

INSTITUTIONS OF HIGHER EDUCATION
PERSONAL SERVICES REQUEST INSTRUCTIONS
FOR THE 2025-27 BIENNIUM

ARKANSAS DIVISION OF HIGHER EDUCATION
APRIL 17, 2024

PERSONAL SERVICES REQUEST INSTRUCTIONS

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PERSONAL SERVICES REQUEST INSTRUCTIONS FOR THE 2025-27 BIENNIAL YEAR

GENERAL INFORMATION

Institutions of higher education will submit their 2025-27 personal services requests for positions to the Arkansas Division of Higher Education (ADHE).

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 (Form A), 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 **Friday - May 17, 2024**.

Requests for Line-Item Maximums for New Fiscal Years: 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 3.2%; these increases are reflected on Form A. Follow Transaction Procedures for any requested increases greater than these shown on Form A.

Central Pool Positions

Central pool positions may be established during the year. These positions are to be designated by the letter "C" in the Transaction Code column. Institutions/entities should add central 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/entities Form A.**

Surrender Pool Positions

Surrender pool positions may be established during the year. These positions are to be designated by the letter "S" in the Transaction Code column. Institutions/entities should add surrender 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/entities Form A.**

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 2023-24 Appropriation Act.

Already provided for the institution, Form A contains:

- Current line-item numbers
- Current position titles
- Current number of positions authorized for each position title
- 2025-27 line-item maximum salary for each position title

This information is reflected in your institutional/entity appropriation act(s) and should not be changed unless you first consult with ADHE Institutional Finance staff. (You may add lines and/or 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 2023-24 amounts using expected guidelines. Institutions need to verify the salary requests and numbers of positions and enter any requested personnel changes in number and salary. Detailed instructions are provided later in this document on how to make these changes.

Additional Positions

Institutions/entities should request positions, as they consider necessary. To limit increases in numbers of positions, institutions/entities 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 indicate 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 Institutional Finance staff will review requests and make recommendations to the Arkansas Higher Education Coordinating Board at its regular meeting on July 26, 2024. 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 Friday - May 17, 2024**. Email a copy of Forms A and B including any other supporting documentation (narratives) to Chandra.Robinson@adhe.edu.

When collating request documents, please collate in this order:

- (1) Form A
- (2) Form B
- (3) Narrative explanation of the need for additional/new positions
- (4) 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 (G): Enter the number of actual positions paid in 2023-24. 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 (H): Enter the **highest annualized salary** paid to any incumbent of a position of that title in 2023-24. **NOTE: For any positions in a pool, you will enter the highest annualized salary next to each title**
- Column (I): Enter the number of positions budgeted in 2024-25.
- Column (J): Enter the highest annualized salary budgeted in 2024-25.

(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.

(3) It is necessary for each institution/entity to submit a completed Form A even if no changes are requested for FY26 or FY27

Requests with Changes

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

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

- Column (G): Enter the number of actual positions paid in 2023-24. 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 (H): For all positions, enter the highest annualized salary paid to any incumbent of a position of that title in 2023-24.
- Column (I): Enter the number of positions budgeted in 2024-25.
- Column (J): For all positions, enter the highest annualized salary budgeted in 2024-25.

(3) Verify that the requested number of positions (FY26 - Column K & FY27 - Column M) and the line-item maximum salaries (FY26 - Column L & FY27 - Column N) for each position title are correct.

(4) If a change in positions is requested, enter in column (A) of Form A the appropriate transaction code from the list below. Follow the instructions for Transaction Codes and 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 (i.e., “IPC,” “M” & “T”). 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 for the position authorized on item number (16) insert a line below and number it (16.01). The next assigned number within that line item would be (17), if there were no additional lines to insert.

Transaction Codes and Procedures

To enter institutional/entity 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 (K) and (M) 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 all REQUESTED columns (FY26 - Column K & FY27 - Column M). 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. If the title does not exist in an institutions/entity's current appropriation act, ADHE has included any Central Pool positions that have been approved since August 2022 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 Column "A" of the inserted line. Enter all information for the paid, budgeted and requested columns. See Attachment C for example. NOTE: These positions should be designated on your institutions/entities Form A.</p>		
Code:	S	SURRENDER POOL
<p>Procedure: This code should be used to designate Surrender Pool positions authorized during the biennium. Institutions/entities should add any Surrender Pool positions that have been surrendered and/or approved for FY24. 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 "S" in the Transaction Code (TC) column for all Surrender Pool positions (those surrendered as well as those requested and approved). 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/entities Form A.</p>		
Code:	M	MOVE POSITION TO NEW SECTION
<p>Procedure: If the request is to move a position title 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 (K) through (M) as well as columns (L) and (N). 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 (K) and (M) and the requested salaries in Columns (L) and (N).</p>		

Code:	N	NEW TITLE
<p>Procedure: If a position(s) of a new title not currently authorized in the institution's/entity'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 (Column K and Column M) and the requested salaries in columns (L) through (N). See Attachment C for example. List the new positions on Form B. Supporting narrative is required.</p> <p>New Pool Requests - If you would like to request a pool of positions, please include the pool on Form A just as you would for a new position as mentioned above. Please contact ADHE staff prior to submission to discuss the merits of the pool. Supporting narrative is required.</p>		
Code:	T	TITLE CHANGE
<p>Procedure: Enter the transaction code "T" for a title change from a position's current title to a new title not currently listed in the institution's appropriation act. The new title should have no significant change in duties or salary changes beyond ADHE guidelines. If duties are to change significantly, request a new position. Enter information in the paid columns (Column G and Column H) and budgeted columns (Columns I and Column J) as normal. Enter "0" (zero) in the requested columns (K) through (N). 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 (K) and (M) and the requested salaries in columns (L) and (N). See Attachment C for example.</p>		
Code:	U	SALARY DECREASE.
<p>Procedure: If a request is made to reduce a line-item salary to an amount less than that on columns (L) and (N), 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 (L) and (N). Supporting narrative is required.</p>		
Code:	X	EXCEPTIONAL SALARY INCREASE
<p>Procedure: If a request is made to increase a line-item maximum salary above the maximum salaries listed in columns (L) and (N), 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 (L) and (N). See Attachment C for example. Supporting narrative is required.</p>		

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

Vacancies Report

Each Form A file for the 2025-27 biennium includes a tab to report vacancies. Please provide the total number of positions vacant for 2023-24 per line item in column G. In addition, please provide the total number of positions vacant for two (2) years or more in column I.

INSTRUCTIONS FOR COMPLETING FORM B

To limit overall increases in numbers of positions, institutions/entities 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 and new positions by the item number on Form A and, if appropriate, identify any position(s) to be deleted. Form B (Attachment B) can be found on the spreadsheet 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, Including New Pool Requests

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.

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 columns (L) and

(N). Such needs might include recruiting problems, internal equity problems, organizational restructuring, or expansion of job duties. Institutions/entities 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 A.C.A § 21-5-1415 (Act 778 of 2023).

SURRENDER POOL POSITIONS: Positions surrendered and those established during the year by the authority of A.C.A § 6-63-319. (Act 778 of 2023).

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

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 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 2025-27: 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: 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	
			#	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		

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 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				

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 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																
	(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				

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 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																
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>