

Attachment C: Personal Services Request Form A Example

FORM A

HIGHER EDUCATION PERSONAL SERVICES RECOMMENDATIONS FOR THE 2025-27 BIENNIUM

T C	ITEM #	POSITION TITLE	AUTHORIZED		PAID		BUDGETED		REQUESTED		REQUESTED		AHECB RECOMMENDED		AHECB RECOMMENDED	
			#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL
DELTA STATE UNIVERSITY																
TWELVE MONTH EDUCATIONAL AND GENERAL ADMINISTRATIVE POSITIONS																
	(1)	Chancellor, DSU	1	126,683	1	107,846	1	110,650	1	130,737	1	134,921				
	(2)	Vice Chanc. for Academic Affairs	1	100,923	1	85,916	1	88,150	1	104,152	1	107,485				
IPC	(3)	Inst Information Tech Coord	1	98,342	1	83,225	1	84,000	1	101,489	1	104,737				
	(4)	Computer Support Manager	1	94,560	1	81,450	1	82,220	1	97,585	1	100,708				
	(5)	Information Systems Coord	1	94,560	1	80,546	1	83,251	1	97,585	1	100,708				
	(6)	Systems Specialist	5	94,560	5	80,532	4	83,025	5	97,585	5	100,708				
	(7)	Asst. to the Chancellor	1	94,481	1	80,432	1	82,523	1	97,504	1	100,624				
	(8)	Vice-Chanc. for Fiscal Affairs	1	94,481	1	80,432	1	82,523	1	97,504	1	100,624				
	(9)	Vice-Chanc. for Student Affairs	1	94,481	1	80,432	1	82,523	1	97,504	1	100,624				
	(10)	Network Support Specialist	2	90,922	2	60,468	2	64,225	2	93,832	2	96,834				
IPC	(11)	Sr Software Support Analyst	2	90,922	2	60,540	2	65,442	2	93,832	2	96,834				
A	(12)	Fiscal Support Pool	35						37		37					
		Fiscal Support Manager		89,227	9	62,440	13	63,582		92,082		95,029				
		Fiscal Support Supervisor		73,338	5	50,001	5	51,202		75,685		78,106				
		Accountant II		70,518	3	49,012	4	50,224		72,774		75,103				
		Accountant I		67,806	1	40,025	1	41,658		69,975		72,215				
		Fiscal Support Analyst		65,197	1	35,214	2	36,012		67,284		69,437				
		Fiscal Support Specialist		57,961	1	33,215	2	34,872		59,815		61,729				
		Accounting Technician		53,587	1	32,023	1	33,578		55,302		57,071				
		Fiscal Support Technician		49,544	1	30,257	1	31,547		51,130		52,766				
IPC	(13)	Public Safety Pool	38						38		38					
		HE Public Safety Commander III		87,425	2	65,548	2	68,825		90,223		93,110				
		Director Public Safety I		85,795	3	64,223	3	65,002		88,541		91,374				
		HE Public Safety Commander II		84,063	2	61,364	2	62,552		86,753		89,529				
		HE Public Safety Commander I		80,829	2	59,573	2	61,552		83,416		86,085				
		HE Public Safety Supervisor		71,858	1	48,015	1	50,214		74,157		76,530				
		Public Safety Officer		69,094	7	46,275	7	47,379		71,305		73,587				
		Public Safety Officer II		63,881	2	44,254	2	46,225		65,925		68,035				
		Security Officer Supervisor		60,279	3	42,125	4	44,224		62,208		64,199				
		Public Safety/Security Officer		54,605	3	30,000	4	32,244		56,353		58,156				
		HE Public Safety Dispatcher		45,806	2	28,225	2	30,252		47,272		48,785				
		Parking Control Supv		45,806	2	26,024	2	28,114		47,272		48,785				
		Security Officer		45,806	2	24,181	2	26,714		47,272		48,785				
		Parking Control Officer		44,045	2	22,447	2	24,810		45,455		46,909				
		Watchman		37,650	2	20,994	2	22,774		38,855		40,098				
	(14)	Systems Analyst	6	87,425	6	72,373	6	73,459	6	90,223	6	93,110				
	(15)	Computer Support Coordinator	1	84,063	1	49,627	1	55,482	1	86,753	1	89,529				
N	(15.01)	Director of Development							1	86,356	1	89,119				
M	(16)	Project/Program Specialist	6	82,906	6	43,006	4	50,225	4	85,559	4	88,297				
	(17)	Procurement Manager	1	82,496	1	41,221	1	43,112	1	85,136	1	87,860				
	(18)	Information Technology Manager	5	80,829	4	39,518	4	42,153	5	83,416	5	86,085				
	(19)	Dir. of Human Services	1	79,733	1	67,877	1	69,642	1	82,285	1	84,918				
	(20)	Dir. of Institutional Adv.	1	79,421	1	67,611	1	69,369	1	81,962	1	84,585				
	(21)	Computer Support Specialist	22	77,721	21	62,025	20	62,955	22	80,208	22	82,775				
	(22)	Data Base Analyst	3	77,721	2	65,285	3	66,926	3	80,208	3	82,775				
	(23)	Counselor	3	76,513	3	65,135	3	66,829	3	78,961	3	81,488				
	(24)	Curator	2	76,272	2	38,888	2	40,780	2	78,713	2	81,232				
	(25)	Development Specialist	1	76,272	1	38,774	1	40,685	1	78,713	1	81,232				
	(26)	Dir of Farming	1	76,272	1	38,667	1	40,523	1	78,713	1	81,232				
	(27)	Education Counselor	1	76,272	1	38,567	1	40,325	1	78,713	1	81,232				
IPC	(28)	Procurement Coordinator	2	76,272	2	38,446	2	40,002	2	78,713	2	81,232				
	(29)	Network Support Analyst	1	74,731	0	0	0	0	1	77,123	1	79,590				
D	(30)	Website Developer	1	74,731	0	0	0	0	0	0	0	0				
	(32)	Dir. of Continuing Education	1	73,275	0	0	0	64,001	1	75,620	1	78,039				
X	(31)	Registrar	1	73,125	1	62,379	1	64,001	1	75,475	1	77,890				

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HIGHER EDUCATION PERSONAL SERVICES RECOMMENDATIONS FOR THE 2025-27 BIENNIUM

T C	ITEM #	POSITION TITLE	AUTHORIZED 2024-25		PAID 2023-24		BUDGETED 2024-25		REQUESTED 2025-26		REQUESTED 2026-27		AHECB RECOMMENDED 2025-26		AHECB RECOMMENDED 2026-27	
			#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL
		DELTA STATE UNIVERSITY														
	(33)	Dir. of Student Financial Aid	1	73,124	1	62,250	1	63,869	1	75,464	1	77,878				
	(34)	Dir. of Institutional Research	1	72,456	1	61,682	1	63,286	1	74,775	1	77,168				
	(35)	Information Systems Analyst	7	71,858	6	60,125	7	62,114	7	74,157	7	76,530				
	(36)	Information Systems Security Analyst	1	71,858	0	0	0	0	1	74,157	1	76,530				
D	(37)	Skilled Trades Pool	65						61		61					
		Skilled Trades Foreman		71,858	4	60,385	5	61,291		74,157		76,530				
		Skilled Trades Supervisor		69,094	8	58,062	8	58,933		71,305		73,587				
		Skilled Tradesman		66,436	41	55,829	24	58,740		68,562		70,756				
		Skilled Trades Helper		50,486	5	36,691	21	37,241		52,101		53,769				
		Apprentice Tradesman		44,882	2	34,091	4	35,880		46,319		47,801				
	(38)	Dir. of Computer Services	1	71,815	1	61,136	1	62,726	1	74,113	1	76,485				
	(39)	Asst Dir of Financial Aid	1	70,518	1	59,996	1	61,593	1	72,774	1	75,103				
	(40)	Budget Specialist	1	70,518	1	59,991	1	61,593	1	72,774	1	75,103				
	(41)	Human Resources Analyst	2	70,518	3	59,988	2	61,593	2	72,774	2	75,103				
	(42)	Maintenance Coordinator	1	70,518	0	0	0	0	1	72,774	1	75,103				
	(43)	Production Artist	2	70,518	1	59,844	1	61,593	2	72,774	2	75,103				
	(44)	Research Project Analyst	1	70,518	0	0	1	61,593	1	72,774	1	75,103				
D	(45)	Staff Development Coordinator	2	70,518	0	0	0	0	0	0	0	0				
	(46)	Business Manager	1	70,151	1	59,720	1	61,273	1	72,396	1	74,713				
	(47)	Controller	1	70,151	1	59,720	1	61,273	1	72,396	1	74,713				
	(48)	Dean of Advanced Studies	1	69,533	0	0	1	60,733	1	71,758	1	74,055				
	(49)	Asst Director of Farming	1	67,806	1	57,895	1	58,946	1	69,975	1	72,215				
	(50)	Buyer	1	67,806	1	57,796	1	58,936	1	69,975	1	72,215				
D	(51)	Construction Inspector	1	67,806	0	0	0	0	0	0	0	0				
	(52)	Construction/Maint Coordinator	2	67,806	2	57,589	2	58,796	2	69,975	2	72,215				
	(53)	Design Consultant	1	67,806	1	57,469	0	0	1	69,975	1	72,215				
	(54)	Dir of Housekeeping	1	67,806	0	0	0	0	1	69,975	1	72,215				
	(55)	HEI Program Coordinator	25	67,806	25	57,295	24	58,449	25	69,975	25	72,215				
	(56)	Public Information Specialist	1	67,806	1	57,108	1	58,334	1	69,975	1	72,215				
	(57)	Radio News Director	1	67,806	1	57,001	1	58,226	1	69,975	1	72,215				
	(58)	Radio Program Director	1	67,806	1	57,608	1	58,123	1	69,975	1	72,215				
C	(58.01)	Dir. of Physical Plant	1	67,637	1	57,580	1	59,077	1	69,802	1	72,035				
T	(59)	Dir. of Admissions	1	66,620	1	56,714	1	58,189	0	0	0	0				
T	(59.01)	Director of Enrollment Management							1	68,752	1	70,952				
	(60)	Computer Support Technician	6	66,436	5	29,543	5	30,134	6	68,562	6	70,756				
	(61)	Administrative Support Pool	136						136		136					
		Administrative Assistant		65,197	1	54,221	2	55,782		67,284		69,437				
		Administrative Analyst		65,197	21	54,120	21	55,145		67,284		69,437				
		Administrative Support Supervisor		60,279	32	50,210	32	51,226		62,208		64,199				
		Administrative Specialist III		57,961	42	48,225	42	49,647		59,815		61,729				
		Administration Support Specialist		57,961	0	0	2	49,246		59,815		61,729				
		Administrative Specialist II		51,526	24	43,012	24	44,569		53,175		54,877				
		Administrative Support Specialist		51,526	1	43,001	2	44,256		53,175		54,877				
		Administrative Specialist I		45,806	4	38,123	5	39,144		47,272		48,785				
	(62)	Assistant Registrar	5	65,197	4	54,102	4	55,669	5	67,284	5	69,437				
	(63)	Financial Aid Analyst	8	65,197	6	54,001	7	55,569	8	67,284	8	69,437				
	(64)	Library Support Pool	18						18		18					
		Library Supervisor		65,197	1	54,000	1	55,325		67,284		69,437				
		Library Specialist		55,731	0	0	0	0		57,515		59,355				
		Library Technician		51,526	11	43,264	11	45,001		53,175		54,877				
		Library Support Assistant		47,639	4	39,510	4	40,025		49,164		50,737				
	(65)	Payroll Services Specialist	1	65,197	0	53,664	0	54,256	1	67,284	1	69,437				
	(66)	Computer Operator	10	63,881	10	53,032	7	53,827	10	65,925	10	68,035				
	(67)	Broadcast Production Specialist	3	62,690	3	52,449	3	53,889	3	64,696	3	66,767				
	(68)	Commercial Graphic Artist	2	62,690	2	52,346	2	53,668	2	64,696	2	66,767				
D	(69)	Safety Supervisor	2	62,690	0	0	0	0	0	0	0	0				
	(70)	Warehouse Manager	1	62,690	1	52,041	1	53,226	1	64,696	1	66,767				
	(71)	Comm Artist I/Graphic Artist I	3	60,279	3	50,778	3	51,976	3	62,208	3	64,199				

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			#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL
DELTA STATE UNIVERSITY																
	(72)	Human Resources Specialist	2	60,279	2	50,669	2	51,889	2	62,208	2	64,199				
	(73)	Inventory Control Manager	1	60,279	0	0	0	0	1	62,208	1	64,199				
	(74)	Landscape Supervisor	1	60,279	0	0	0	0	1	62,208	1	64,199				
	(75)	Multi-Media Specialist	3	60,279	2	50,224	3	51,186	3	62,208	3	64,199				
	(76)	Museum Registrar	1	60,279	1	50,112	1	51,012	1	62,208	1	64,199				
	(77)	Director of Transit & Parking	1	57,961	1	48,567	1	49,556	1	59,815	1	61,729				
	(78)	Farm Foreman - Institutional	1	57,961	1	48,456	1	49,445	1	59,815	1	61,729				
	(79)	Maintenance Specialist	5	57,961	5	48,345	5	49,334	5	59,815	5	61,729				
	(80)	Payroll Technician	2	57,961	2	48,234	2	49,223	2	59,815	2	61,729				
	(81)	Purchasing Technician	1	57,961	1	48,123	1	49,112	1	59,815	1	61,729				
D	(82)	Research Assistant	4	57,961	0	0	0	0	0	0	0	0				
	(83)	Coordinator of Housekeeping	4	55,731	4	48,678	4	48,678	4	57,515	4	59,355				
	(84)	Pest Control Tech	1	55,731	1	48,546	1	48,800	1	57,515	1	59,355				
	(85)	Call Center Specialist	6	54,605	4	46,255	4	47,485	6	56,352	6	58,155				
	(86)	Dir. of Disability Services	1	54,219	1	46,157	1	47,357	1	55,954	1	57,745				
	(87)	Admissions Analyst Supervisor	1	53,587	1	45,567	1	46,391	1	55,302	1	57,071				
	(88)	Farm Maint Mechanic	1	53,587	1	45,456	1	46,289	1	55,302	1	57,071				
	(89)	Landscape Specialist	3	53,587	3	45,345	3	46,178	3	55,302	3	57,071				
	(90)	Admissions Analyst II	7	51,526	7	44,345	7	45,678	7	53,175	7	54,877				
	(91)	Broadcast Announcer	1	51,526	1	44,234	1	45,567	1	53,175	1	54,877				
	(92)	Heavy Equipment Operator	17	51,526	15	44,123	15	45,456	17	53,175	17	54,877				
	(93)	Cashier	3	49,544	3	42,456	2	43,203	3	51,130	3	52,766				
	(94)	Inventory Control Technician	4	49,544	3	42,345	3	43,102	4	51,130	4	52,766				
	(95)	Maintenance Assistant	5	49,544	4	42,234	4	43,001	5	51,130	5	52,766				
	(96)	Director of Administrative Support Svcs.	1	48,383	1	41,189	1	42,260	1	49,931	1	51,529				
	(97)	Registrars Assistant	2	47,639	2	39,001	2	40,017	2	49,164	2	50,737				
	(98)	Agricultural Lab Technician	2	45,806	2	38,042	2	39,579	2	47,272	2	48,785				
	(99)	Institutional Svcs Supervisor	13	42,351	11	34,853	11	35,265	13	43,706	13	45,105				
	(100)	Institutional Svcs Assistant	65	40,722	59	33,268	60	34,895	65	42,025	65	43,370				
			<u>630</u>		<u>551</u>		<u>566</u>		<u>617</u>		<u>617</u>		<u>0</u>		<u>0</u>	
TWELVE MONTH EDUCATIONAL AND GENERAL ACADEMIC POSITIONS																
	(101)	Division Chairperson	4	80,665	4	73,478	4	75,388	4	83,246	4	85,910				
	(102)	Head Librarian	1	73,059	1	66,549	1	68,279	1	75,396	1	77,809				
	(103)	Dir. of Resource Center	1	54,142	1	49,318	1	50,600	1	55,875	1	57,663				
	(104)	Student Development Specialist	4	46,319	4	42,192	4	43,289	4	47,801	4	49,331				
	(105)	Asst. Librarian	2	44,976	2	40,969	2	42,034	2	46,416	2	47,901				
			<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																
S	(106)	Faculty	60						60		60					
		Professor		66,892	35	60,932	30	62,516		69,033		71,242				
		Assoc. Professor		62,957	10	57,347	8	58,838		64,971		67,050				
		Asst. Professor		55,484	5	50,540	5	51,854		57,259		59,092				
		Instructor		48,205	5	43,909	5	45,051		49,747		51,339				
S,A	(107)	Part-Time Faculty	<u>107</u>	<u>38,088</u>	<u>96</u>	<u>34,694</u>	<u>100</u>	<u>35,596</u>	<u>109</u>	<u>39,307</u>	<u>109</u>	<u>40,564</u>				
			<u>167</u>		<u>151</u>		<u>148</u>		<u>169</u>		<u>169</u>		<u>0</u>		<u>0</u>	
TWELVE MONTH AUXILIARY ENTERPRISES POSITIONS																
M	(107.01)	Project/Program Specialist							2	85,559	2	88,297				

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DELTA STATE UNIVERSITY																
D	(108)	Dir. of Food Service	1	145,612	0	0	0	0	0	0	0	0				
	(109)	Athletic Director	1	144,758	1	113,923	1	126,986	1	149,390	1	154,170				
	(110)	Head Coach	11	132,261	9	109,277	10	109,550	11	136,493	11	140,861				
	(111)	Director of Health Services	1	123,160	1	89,628	1	89,628	1	127,101	1	131,169				
	(112)	Business Manager	1	114,370	0	0	0	0	1	118,030	1	121,807				
	(113)	Asst. Athletic Director	1	111,129	0	0	0	0	1	114,685	1	118,355				
	(114)	Advance Practice Nurse	1	109,402	1	82,416	1	82,416	1	112,903	1	116,516				
	(115)	Athletic Compliance Officer	1	107,646	1	0	1	0	1	111,091	1	114,646				
	(116)	Director of Residence Life	2	104,981	2	42,420	1	42,420	2	108,340	2	111,807				
	(117)	Asst. Coach	14	103,969	11	60,600	11	60,600	14	107,296	14	110,729				
	(118)	Athletic Academic Director	1	103,969	0	0	0	0	1	107,296	1	110,729				
	(119)	Head Athletic Trainer	1	103,969	1	47,549	1	47,668	1	107,296	1	110,729				
	(120)	Registered Nurse Practitioner	1	100,249	1	68,569	1	68,569	1	103,457	1	106,768				
	(121)	Assistant Sports Information Dir.	1	97,383	1	33,297	1	33,297	1	100,499	1	103,715				
	(122)	Athletic Facility Manager	1	87,462	1	42,148	1	42,148	1	90,261	1	93,149				
	(123)	Fiscal Support Pool	1						1		1					
		Fiscal Support Manager		83,389	0	0	0	0		86,058		88,812				
		Fiscal Support Supervisor		68,540	0	0	0	0		70,733		72,997				
		Accountant II		65,905	1	46,532	1	50,445		68,013		70,190				
		Accountant I		63,370	0	0	0	0		65,398		67,490				
		Fiscal Support Analyst		60,932	0	0	0	0		62,882		64,894				
		Fiscal Support Specialist		54,169	0	0	0	0		55,902		57,691				
		Accounting Technician		50,081	0	0	0	0		51,684		53,338				
		Fiscal Support Technician		46,303	0	0	0	0		47,785		49,314				
	(124)	Registered Nurse	2	74,133	1	54,351	1	56,725	2	76,505	2	78,953				
	(125)	Skilled Trades Pool	3						3		3					
		Skilled Trades Foreman		67,157	0	0	0	0		69,306		71,523				
		Skilled Trades Supervisor		64,574	1	40,254	1	42,658		66,640		68,773				
		Skilled Tradesman		62,090	1	32,001	1	34,254		64,077		66,127				
		Skilled Trades Helper		47,183	0	0	0	0		48,693		50,251				
		Apprentice Tradesman		41,946	0	0	0	0		43,288		44,674				
	(126)	Educational Counselor	1	66,619	1	61,220	1	62,857	1	68,751	1	70,951				
	(127)	Assistant Athletic Trainer	3	67,066	2	46,823	2	46,824	3	69,212	3	71,427				
	(128)	Maintenance Coordinator	1	65,905	1	56,002	1	58,221	1	68,013	1	70,190				
	(129)	Production Artist	1	65,905	0	0	0	0	1	68,013	1	70,190				
	(130)	Administrative Support Pool	1						1		1					
		Administrative Assistant		60,932	0	0	0	0		62,882		64,894				
		Administrative Analyst		60,932	1	52,012	1	54,789		62,882		64,894				
		Administrative Support Supervisor		56,336	0	0	0	0		58,138		59,999				
		Administrative Specialist III		54,169	0	0	0	0		55,902		57,691				
		Administration Support Specialist		54,169	0	0	0	0		55,902		57,691				
		Administrative Specialist II		48,155	0	0	0	0		49,696		51,287				
		Administrative Support Specialist		48,155	0	0	0	0		49,696		51,287				
		Administrative Specialist I		42,810	0	0	0	0		44,180		45,593				
	(131)	Special Events Manager	1	60,932	0	0	0	0	1	62,882	1	64,894				
	(132)	LPN	2	56,336	2	50,339	2	51,286	2	58,138	2	59,999				
	(133)	Maintenance Specialist	2	54,169	1	48,542	1	49,557	2	55,902	2	57,691				
	(134)	Campus Postmaster	1	50,081	1	44,875	1	45,987	1	51,684	1	53,338				
	(135)	Maintenance Assistant	3	46,303	1	41,258	1	42,896	3	47,785	3	49,314				
	(136)	Special Events Worker	2	42,810	1	38,002	1	39,645	2	44,180	2	45,593				
	(137)	Shipping and Receiving Clerk	1	41,164	1	36,885	1	37,578	1	42,481	1	43,841				
	(138)	Stadium Maintenance Supervisor	1	41,164	1	36,785	1	37,468	1	42,481	1	43,841				
	(139)	Institutional Services Supervisor	1	39,580	1	34,556	1	35,457	1	40,847	1	42,154				
	(140)	Institutional Services Assistant	12	38,058	6	33,245	8	34,687	12	39,276	12	40,532				
			<u>78</u>		<u>54</u>		<u>56</u>		<u>79</u>		<u>79</u>		<u>0</u>			<u>0</u>
		TOTAL DSU	<u>887</u>		<u>768</u>		<u>782</u>		<u>877</u>		<u>877</u>		<u>0</u>			<u>0</u>