	1	82,416	1	82,416	1	109,402	
	(115)	Athletic Compliance Officer	1	100,604	1	0	1	0	1	107,646	
	(116)	Director of Residence Life	2	98,113	2	42,420	1	42,420	2	104,981	
	(117)	Asst. Coach	14	97,167	11	60,600	11	60,600	14	103,969	
	(118)	Athletic Academic Director	1	97,167	0	0	0	0	1	103,969	
	(119)	Head Athletic Trainer	1	97,167	1	47,549	1	47,668	1	103,969	
	(120)	Registered Nurse Practitioner	1	93,691	1	68,569	1	68,569	1	100,249	
	(121)	Assistant Sports Information Dir.	1	91,012	1	33,297	1	33,297	1	97,383	
	(122)	Athletic Facility Manager	1	81,740	1	42,148	1	42,148	1	87,462	
	(123)	Fiscal Support Pool	1						1		
		Fiscal Support Manager		77,934	0	0	0	0		83,389	
		Fiscal Support Supervisor		64,056	0	0	0	0		68,540	
		Accountant II		61,593	1	46,532	1	50,445		65,905	
		Accountant I		59,224	0	0	0	0		63,370	
		Fiscal Support Analyst		56,946	0	0	0	0		60,932	
		Fiscal Support Specialist		50,625	0	0	0	0		54,169	
		Accounting Technician		46,805	0	0	0	0		50,081	
		Fiscal Support Technician		43,274	0	0	0	0		46,303	
	(124)	Registered Nurse	2	69,283	1				2	74,133	
	(125)	Educational Counselor	1	66,619	1				1	66,619	
	(126)	Skilled Trades Pool	3						3		
		Skilled Trades Foreman		62,763	0	0	0	0		67,157	
		Skilled Trades Supervisor		60,349	1	40,254	1	42,658		64,574	
		Skilled Tradesman		58,028	1	32,001	1	34,254		62,090	
		Skilled Trades Helper		44,096	0	0	0	0		47,183	
		Apprentice Tradesman		39,202	0	0	0	0		41,946	
	(127)	Assistant Athletic Trainer	3	62,679	2	46,823	2	46,824	3	67,066	
	(128)	Maintenance Coordinator	1	61,593	1	56,002	1	58,221	1	65,905	
	(129)	Production Artist	1	61,593	0	0	0	0	1	65,905	
	(130)	Administrative Support Pool	1						1		
		Administrative Assistant		56,946	0	0	0	0		60,932	
		Administrative Analyst		56,946	1	52,012	1	54,789		60,932	
		Administrative Support Supervisor		52,650	0	0	0	0		56,336	
		Administrative Specialist III		50,625	0	0	0	0		54,169	
		Administration Support Specialist		50,625	0	0	0	0		54,169	
		Administrative Specialist II		45,005	0	0	0	0		48,155	
		Administrative Support Specialist		45,005	0	0	0	0		48,155	
		Administrative Specialist I		40,009	0	0	0	0		42,810	
	(131)	Special Events Manager	1	56,946	0	0	0	0	1	60,932	
	(132)	LPN	2	52,650	2	50,339	2	51,286	2	56,336	
	(133)	Maintenance Specialist	2	50,625	1	48,542	1	49,557	2	54,169	
	(134)	Campus Postmaster	1	46,805	1	44,875	1	45,987	1	50,081	
	(135)	Maintenance Assistant	3	43,274	1	41,258	1	42,896	3	46,303	
	(136)	Special Events Worker	2	40,009	1	38,002	1	39,645	2	42,810	
	(137)	Shipping and Receiving Clerk	1	38,471	1	36,885	1	37,578	1	41,164	
	(138)	Stadium Maintenance Supervisor	1	38,471	1	36,785	1	37,468	1	41,164	
	(139)	Institutional Services Supervisor	1	36,991	1	34,556	1	35,457	1	39,580	

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			#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#
		DELTA STATE UNIVERSITY									
	(140)	Institutional Services Assistant	<u>12</u>	35,568	<u>6</u>	33,245	<u>8</u>	34,687	<u>12</u>	38,058	<u>0</u>
			78		54		53		79		0
		TOTAL DSU	<u>791</u>		<u>695</u>		<u>714</u>		<u>797</u>		<u>0</u>