



Arkansas Department of Higher Education

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Mike Beebe
Governor

Shane Broadway
Director

April 30, 2014

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:

Southern Arkansas University Tech (SAUT) 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: Payroll Services Coordinator
Grade – FY14: C119
Number of Positions: 1

Recommendation

Title: Payroll Services Coordinator
Grade – FY14: C119
Number of Positions: 1

Requested

Title: Institutional Services Assistant
Grade – FY14: C103
Number of Positions: 1

Recommendation

Title: Institutional Services Assistant
Grade – FY14: C103
Number of Positions: 1

These positions are being requested to align the coordinator job description with the actual duties and responsibilities and to prevent undue hardship on the current staff of the Physical Plant Department due to the addition of a new Student Center. These titles currently exist at many institutions across the state.

The Payroll Services Coordinator will be responsible for overseeing payroll operations in an organization in state government. This individual will provide supervision to a subordinate payroll services staff by making work assignments, providing instructions, reviewing work performed, and evaluating employee performance. In addition, the Payroll Services Coordinator will establish code files, benefit definitions, tax tables, and other validation codes, required by automated information systems and updates accounts, for payroll deductions and taxes, as necessary. He/she will develop payroll procedures and requirements, provides technical assistance to organization administration, and assists work units with resolving payroll problems. The Payroll Services Coordinator will counsel employees regarding organization and state payroll policies and procedures, salary amounts, deductions, levies, leave payments, tax

changes, Internal Revenue Service and Social Security Administration restrictions and regulations, and other related payroll matters. Audits payroll records, makes necessary corrections, and balances records with general ledger. Reviews, balances, and submits payroll services reports required by governmental regulations. Plans and develops implementation and revisions to payroll automated systems with organizational work units. Provides direction and assistance to departmental timekeepers and communicates updates, modifications, and changes.

The Institutional Services Assistant will be responsible for maintaining a clean working environment of all of the on-campus and off-campus facilities. This individual will be responsible for essential daily job duties such as removing trash from waste baskets, dumping trash, and sanitizing and re-lining trash receptacle. In addition, the Institutional Services Assistant will wipe/clean furniture, fixtures and surfaces. He/she will also assist in set-up of events and cleaning after events

Thank you for your consideration.

Sincerely,

Shane Broadway
Director