



Arkansas Department of Higher Education

114 East Capitol • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Mike Beebe
Governor

Shane Broadway
Interim Director

September 23, 2013

The Honorable Uvalde Lindsey, Chair
The Honorable Andrea Lea, Chair
Personnel Committee of the Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

Dear Senator Lindsey and Representative Lea:

Southeast Arkansas College (SEARK) requests the establishment of two (2) classified positions from the Higher Education Central Pool authorized by Act 1397 of 2013. In accordance with the provisions of the Act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

Requested

Title: Network Support Analyst
Grade – FY14: C118
Number of Positions: 1

Recommendation

Title: Network Support Analyst
Grade – FY14: C118
Number of Positions: 1

Requested

Title: Research Project Analyst
Grade – FY14: C117
Number of Positions: 1

Recommendation

Title: Research Project Analyst
Grade – FY14: C117
Number of Positions: 1

These positions are being requested to assist the college in making data driven decisions. These titles currently exist at other institutions and colleges across the state.

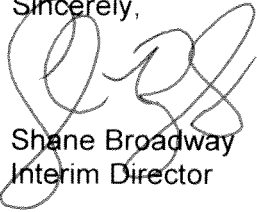
The Network Support Analyst will be responsible for monitoring all network systems for potential problems. He/she will provide maintenance and support for network systems and assists with implementation of new network projects. The Network Support Analyst will install, configure, upgrade and/or replace computer hardware and software for users. This individual will make recommendations for network maintenance and hardware purchases as well as prepare requisitions. The Network Support Analyst will maintain inventory records for all network and microcomputer inventory, process requests and document disposal of obsolete inventory.

The Research Project Analyst will research, verify, extract and analyze information and data for statistical reports for internal and external users for the institution as required by management and outside federal and state funding sources. This individual will design, distribute and analyze survey questionnaires and reports used in data collection by the institution. In addition, the Research Project Analyst will define and write various monthly, quarterly and annual reports

of data collection projects. He/she will extract data from existing databases in response to special and recurring requests as needed for analysis by the institution. The Research Project Analyst will also support and maintain data collection sources to ensure proper reporting and analysis of survey information and other data extracted for institutional analysis and reporting.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Broadway', written in a cursive style.

Shane Broadway
Interim Director