



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office
1509 West Seventh Street, Suite 201
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1823
www.dfa.arkansas.gov

December 14, 2016

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Higher Education (ADHE) for your review.

The Arkansas Department of Higher Education has requested a special entry rate of \$59,500, which is between midpoint and maximum of grade C122, for an exceptionally well qualified applicant for the classification DHE Program Specialist, G102C.

Sylvester E. Cartwright's qualifications include a Bachelor of Business Administration as well as twenty-four years of experience in the field of higher education. The following is a detailed comparison of the minimum qualifications of the classification and Mr. Cartwright's education and experience.

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in business administration, public administration or related field; plus two years of experience in grants / contracts management or a related field.

APPLICANT'S QUALIFICATIONS

EDUCATION

August 1982 – May 1987; University of Arkansas at Little Rock; Little Rock, Arkansas; Bachelor of Business Administration.

EXPERIENCE

September 2016 – Present; University of Arkansas at Little Rock, Human Resources; Little Rock, Arkansas; Program Analyst.

Senator Uvalde Lindsey, Co-Chairperson
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February 2014 – September 2016; University of Arkansas at Little Rock, Institutional Research;
Little Rock, Arkansas; Research Assistant.

October 1992 – January 2014; University of Arkansas at Little Rock, Testing Services; Little
Rock, Arkansas; Research Assistant.

JUSTIFICATION

Statewide, there are nine positions classified as DHE Program Specialist with an average annual salary of \$55,897.80 and 13.94 average years of state service. Of these nine positions, all are located within the Arkansas Department of Higher Education. The statewide / agency turnover rate for this classification was one out of ten positions or 10.00% within the previous year.

Mr. Cartwright is currently employed through the University of Arkansas at Little Rock's Department of Human Resources as a Program Analyst with an annual salary of \$57,500. His responsibilities within the university include creating specialized reports, maintaining inventory of computer equipment, training departmental employees on new software, identifying requisite software modifications and then developing courses of actions, as well as controlling information uploads onto their departmental website. His ADHE position is situated within their Division of Research and Technology and should necessitate developing practical analytical methods and reporting mechanisms for the agency to use with institution data.

Based on salary analysis, the Office of Personnel Management recommends approval of this requested special entry rate of \$59,500, which is between midpoint and maximum of grade C122, for the classification DHE Program Specialist, G102C. Approval of this requested special entry rate would result in a \$2,000 or 3.48% increase in the applicant's current annual salary.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

DEC - 5 2016

Date

KB/jlh: 1-2



Arkansas Department of Higher Education

423 Main Street, Suite 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Asa Hutchinson
Governor

Maria Markham, Ph.D.
Director

November 28, 2016

Ms. Kay Barnhill
State Personnel Administrator
Office of Personnel Management –DFA 1509 West 7th Street
Little Rock, AR 72201




Dear Ms. Barnhill:

Attached is a special entry rate request of \$59,500 for a DHE Program Specialist Grade C122 position.

With over 20 years in Arkansas higher education, Mr. Sylvester Cartwright has the higher education knowledge and technical data skill set to be an exemplary agency employee within Research and Technology. Mr. Cartwright holds a BBA in Management from UALR and an in-depth knowledge of higher education data and programming skills to ensure high quality data for the agency. He is currently making \$57,500 at UALR and the agency would like to recruit his skill set; therefore, a higher entry is needed due to his extensive higher education experience and skill set.

I would ask at your earliest convenience for your serious consideration of this request. Please call me or Harold Criswell if you need additional information.

Sincerely,


Maria Markham, Ph.D.
Director



DEPARTMENT OF FINANCE AND ADMINISTRATION

Office of Personnel Management

Special Entry Rate

Exceptionally Well Qualified Applicant

0700 Department of Higher Education

Agency # / Agency or Institution Name

22132329

G102C DHE Program Specialist

C122

Position/Item Number

Class Code / Title (Attach description of job duties)

Grade

Silvester Cartwright

\$57,500.00

\$59,500.00

Applicant's Name

Current Annual Salary

Requested Annual Salary

Applicant's Qualifications (Please summarize. Attach Resume and completed State Job Application Form).

Over 20 years in Arkansas higher education, Mr. Sylvester Cartwright has the higher education knowledge and technical data skill set to be an exemplary agency employee within Research and Technology. Mr. Cartwright holds a BBA in Management from UALR and an in-depth knowledge of higher education data and programming skills to ensure high quality data for the agency.

Minimum Qualifications (Use same description as stated on Class Specification).

The formal education equivalent of a bachelor's degree in business administration, public administration, information technology, accounting, economics, finance, financial management, or related field; Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Attach OPM Form 081 For Eligible Applicants Not Selected

Agency/Institution Personnel Representative

Date

11/28/2016

Agency/Institution Director/Chancellor

Date

11/28/2016

Office of Personnel Management - Action

Reviewed By:

OPM Personnel Representative

Date

Classification and Compensation Manager

Date

[<< Back to Applicants Section](#)

Application for Employment: Sylvester E Cartwright

Last Name: Cartwright Mailing Address: [REDACTED]
 First Name: Sylvester City: [REDACTED]
 Middle Name: E State: AR
 Home Phone: [REDACTED] Zip Code: [REDACTED]
 Work Phone: [REDACTED] E-mail Address: [REDACTED]
 Message Phone: [REDACTED]

Jobs Applied For In Your Agency

Job Name	Closing Date	Position Number	Class Code
DHE PROGRAM SPECIALIST	10/31/2016	22132329	G102C

Job Name	How did you learn about Job	Apply before	What name did you use at the time
DHE PROGRAM SPECIALIST	www.arstatejobs.com	No	

Employment Status Section

Will you accept employment anywhere in the State? ☐ Yes ☒ No
 If no, where would you accept employment? PULASKI

Will you accept any type of employment? ☐ Yes ☒ No
 If no, check which type(s) of employment you will accept: Full

Have you ever been employed by Arkansas State Government? ☐ Yes ☒ No
 If yes, what was your name at that time?

May we contact your current employer? ☒ Yes ☐ No
 May we contact your former employer(s)? ☒ Yes ☐ No

Professional Licenses

Please list professional license(s) relevant to position(s) for which you are applying. Provide type of license, license number, date of expiration and issuing state.

Work History

List all prior work experience, including military service, beginning with your most recent employment. Include all work experience even if you do not believe that experience is related to the position or positions for which you are applying. You may include volunteer or unpaid work as part of your history; however, you should include the number of hours per week which you performed these duties. If you wish to include a resume instead of completing the work history section, make sure all the requested information is included.

Employment History:	Employment Dates
UALR Human Resources/ITS	From: 09 2016
Mailing Address:	To: Still Employed 0000
2801 South University	0 years, 2 months
City: Little Rock	Average hours worked per week: 40
State: AR Zip Code: 72204	Salary Information
Business Phone: [REDACTED]	Lowest: \$ 57500 per Year
Type of Business: Education	Highest: \$ 57500 per Year
Supervisor's Name: [REDACTED]	Reason for leaving:
Name under which you were employed:	Current Employed
Sylvester E Cartwright	
Your job title:	
Program Analyst	

Your job duties. Please be specific.

Write SQL queries to produce reports, provide technical assistance purchasing computers, assist with resolving problems with computers in office, Argos reports, website management

Employment History:	Employment Dates
UALR - Institutional Research	From: 01 2014
Mailing Address:	To: 09 2016
2801 South University	2 years, 8 months
City: Little Rock	Average hours worked per week: 40
State: AR Zip Code: 72204	Salary Information
Business Phone: [REDACTED]	Lowest: \$ 52000 per Year
Type of Business: Education	Highest: \$ 56500 per Year
Supervisor's Name: [REDACTED]	Reason for leaving:
Name under which you were employed:	Career Advancement
Sylvester E Cartwright	
Your job title:	
Research Assistant	

Your job duties. Please be specific.

SQL queries, ad hoc reporting, Argos reporting, ADHE term file

Educational History

High School Education

Received Diploma: Bachelor Certificate Type: If none, highest grade completed: 0

Post-Secondary, College, University, Trade/Vocational Schools Attended

School Name:	From:	08	1982
University of Arkansas Little Rock	To:	05	1987
City:	Hours Completed:	132	Semester
Little Rock	Graduation:	05	1987
State:	Degree or Diploma Awarded:		
AR	Bachelor--Other:		
Major/Minor: Management/			

Special Skills

Typing Speed - Corrected words per minute: 60

Stenographic Speed - Words per minute:

Can you transcribe machine dictation? Yes ☐ No ☒

List the business machines, computers and word processors you can operate:

List any other skills relative to the job(s) for which you are applying: SQL MS Office Writing Skills Windows Operating System

References

Please list three (3) persons not related to you, who have knowledge of your work qualifications, are not previous or current employer(s), and can serve as a reference for you.

Name:

Address, City, State, Zip:

Phone Number:

Name:

Address, City, State, Zip:

Phone Number:

Name:

Address, City, State, Zip:

Phone Number:

Disclosure Requirements

Governor's Executive Order 98-04, Governor's Policy Directive #8, and ACA §21-8-304 require that the following information be disclosed to be considered for employment with the State of Arkansas.

1. Are you one of the following

- | | |
|---|--|
| <input type="checkbox"/> current member of the AR General Assembly? | <input type="checkbox"/> former member of the AR General Assembly? |
| <input type="checkbox"/> current constitutional officer? | <input type="checkbox"/> former constitutional officer? |
| <input type="checkbox"/> current state employee? | <input type="checkbox"/> former state employee? |

2. Is your spouse, brother, sister, parent and/or child of yourself or your spouse one of the following

- | | |
|---|--|
| <input type="checkbox"/> current member of the AR General Assembly? | <input type="checkbox"/> former member of the AR General Assembly? |
| <input type="checkbox"/> current constitutional officer? | <input type="checkbox"/> former constitutional officer? |
| <input type="checkbox"/> current state employee? | <input type="checkbox"/> former state employee? |

☒ 3. None of the above applies

4. If any box is checked in #1 or #2 above, you will be required to disclose additional information if you are selected for interview.

Note to Hiring Official: If the applicant marks #3 above, no additional forms must be completed. If the applicant marks any box in #1 or 2 above, s/he must complete the Employee Certification and Disclosure form (revised 10/02).

Before You Sign this Application

Check over your answers to make sure that all questions have been completed properly. If the job you are applying for requires a college degree or certification, a copy of your transcript, certificate, or license may be required as a condition of employment.

I, the undersigned, hereby declare that, to the best of my knowledge and my ability, the information provided on this application is true and factual.

I understand that, should I become an employee of the State of Arkansas, I will be required to disclose any benefit obtained from a state contract by a business in which I have a financial interest, pursuant to ACA §19-11-706, and will be subject to civil, criminal, and/or administrative remedies if I fail to report such benefits.

I understand that, should I become an employee of the State of Arkansas, I will be restricted both during and after state employment from certain activities concerning procurement and selling to the state, pursuant to ACA §19-11-709, and will be subject to civil, criminal, and/or administrative remedies if I violate any of these restrictions.

I understand that, if I am hired, my employment is not for any definite period of time, and I may be terminated at any time.

I understand that if I state that I have a college degree, and do not have one, my application will be rejected or, if already hired, I will be terminated in accordance with ACA §21-12-102.

I understand that my application may be subject to disclosure as a public record under the Arkansas Freedom of Information Act.

I understand that certain jobs may require an acceptable driver's safety record, and that if my current or future driver's record is unacceptable under the State Vehicle Safety Program, my application may be rejected or, if already hired, I may be subject to termination.

I understand that I will be required to provide proof of eligibility to work in the United States pursuant to the Immigration Reform and Control Act of 1986 as a condition of any employment.

I understand that false, misleading, or incomplete statements could lead to my dismissal as an employee or rejection as an applicant.

I also understand that some jobs require special background checks, security clearance, or compliance with other specific agency hiring policies prior to my employment, or as a condition of employment, and that failure to meet these requirements may lead to my rejection as an applicant for, or termination from, that job.

I affirm that it is my genuine intent to seek, and if offered accept, employment in Arkansas State Government, and this application is submitted solely for that purpose and for no other purposes.

Signature:	Date:
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Equal Employment Data

This section is designed to collect information which will be used in the completion of various state and federal reports and will not be used in the processing of, or remain part of, your application. The completion of this section is voluntary.

Name: Sylvester E Cartwright
 Gender: Male ☒ Female ☐
 Date of birth: [REDACTED]

Check one of the five (5) listed races which you consider yourself to be:

White ☐

Black ☒

American Indian or Alaskan Native ☐

Asian or Pacific Islander ☐

Hispanic ☐

If you do not consider yourself to any of the above please enter other

Military History

Certain applicants may be eligible for veterans preference consideration, in compliance with the Arkansas Veterans Preference Act, A.C.A. § 21-3-301 et seq.
 For specific information and requirements, contact the Human Resources Office of the agency to which you are applying.

Have you served at least six (6) years in the National Guard or U.S. Reserve, or have you been honorably discharged from active duty in the United States military, excluding Active Duty for Training (AcDuTra) and Reserve Military Annual Training (AT)? Yes ☐ No ☒

Are you the widow or widower of such a veteran and have you remained unmarried at the time of application? Yes ☐ No ☒

If "yes" to either of the above and if selected for an interview, please bring a copy of your DD-214 and other appropriate documents to the interview.

Are you a disabled veteran? Yes ☐ No ☒

Are you the spouse of a disabled veteran? Yes ☐ No ☒

Are you the widow or widower of a deceased, disabled veteran and have you remained unmarried at the time of application? Yes ☐ No ☒

If "yes" to either of the above and if selected for an interview, please bring a current letter from the Veterans Administration and other appropriate documents to the interview.

Branch of Service:

Date of Entry:

Date of Discharge:

Type of Discharge:

Extra questions

Do you have data management and/or CRM experience?: yes

Do you have experience in Advanced SQL writing?: yes

Do you have experience in higher education?: yes

Does applicant meet minimum qualifications?

☒ Yes, applicant meets minimum qualifications.

☐ No, applicant does not meet minimum qualifications.

If minimum qualifications NOT met, please select reason below.

☐ Does not meet education and/or experience qualifications

☐ Does not meet licensure/certification requirements

☐ Other

Updated by agadhe02 on 11-15-2016 10:21:34 : Initial Screening

If changing "Met Requirement", you must explain why:

Needs Further Review

Save and Send

Attachments:

Attach a file:

Browse...

Upload File

SYLVESTER CARTWRIGHT

[REDACTED]

SUMMARY

Accomplished Computer Programmer with a rapidly increasing range of industry experience looking to bring strong instincts and a proven record of procedural compliance, process management and strong operational skills to a rapidly growing company.

HIGHLIGHTS

- Working independently
- Leadership
- ARGOS - data block design and report writing
- Ellucian Banner Systems
- Google Apps
- Windows XP
- Windows 8
- SQL
- ARGOS
- MS Office
- Banner
- Excellent Customer Skills
- Team Player

ACCOMPLISHMENTS

Developed several Argos reports to automate mundane tasks that were adopted by the users.

EXPERIENCE

UALR-HUMAN RESEOURCES

Little Rock, AR

Program Analyst

09/2016 to Current

- Create and update specialized reports by extracting data from UALR's Banner database using Argos
- Provide reliable, relevant and accurate data to requesting personnel
- Oversight and management of the department's computers, including the lobby computers for applicants including maintaining inventory of all computer equipment
- Oversight and management of the department's Smartboard, including coordination with vendor for repairs and maintenance
- Trains departmental employees on new computer systems and software products as they are implemented
- Respond to request for hardware and software assistance, analyze issues, troubleshoot and resolve issues independently
- Analyze and specify hardware and software needs; respond to product request and recommend courses of action
- Participate in departmental strategic discussions including workflow management, equipment rollouts and services provided and needed by the department
- Create, update and manage information on the department's website using WordPress and HTML
- Perform other duties as assigned

UALR- OFFICE OF INSTITUTIONAL RESEARCH

Little Rock, AR

Research Assistant

02/2014 to 09/2016

- Utilize survey tools, computer software, and other instruments and media as appropriate for efficient and effective research design, quantitative and qualitative data collection and analysis, and reporting.
- Design, implement, and complete forms and templates for organizational and external data and information reporting purposes.
- Communicate effectively both orally and in writing with college personnel and others.
- Evaluate and respond to requests originating from within and outside the institution; work with requesters to clarify their needs and optimize the utility of research results.
- Identify opportunities to develop research capabilities, such as encouraging use of appropriate research questions, methods, and tools.
- Responsible for producing campus-level information and analysis in support of institutional research and effectiveness; duties related to assessment including high quality data analyses to support institutional needs.

UALR-TESTING SERVICES

Little Rock, AR

Research Assistant

10/1992 to 01/2014

- Access data using the tools the college supports (i.e. setting up data queries, managing data requests, working with colleagues to access and report data)
- Applies quantitative and qualitative analytical methods to existing University data sources.
- Designs and develops standardized operational and management reports for internal and external constituencies.
- Applies quantitative and qualitative analytical methods to existing University data sources.
- Designs and develops standardized operational and management reports for internal and external constituencies
- Supply data for updating reports, programs and graphic presentations
- Administer national tests to students-LSAT, ACT, Praxis and MPRE
- Provides routine direction, information, and advisement to students and prospective students in regards to testing policies, procedures, and outcomes
- Ensures that all test administration is carried out in compliance with relevant university and higher education policies, regulations, guidelines, and standards
- Ensures confidentiality of test results and recommendations; maintains security of testing materials.

EDUCATION

BBA: MANAGEMENT

May 1987

University of Arkansas at Little Rock
Management

SKILLS

Excellent customer service, SQL, ARGOS, MS Access, MS Office, Microsoft Windows, Google Apps., Ellucian Banner, ARGOS, and technical support

ADDITIONAL INFORMATION

- Exceptional Service Award 2007
- UALR Service to the Campus Community Award 2004
- UALR Service to the Campus Community
- Student Choice Staff Person of the Year 2007-2008
- 2010 Service to UALR Award Staff Senate
- Toastmasters Area A2 Speech Contest Winner 2016
- Toastmasters Division A Runner Up Speech Contest 2016

REFERENCES

References Available upon request