

INSTITUTIONS OF HIGHER EDUCATION
PERSONAL SERVICES REQUEST INSTRUCTIONS
FOR THE 2023-25 BIENNIAL YEAR

ARKANSAS DIVISION OF HIGHER EDUCATION
APRIL 6, 2022

PERSONAL SERVICES REQUEST INSTRUCTIONS

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PERSONAL SERVICES REQUEST INSTRUCTIONS FOR THE 2023-25 BIENNIAL YEAR

GENERAL INFORMATION

Institutions of higher education will submit their 2023-25 personal services requests for positions to the Arkansas Division of Higher Education (ADHE). **NOTE: The Form A reflects all positions as non-classified for 2023-25 biennium**

Deadline and Technical Notes

Personal services requests must be submitted by email to Chandra.Robinson@adhe.edu as instructed in the paragraph below.

The request is a Microsoft Excel spreadsheet - Form A and Form B. **Do not change the format of the spreadsheet, 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 for non-classified and classified positions to ADHE via email with Forms A and B including any other supporting documents no later than **Monday, May 16, 2022.**

Requests for Line Item Maximums for New Fiscal Year: ADHE Guideline

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 7.0%; these increases are reflected on Form A. Follow Transaction Procedures for any requested increases greater than these shown on Form A.

Central Pool Positions

The universities and colleges have separate non-classified central pools 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. ADHE has included those pool positions approved to the list of positions in Form A and designated them in this manner.

Form A

Form A is the primary personal services request document. Since ADHE reviews position requests, Form A contains administrative, faculty, and auxiliary services positions as authorized in your 2022-23 Appropriation Act.

Already provided for the institution, Form A contains:

- Current line item numbers,
- Position titles,
- Numbers of positions authorized for each title,
- 2023-25 line-item maximum salary for each title,

This information is reflected in your institutional appropriation act(s) and should not be changed unless you first consult with Chandra Robinson at ADHE. (You may add lines to reflect additional positions as explained later.)

Institutional input is **required** in the "Paid" and "Budgeted" columns. All changes to the "Requested" columns must be explained in Form B and a Justification Narrative. The line-item maximum salary requests have been calculated at an increase over Authorized 2022-23 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 can 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 NARRATIVE, designate that the additional or new position is to replace a provisional position and why the state needs to assume the position.

The request for provisional positions authorized in A.C.A. 6-63-305 will be completed at a later date.

Review Process

ADHE will review requests affecting non-classified and classified positions only. ADHE Institutional Finance staff will review requests and make recommendations to the Arkansas Higher Education Coordinating Board at its regular meeting on July 29, 2022. The Board's recommendations will be transmitted to the Governor and the General Assembly for approval and legislative action.

SUBMITTAL INSTRUCTIONS

Combined non-classified and classified personal services requests must be submitted to ADHE **no later than Monday, May 16, 2022**. Email a copy of Forms A and B including any other supporting documentation to Chandra.Robinson@adhe.edu.

When collating request documents, please collate in this order:

- (1) Title page
- (2) Table of Contents
- (3) Form A
- (4) Form B
- (5) Narrative explanation of the need for additional/new positions
- (6) Narrative for requested salaries that are more or less than the amount calculated through existing guidelines

INSTRUCTIONS FOR COMPLETING FORM A

Requests with No Changes

- (1) Enter the following information for each position title listed:
 - Column (H): Enter the number of actual positions paid in 2021-22. 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. **NOTE: For any positions in a pool, you will enter the number of positions next to each title**
 - Column (I): Enter the **highest annualized salary** paid to any incumbent of a position of that title in 2021-22. **NOTE: For any positions in a pool, you will enter the highest annualized salary next to each title**
 - Column (J): Enter the number of positions budgeted in 2022-23.
 - Column (K): Enter the highest annualized salary budgeted in 2022-23.
- (2) Verify that the requested number of positions and line-item maximum salaries are correct. If changes are needed in the requested columns, use the instructions below.

Requests with Changes

(1) Complete Steps (1) and (2) above.

(2) If a change in non-classified positions is 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) and (N) 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
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 all REQUESTED columns. List deleted positions on Form B.		
Code:	C	CENTRAL POOL
Procedure: This code should be used to designate Central Pool positions authorized during the biennium. ADHE has included any Central Pool positions that have been approved since June 2020 by inserting 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. The Transaction Code (TC) "C" has been entered in the Transaction Code (TC) column of the inserted line. Enter all information for the paid, budgeted and requested columns. See Attachment C for example.		
Code:	M	MOVE POSITION TO NEW SECTION.
Procedure: If the request is to move a position from one section of the personal services schedule to another, enter transaction code "M" in column (A) of the existing item number. Enter information in the paid and budgeted columns as normal. Enter "0" (zero) in the requested columns (L) through (O). Next, insert a line where the		

position would fall in the new section with an item number equal to the one above plus an extension of 0.01. Enter transaction code "M" on the inserted line in column (A). Enter the authorized title indented two spaces. Enter the number of positions requested in Column (L) and (N) and the requested salaries in Columns (M) and (O).

Code:	N	NEW TITLE.
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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"). 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. Enter "N" in Transaction Code column of the inserted line. Enter the requested title indented two spaces. Leave current authorization, paid and budgeted information blank. Enter the number of positions and the requested salaries in columns (L) through (O). See Attachment C for example. List the new positions on Form B. **Supporting narrative is required.**

Code:	T	TITLE CHANGE.
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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 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 columns (L) through (O). 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 columns (L) and (N) and the requested salaries in columns (M) and (O). See Attachment C for example.

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

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

Code:	IPC	INTERIM POSITION CHANGE
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Procedure: Enter the Transaction Code “IPC” to indicate interim position changes of positions currently authorized that have been crossgraded/downgraded. In Column (F) enter the sum of positions crossgraded/downgraded (**current number plus or minus additional positions**). See Example Form A.

INSTRUCTIONS FOR COMPLETING FORM B

To limit overall increases in numbers of positions, institutions are asked to consider whether other positions can 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 titles. 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.

Salary Request Other than ADHE Guidelines

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

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.

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

CENTRAL POOL POSITIONS: Positions established during the year by the authority of 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.

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
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 DHE 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

FORM A HIGHER EDUCATION PERSONAL SERVICES RECOMMENDATIONS FOR THE 2023-25 BIENNIUM

													AHECB		AHECB		
T C	CL CODE	ITEM #	POSITION TITLE	AUTHORIZED		PAID		BUDGETED		REQUESTED		REQUESTED		RECOMMENDED		RECOMMENDED	
				#	2022-23 ANNUAL SAL	#	2021-22 ANNUAL SAL	#	2022-23 ANNUAL SAL	#	2023-24 ANNUAL SAL	#	2024-25 ANNUAL SAL	#	2023-24 ANNUAL SAL	#	2024-25 ANNUAL SAL
DELTA STATE UNIVERSITY																	
TWELVE MONTH EDUCATIONAL AND GENERAL ADMINISTRATIVE POSITIONS																	
IPC		(1)	Chancellor, DSU	1	110,650	1	107,846	1	110,650	1	118,396	1	126,683				
		(2)	Vice Chanc. for Academic Affairs	1	88,150	1	85,916	1	88,150	1	94,321	1	100,923				
		(3)	Inst Information Tech Coord	1	85,896	1	83,225	1	84,000	1	91,909	1	98,342				
		(4)	Computer Support Manager	1	82,592	1	81,450	1	82,220	1	88,373	1	94,560				
		(5)	Information Systems Coord	1	82,592	1	80,546	1	83,251	1	88,373	1	94,560				
		(6)	Systems Specialist	5	82,592	5	80,532	4	83,025	5	88,373	5	94,560				
		(7)	Asst. to the Chancellor	1	82,523	1	80,432	1	82,523	1	88,300	1	94,481				
		(8)	Vice-Chanc. for Fiscal Affairs	1	82,523	1	80,432	1	82,523	1	88,300	1	94,481				
		(9)	Vice-Chanc. for Student Affairs	1	82,523	1	80,432	1	82,523	1	88,300	1	94,481				
		(10)	Network Support Specialist	2	79,415	2	60,468	2	64,225	2	84,974	2	90,922				
IPC		(11)	Sr Software Support Analyst	2	79,415	1	60,540	2	65,442	2	84,974	2	90,922				
A		(12)	Fiscal Support Pool	30						35		35					
			Fiscal Support Manager		77,934	9	62,440	13	63,582		83,389		89,227				
			Fiscal Support Supervisor		64,056	5	50,001	5	51,202		68,540		73,338				
			Accountant II		61,593	3	49,012	4	50,224		65,905		70,518				
			Accountant I		59,224	1	40,025	1	41,658		63,370		67,806				
			Fiscal Support Analyst		56,946	1	35,214	2	36,012		60,932		65,197				
			Fiscal Support Specialist		50,625	1	33,215	2	34,872		54,169		57,961				
			Accounting Technician		46,805	1	32,023	1	33,578		50,081		53,587				
			Fiscal Support Technician		43,274	1	30,257	1	31,547		46,303		49,544				
IPC	(13)		Public Safety Pool	38						38		38					
			HE Public Safety Commander III		76,361	2	65,548	2	68,825		81,706		87,425				
			Director Public Safety I		74,937	3	64,223	3	65,002		80,183		85,795				
			HE Public Safety Commander II		73,424	2	61,364	2	62,552		78,564		84,063				
			HE Public Safety Commander I		70,599	2	59,573	2	61,552		75,541		80,829				
			HE Public Safety Supervisor		62,763	1	48,015	1	50,214		67,157		71,858				
			Public Safety Officer		60,349	7	46,275	7	47,379		64,574		69,094				
			Public Safety Officer II		55,796	2	44,254	2	46,225		59,702		63,881				
			Security Officer Supervisor		52,650	3	42,125	4	44,224		56,336		60,279				
			Public Safety/Security Officer		47,694	3	30,000	4	32,244		51,033		54,605				
			HE Public Safety Dispatcher		40,009	2	28,225	2	30,252		42,810		45,806				
			Parking Control Supv		40,009	2	26,024	2	28,114		42,810		45,806				
			Security Officer		40,009	2	24,181	2	26,714		42,810		45,806				
			Parking Control Officer		38,471	2	22,447	2	24,810		41,164		44,045				
			Watchman		32,885	2	20,994	2	22,774		35,187		37,650				
		(14)	Systems Analyst	6	76,361	6	72,373	6	73,459	6	81,706	6	87,425				
		(15)	Computer Support Coordinator	1	73,424	1	49,627	1	55,482	1	78,564	1	84,063				
M		(16)	Project/Program Specialist	8	72,413	6	43,006	4	50,225	6	77,482	6	82,906				
N	(16.01)		Director of Development							1	83,678	1	89,536				
		(17)	Procurement Manager	1	72,055	1	41,221	1	43,112	1	77,099	1	82,496				
		(18)	Information Technology Manager	5	70,599	4	39,518	4	42,153	5	75,541	5	80,829				
		(19)	Dir. of Human Services	1	69,642	1	67,877	1	69,642	1	74,517	1	79,733				
		(20)	Dir. of Institutional Adv.	1	69,369	1	67,611	1	69,369	1	74,225	1	79,421				
		(21)	Computer Support Specialist	22	67,885	21	62,025	20	62,955	22	72,637	22	77,721				
		(22)	Data Base Analyst	3	67,885	2	65,285	3	66,926	3	72,637	3	77,721				
		(23)	Counselor	3	66,829	3	65,135	3	66,829	3	71,507	3	76,513				
		(24)	Curator	2	66,619	2	38,888	2	40,780	2	71,282	2	76,272				
		(25)	Development Specialist	1	66,619	1	38,774	1	40,685	1	71,282	1	76,272				
		(26)	Dir of Farming	1	66,619	1	38,667	1	40,523	1	71,282	1	76,272				
		(27)	Education Counselor	1	66,619	1	38,567	1	40,325	1	71,282	1	76,272				
IPC		(28)	Procurement Coordinator	2	66,619	2	38,446	2	40,002	2	71,282	2	76,272				
		(29)	Network Support Analyst	3	65,273	0	36,000	0	40,000	1	69,842	1	74,731				
D		(30)	Website Developer	2	65,273	0	39,828	0	40,425	0	69,842	0	74,731				
		(32)	Dir. of Continuing Education	1	64,001	0	0	1	64,001	1	68,481	1	73,275				

Attachment C

FORM A HIGHER EDUCATION PERSONAL SERVICES RECOMMENDATIONS FOR THE 2023-25 BIENNIUM

													AHECB		AHECB		
T C	CL CODE	ITEM #	POSITION TITLE	AUTHORIZED 2022-23		PAID 2021-22		BUDGETED 2022-23		REQUESTED 2023-24		REQUESTED 2024-25		RECOMMENDED 2023-24		RECOMMENDED 2024-25	
				#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL
DELTA STATE UNIVERSITY																	
X		(31)	Registrar	1	64,001	1	62,379	1	64,001	1	75,000	1	80,250				
		(33)	Dir. of Student Financial Aid	1	63,869	1	62,250	1	63,869	1	68,340	1	73,124				
		(34)	Dir. of Institutional Research	1	63,286	1	61,682	1	63,286	1	67,716	1	72,456				
		(35)	Information Systems Analyst	7	62,763	6	60,125	7	62,114	7	67,157	7	71,858				
		(36)	Information Systems Security Analyst	1	62,763	0	60,120	0	62,158	1	67,157	1	71,858				
D		(37)	Skilled Trades Pool	69						65		65					
			Skilled Trades Foreman		62,763	4	60,385	5	61,291		67,157		71,858				
			Skilled Trades Supervisor		60,349	8	58,062	8	58,933		64,574		69,094				
			Skilled Tradesman		58,028	41	55,829	24	58,740		62,090		66,436				
			Skilled Trades Helper		44,096	5	36,691	21	37,241		47,183		50,486				
			Apprentice Tradesman		39,202	2	34,091	4	35,880		41,946		44,882				
		(38)	Dir. of Computer Services	1	62,726	1	61,136	1	62,726	1	67,117	1	71,815				
		(39)	Asst Dir of Financial Aid	1	61,593	1	59,996	1	61,593	1	65,905	1	70,518				
		(40)	Budget Specialist	1	61,593	1	59,991	1	61,593	1	65,905	1	70,518				
		(41)	Human Resources Analyst	2	61,593	3	59,988	2	61,593	2	65,905	2	70,518				
		(42)	Maintenance Coordinator	1	61,593	0	59,974	0	61,593	1	65,905	1	70,518				
		(43)	Production Artist	2	61,593	1	59,844	1	61,593	2	65,905	2	70,518				
		(44)	Research Project Analyst	1	61,593	0	59,823	1	61,593	1	65,905	1	70,518				
D		(45)	Staff Development Coordinator	1	61,593	0	59,811	0	61,593	0	65,905	0	70,518				
		(46)	Business Manager	1	61,273	1	59,720	1	61,273	1	65,562	1	70,151				
		(47)	Controller	1	61,273	1	59,720	1	61,273	1	65,562	1	70,151				
		(48)	Dean of Advanced Studies	1	60,733	0	0	1	60,733	1	64,984	1	69,533				
		(49)	Asst Director of Farming	1	59,224	1	57,895	1	58,946	1	63,370	1	67,806				
		(50)	Buyer	1	59,224	1	57,796	1	58,936	1	63,370	1	67,806				
D		(51)	Construction Inspector	1	59,224	0	57,649	0	58,836	0	63,370	0	67,806				
		(52)	Construction/Maint Coordinator	2	59,224	2	57,589	2	58,796	2	63,370	2	67,806				
		(53)	Design Consultant	1	59,224	1	57,469	0	58,697	1	63,370	1	67,806				
		(54)	Dir of Housekeeping	1	59,224	0	57,348	0	58,569	1	63,370	1	67,806				
		(55)	HEI Program Coordinator	25	59,224	25	57,295	24	58,449	25	63,370	25	67,806				
		(56)	Public Information Specialist	1	59,224	1	57,108	1	58,334	1	63,370	1	67,806				
		(57)	Radio News Director	1	59,224	1	57,001	1	58,226	1	63,370	1	67,806				
		(58)	Radio Program Director	1	59,224	1	57,608	1	58,123	1	63,370	1	67,806				
C		(58.01)	Dir. of Physical Plant	1	59,077	1	57,580	1	59,077	1	63,212	1	67,637				
T		(59)	Dir. of Admissions	1	58,189	1	56,714	1	58,189	0	0	0	0				
T		(59.01)	Director of Enrollment Management							1	62,262	1	66,621				
		(60)	Computer Support Technician	7	58,028	5	29,543	5	30,134	6	62,090	6	66,436				
		(61)	Administrative Support Pool	136						136		136					
			Administrative Assistant		56,946	1	54,221	2	55,782		60,932		65,197				
			Administrative Analyst		56,946	21	54,120	21	55,145		60,932		65,197				
			Administrative Support Supervisor		52,650	32	50,210	32	51,226		56,336		60,279				
			Administrative Specialist III		50,625	42	48,225	42	49,647		54,169		57,961				
			Administration Support Specialist		50,625	0	48,100	2	49,246		54,169		57,961				
			Administrative Specialist II		45,005	24	43,012	24	44,569		48,155		51,526				
			Administrative Support Specialist		45,005	1	43,001	2	44,256		48,155		51,526				
			Administrative Specialist I		40,009	4	38,123	5	39,144		42,810		45,806				
		(62)	Assistant Registrar	5	56,946	4	54,102	4	55,669	5	60,932	5	65,197				
		(63)	Financial Aid Analyst	8	56,946	6	54,001	7	55,569	8	60,932	8	65,197				
		(64)	Library Support Pool	18						18		18					
			Library Supervisor		56,946	1	54,000	1	55,325		60,932		65,197				
			Library Specialist		48,678	0	0	0	0		52,085		55,731				
			Library Technician		45,005	11	43,264	11	45,001		48,155		51,526				
			Library Support Assistant		41,610	4	39,510	4	40,025		44,523		47,639				
		(65)	Payroll Services Specialist	1	56,946	0	53,664	0	54,256	1	60,932	1	65,197				
		(66)	Computer Operator	11	55,796	10	53,032	7	53,827	10	59,702	10	63,881				
		(67)	Broadcast Production Specialist	3	54,756	3	52,449	3	53,889	3	58,589	3	62,690				
		(68)	Commercial Graphic Artist	2	54,756	2	52,346	2	53,668	2	58,589	2	62,690				
D		(69)	Safety Supervisor	1	54,756	0	52,136	0	53,449	0	58,589	0	62,690				

Attachment C

FORM A HIGHER EDUCATION PERSONAL SERVICES RECOMMENDATIONS FOR THE 2023-25 BIENNIUM

T C	CL CODE	ITEM #	POSITION TITLE	AUTHORIZED 2022-23		PAID 2021-22		BUDGETED 2022-23		REQUESTED 2023-24		REQUESTED 2024-25		AHECB RECOMMENDED 2023-24		AHECB RECOMMENDED 2024-25	
				#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL
D			DELTA STATE UNIVERSITY														
		(70)	Warehouse Manager	2	54,756	1	52,041	1	53,226	1	58,589	1	62,690				
		(71)	Comm Artist I/Graphic Artist I	3	52,650	3	50,778	3	51,976	3	56,336	3	60,279				
		(72)	Human Resources Specialist	2	52,650	2	50,669	2	51,889	2	56,336	2	60,279				
		(73)	Inventory Control Manager	1	52,650	0	50,558	0	51,875	1	56,336	1	60,279				
		(74)	Landscape Supervisor	1	52,650	0	50,449	0	51,745	1	56,336	1	60,279				
		(75)	Multi-Media Specialist	3	52,650	2	50,224	3	51,186	3	56,336	3	60,279				
		(76)	Museum Registrar	1	52,650	1	50,112	1	51,012	1	56,336	1	60,279				
		(77)	Director of Transit & Parking	1	50,625	1	48,567	1	49,556	1	54,169	1	57,961				
		(78)	Farm Foreman - Institutional	1	50,625	1	48,456	1	49,445	1	54,169	1	57,961				
		(79)	Maintenance Specialist	5	50,625	5	48,345	5	49,334	5	54,169	5	57,961				
		(80)	Payroll Technician	2	50,625	2	48,234	2	49,223	2	54,169	2	57,961				
		(81)	Purchasing Technician	1	50,625	1	48,123	1	49,112	1	54,169	1	57,961				
		(82)	Research Assistant	1	50,625	0	48,012	0	49,001	0	54,169	0	57,961				
		(83)	Coordinator of Housekeeping	4	48,678	4	48,678	4	48,678	4	52,085	4	55,731				
		(84)	Pest Control Tech	1	48,678	1	48,546	1	48,800	1	52,085	1	55,731				
		(85)	Call Center Specialist	6	47,694	4	46,255	4	47,485	6	51,033	6	54,605				
		(86)	Dir. of Disability Services	1	47,357	1	46,157	1	47,357	1	50,672	1	54,219				
		(87)	Admissions Analyst Supervisor	1	46,805	1	45,567	1	46,391	1	50,081	1	53,587				
		(88)	Farm Maint Mechanic	1	46,805	1	45,456	1	46,289	1	50,081	1	53,587				
		(89)	Landscape Specialist	3	46,805	3	45,345	3	46,178	3	50,081	3	53,587				
		(90)	Admissions Analyst II	7	45,005	7	44,345	7	45,678	7	48,155	7	51,526				
		(91)	Broadcast Announcer	2	45,005	1	44,234	1	45,567	1	48,155	1	51,526				
		(92)	Heavy Equipment Operator	17	45,005	15	44,123	15	45,456	17	48,155	17	51,526				
		(93)	Cashier	3	43,274	3	42,456	2	43,203	3	46,303	3	49,544				
		(94)	Inventory Control Technician	4	43,274	3	42,345	3	43,102	4	46,303	4	49,544				
		(95)	Maintenance Assistant	5	43,274	4	42,234	4	43,001	5	46,303	5	49,544				
		(96)	Director of Administrative Support Svcs.	1	42,260	1	41,189	1	42,260	1	45,218	1	48,383				
		(97)	Registrars Assistant	2	41,610	2	39,001	2	40,017	2	44,523	2	47,639				
		(98)	Agricultural Lab Technician	2	40,009	1	38,042	2	39,579	2	42,810	2	45,806				
		(99)	Institutional Svcs Supervisor	13	36,991	11	34,853	11	35,265	13	39,580	13	42,351				
		(100)	Institutional Svcs Assistant	65	35,568	59	33,268	60	34,895	65	38,058	65	40,722				
				551		478		491		539		539		0		0	
			TWELVE MONTH EDUCATIONAL AND GENERAL ACADEMIC POSITIONS														
		(101)	Division Chairperson	4	75,388	4	73,478	4	75,388	4	80,665	4	86,312				
		(102)	Head Librarian	1	68,279	1	66,549	1	68,279	1	73,059	1	78,173				
		(103)	Dir. of Resource Center	1	50,600	1	49,318	1	50,600	1	54,142	1	57,932				
		(104)	Student Development Specialist	4	43,289	4	42,192	4	43,289	4	46,319	4	49,562				
		(105)	Asst. Librarian	2	42,034	2	40,969	2	42,034	2	44,976	2	48,125				
				12		12		12		12		12		0		0	
			NINE MONTH EDUCATIONAL AND GENERAL ACADEMIC POSITIONS														
		(106)	Faculty	62		55		58		62		62					
			Professor		62,516		60,932		62,516		66,892		71,575				
			Assoc. Professor		58,838		57,347		58,838		62,957		67,364				
			Asst. Professor		51,854		50,540		51,854		55,484		59,368				
			Instructor		45,051		43,909		45,051		48,205		51,579				
		(107)	Part-Time Faculty	100	35,596	96	34,694	100	35,596	105	38,088	105	40,754				
A				162		151		158		167		167		0		0	

Attachment C

FORM A HIGHER EDUCATION PERSONAL SERVICES RECOMMENDATIONS FOR THE 2023-25 BIENNIUM

				AUTHORIZED		PAID		BUDGETED		REQUESTED		REQUESTED		AHECB		AHECB	
T	CL	ITEM	POSITION		2022-23		2021-22		2022-23		2023-24		2024-25		2023-24		2024-25
C	CODE	#	TITLE	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL	#	ANNUAL SAL
DELTA STATE UNIVERSITY																	
TWELVE MONTH AUXILIARY ENTERPRISES POSITIONS																	
M		(107.01)	Project/Program Specialist							2	73,789	2	78,954				
D		(108)	Dir. of Food Service	1	53,982	0	0	0	0	0	0	0	0				
		(109)	Athletic Director	1	135,287	1	113,923	1	126,986	1	144,758		154,891				
		(110)	Head Coach	11	123,608	9	109,277	10	109,550	11	132,261		141,519				
		(111)	Director of Health Services	1	115,103	1	89,628	1	89,628	1	123,160		131,781				
		(112)	Business Manager	1	106,888	0	0	0	0	1	114,370		122,376				
		(113)	Asst. Athletic Director	1	103,858	0	0	0	0	1	111,129		118,908				
		(114)	Advance Practice Nurse	1	102,245	1	82,416	1	82,416	1	109,402		117,060				
		(115)	Athletic Compliance Officer	1	100,604	1	0	1	0	1	107,646		115,181				
		(116)	Director of Residence Life	2	98,113	2	42,420	1	42,420	2	104,981		112,329				
		(117)	Asst. Coach	14	97,167	11	60,600	11	60,600	14	103,969		111,247				
		(118)	Athletic Academic Director	1	97,167	0	0	0	0	1	103,969		111,247				
		(119)	Head Athletic Trainer	1	97,167	1	47,549	1	47,668	1	103,969		111,247				
		(120)	Registered Nurse Practitioner	1	93,691	1	68,569	1	68,569	1	100,249		107,267				
		(121)	Assistant Sports Information Dir.	1	91,012	1	33,297	1	33,297	1	97,383		104,199				
		(122)	Athletic Facility Manager	1	81,740	1	42,148	1	42,148	1	87,462		93,584				
		(123)	Fiscal Support Pool	1						1							
			Fiscal Support Manager		77,934	0	0	0	0		83,389		89,227				
			Fiscal Support Supervisor		64,056	0	0	0	0		68,540		73,338				
			Accountant II		61,593	1	46,532	1	50,445		65,905		70,518				
			Accountant I		59,224	0	0	0	0		63,370		67,806				
			Fiscal Support Analyst		56,946	0	0	0	0		60,932		65,197				
			Fiscal Support Specialist		50,625	0	0	0	0		54,169		57,961				
			Accounting Technician		46,805	0	0	0	0		50,081		53,587				
			Fiscal Support Technician		43,274	0	0	0	0		46,303		49,544				
		(124)	Registered Nurse	2	69,283	1				2	74,133		79,322				
		(125)	Educational Counselor	1	66,619	1				1	66,619		66,619				
		(126)	Skilled Trades Pool	3						3							
			Skilled Trades Foreman		62,763	0	0	0	0		67,157		71,858				
			Skilled Trades Supervisor		60,349	1	40,254	1	42,658		64,574		69,094				
			Skilled Tradesman		58,028	1	32,001	1	34,254		62,090		66,436				
			Skilled Trades Helper		44,096	0	0	0	0		47,183		50,486				
			Apprentice Tradesman		39,202	0	0	0	0		41,946		44,882				
		(127)	Assistant Athletic Trainer	3	62,679	2	46,823	2	46,824	3	67,066		71,761				
		(128)	Maintenance Coordinator	1	61,593	1	56,002		58,221	1	65,905		70,518				
		(129)	Production Artist	1	61,593	0	0	0	0	1	65,905		70,518				
		(130)	Administrative Support Pool	1						1							
			Administrative Assistant		56,946	0	0	0	0		60,932		65,197				
			Administrative Analyst		56,946	1	52,012	1	54,789		60,932		65,197				
			Administrative Support Supervisor		52,650	0	0	0	0		56,336		60,279				
			Administrative Specialist III		50,625	0	0	0	0		54,169		57,961				
			Administration Support Specialist		50,625	0	0	0	0		54,169		57,961				
			Administrative Specialist II		45,005	0	0	0	0		48,155		51,526				
			Administrative Support Specialist		45,005	0	0	0	0		48,155		51,526				
			Administrative Specialist I		40,009	0	0	0	0		42,810		45,806				
		(131)	Special Events Manager	1	56,946	0	0	0	0	1	60,932		65,197				
		(132)	LPN	2	52,650	2	50,339	2	51,286	2	56,336	2	60,279				
		(133)	Maintenance Specialist	2	50,625	1	48,542	1	49,557	2	54,169		57,961				
		(134)	Campus Postmaster	1	46,805	1	44,875	1	45,987	1	50,081		53,587				
		(135)	Maintenance Assistant	3	43,274	1	41,258	1	42,896	3	46,303		49,544				
		(136)	Special Events Worker	2	40,009	1	38,002	1	39,645	2	42,810		45,806				
		(137)	Shipping and Receiving Clerk	1	38,471	1	36,885	1	37,578	1	41,164		44,045				
		(138)	Stadium Maintenance Supervisor	1	38,471	1	36,785	1	37,468	1	41,164		44,045				
		(139)	Institutional Services Supervisor	1	36,991	1	34,556	1	35,457	1	39,580		42,351				

Attachment C

FORM A HIGHER EDUCATION PERSONAL SERVICES RECOMMENDATIONS FOR THE 2023-25 BIENNIUM

T C	CL CODE	ITEM #	POSITION TITLE	AUTHORIZED		PAID		BUDGETED		REQUESTED		REQUESTED		AHECB		AHECB	
				#	2022-23 ANNUAL SAL	#	2021-22 ANNUAL SAL	#	2022-23 ANNUAL SAL	#	2023-24 ANNUAL SAL	#	2024-25 ANNUAL SAL	#	2023-24 ANNUAL SAL	#	2024-25 ANNUAL SAL
		(140)	DELTA STATE UNIVERSITY														
			Institutional Services Assistant	<u>12</u>	35,568	<u>6</u>	33,245	<u>8</u>	34,687	<u>12</u>	38,058	<u>4</u>	40,722	<u>0</u>		<u>0</u>	
				78		54		53		79				0		0	
			TOTAL DSU	<u>803</u>		<u>695</u>		<u>714</u>		<u>797</u>		<u>722</u>		<u>0</u>		<u>0</u>	