



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

May 17, 2017

Senator John Cooper, Co-Chairperson
Representative Les Eaves, 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 Education (ADE) for your review:

The Arkansas Department of Education has requested a special entry rate of \$76,599, which is between midpoint and maximum of grade C126, for an exceptionally well qualified applicant for the classification Senior Transportation Manager, G039C.

Mr. Jerry Owens's qualifications include a Master of Science in Education as well as thirty-one years of experience in the field of education. The following is a detailed comparison of the minimum qualifications of the classification and Mr. Owen's experience.

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in education or transportation management; plus five years of progressively responsible administrative or supervisory experience involved in training and development, transportation management, including one year in a supervisory capacity.

APPLICANT'S QUALIFICATIONS

EDUCATION

August 1994 – May 1996; University of Central Arkansas; Conway, Arkansas; Master of Science in Education.

August 1981 – May 1985; Arkansas Tech University; Russellville, Arkansas; Bachelor of Science in Education.

EXPERIENCE

July 2007 – Present; Dover School District; Dover, Arkansas; Superintendent of Schools.

Senator John Cooper, Co-Chairperson
Representative Les Eaves, Co-Chairperson
May 17, 2017
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July 1997 – June 2007; South Conway County School District; Morrilton, Arkansas; Assistant Superintendent for Curriculum, Maintenance, and Federal Programs.

July 1995 – June 1997; South Conway County School District, Morrilton Junior High School; Morrilton, Arkansas; Assistant Principal.

July 1985 – June 1995; South Conway County School District; Morrilton, Arkansas; Science and Health Teacher / Coach.

JUSTIFICATION

Statewide, there are zero positions classified as Senior Transportation Manager. There is one position authorized as this classification and it is within the Arkansas Department of Education. Its previous incumbent possessed an annual salary of \$74,309.66 with approximately twenty-six years of state government experience. The statewide / agency turnover rate for this classification was zero out of one position or 0.00% within the previous year.

Mr. Owens is currently employed through the Dover School District as its Superintendent of Schools with an annual salary of \$115,000. He is responsible for supervising the day-to-day operations within the district. Prior to this employment, he was employed through the South Conway County School District as an Assistant Superintendent. His responsibilities within this district included supervising its curriculum structure, transportation operations, and federal programs. His forthcoming ADE position is situated within their Division of Public School Academic Facilities and Transportation and should necessitate supervising its uniform school bus driver training and school bus inspection programs.

Based on salary analysis, the Office of Personnel Management recommends approval of the requested special entry rate of \$76,599, which is between midpoint and maximum of grade C126, for the classification Senior Transportation Manager, G039C. Approval of this requested special entry rate would result in a \$38,401 or 33.39% decrease in the applicant's current annual salary. Your approval of this request is greatly appreciated.

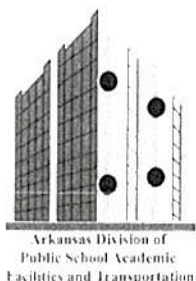
Sincerely,



Kay Barnhill
State Personnel Administrator


Chief Fiscal Officer of the State

APR 18 2017
Date



Arkansas
Division of Public School Academic Facilities & Transportation

One Capitol Mall, Suite 4D-200, Little Rock, AR 72201

Brad Montgomery, Director

FACILITIES
Telephone (501) 682-4261
Fax (501) 683-1200

TRANSPORTATION
Telephone (501) 682-4264
Fax (501) 682-6308

www.ArkansasFacilities.Arkansas.gov

April 4, 2017

Ms. Kay Barnhill Terry, State Personnel Administrator
Office of Personnel Management, Suite 201
Arkansas Department of Finance and Administration
Post Office Box 3278
Little Rock, Arkansas 72203-3278

Subject: Exceptionally Well-Qualified (EWQ) Applicant- Jerry Owens

Dear Ms. Terry:

This letter is a special salary entry rate request for Jerry Owens, as an Exceptionally Well-Qualified Applicant, for the Senior Transportation Manager position. The education requirements and management competencies unique to this position make it extremely difficult to fill with a qualified applicant that is immediately prepared to fulfill the essential duties and responsibilities. The incumbent of the position serves as the state's primary technical expert and advises school districts regarding the safe, reliable, and efficient transportation of school children.

This position has public speaking engagements involving various legislators, committees, boards, media, trade associations, and the general public. As indicated in the attached job description, this senior manager must work with limited supervision to develop and oversee Arkansas' uniform school bus driver training and school bus inspection programs, which both require extensive statewide travel.

Mr. Owens has an excellent record of success both as the current Superintendent of Schools at Dover School District and the former Deputy Superintendent at South Conway County School District where, among other things, he was responsible for thirty-one buses, seven maintenance vehicles, and forty employees. He holds a Master of Science in Education degree, and his expertise is in line with the knowledge, abilities, and skill required by the position, and makes him uniquely qualified to achieve all program objectives. I am requesting you approve a salary offer of \$76,599 based on the applicant's considerable program management and supervisory credentials.

There is one Senior Transportation Manager, Class Code G039C, position assigned to the division. The hiring of this exceptionally well-qualified applicant will not affect the salary level or salary eligibility of any existing employees within the division.

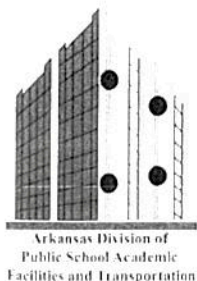
Sincerely,

A handwritten signature in black ink that reads "Brad Montgomery".

Brad Montgomery
Director

BM/cb

cc: Greg Rogers, ADE Assistant Commissioner of Fiscal & Administrative Services
Enclosures: Job Description
Resume for Mr. Jerry Owens



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Division of Public School Academic Facilities & Transportation

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March 29, 2017

Mr. Greg Rogers
Director, Agency Finance
Arkansas Department of Education
Four Capitol Mall, 204A
Little Rock, AR 72201

Dear Mr. Rogers:

Attached are the hiring documents for Jerry Robert Owens for the DPSAFT Senior Transportation Manager position #2213-7423. Mr. Owens is under contract with Dover School District through June 30, 2017. His start date with the Division will be July 1, 2017.

Discussions were held with ADE and verbal approval given by Commissioner Johnny Key for a starting salary of \$76,599 which is mid-range on the new pay scale in Act 365 of 2017. Presently, the position has a pay grade of C126 with the new pay grade of GS11 starting July 1, 2017.

The Division is requesting approval of the starting salary of \$76,599 and thank you for your consideration.

Please contact me at (501) 682-4261 if I can provide additional information.

Sincerely,


Brad Montgomery
Director

BM/cb

Enclosures

cc: Clemetta Hood, ADE Human Resources - Originals



DEPARTMENT OF FINANCE AND ADMINISTRATION

Office of Personnel Management

Special Entry Rate

Exceptionally Well Qualified Applicant

0500

ARKANSAS DEPARTMENT OF EDUCATION

Agency # / Agency or Institution Name

2213-7423

G039C

C126

Position/Item Number

Class Code / Title (Attach description of job duties)

Grade

JERRY OWENS

\$115,000.00

\$76,599.00

Applicant's Name

Current Annual Salary

Requested Annual Salary

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

Mr. Owens lives in Dover, Arkansas. He currently serves as superintendent in the Dover School District System. He has a master of science in education (University of Central Arkansas), a bachelor of science in education (Arkansas Tech University).


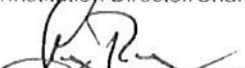
Mr. Owens has more than 31 years of educational experience which includes currently the superintendent of Dover School District (9); deputy superintendent of the South Conway County School District (10 years); assistant principal for South Conway County School District (2 years); and teacher/coach in the South Conway County School District (10 years).

Under Mr. Owen's direction, the Dover School District has been recognized for several major accomplishments. His resume is attached.

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

The formal education equivalent of a bachelor's degree in education or transportation management; plus five years of progressively responsible administrative or supervisory experience involved in training and development, transportation management, including one year in a supervisory capacity.

Attach OPM Form 081 For Eligible Applicants Not Selected

Agency/Institution Personnel Representative	Date	
	04/05/2017	
Agency/Institution Director/Chancellor	Date	
	04/05/2017	

Office of Personnel Management - Action

Reviewed By:

OPM Personnel Representative	Date	
Classification and Compensation Manager	Date	

Application for Employment: jerry Robert owens

Last Name:	owens	Mailing Address:	[REDACTED]
First Name:	jerry	City:	[REDACTED]
Middle Name:	Robert	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
SENIOR TRANSPORATION MANAGER	02/13/2017	2213-7423	G039C

Job Name	How did you learn about Job	Apply before	What name did you use at the time
SENIOR TRANSPORATION MANAGER	www.arstatejobs.com	No	

Employment Status Section

Will you accept employment anywhere in the State? ☒ Yes ☐ No

If no, where would you accept employment?

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.

Educator's License, 1197, 00-00-0000, AR

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
Dover School District	From: 07 2007
Mailing Address: P.O. Box 325	To: Still Employed 0000
City: Dover	9 years, 9 months
State: AR Zip Code: 72837	Average hours worked per week: 50
Business Phone: 479-331-2916	Salary Information
Type of Business: School	Lowest: \$ 90,000 per Year
Supervisor's Name: Ed Whited	Highest: \$ 115,000 per Year
Name under which you were employed: Jerry Owens	Reason for leaving:
Your job title: Superintendent	Retirement

Your job duties. Please be specific.

Supervision of the day to day operation of the Dover School District.

Employment History:	Employment Dates
South Conway County School District	From: 07 1997
Mailing Address: 100 Baramore	To: 06 2007
City: Morrilton	10 years, 0 months
State: AR Zip Code: 72110	Average hours worked per week: 50
Business Phone: 501-354-9400	Salary Information
Type of Business: School	Lowest: \$ 45,000 per Year
Supervisor's Name: Doug Adams	Highest: \$ 85,000 per Year
Name under which you were employed: Jerry Owens	Reason for leaving:
Your job title: Deputy Superintendent	Accepted Superintendent position at Dover.

Your job duties. Please be specific.

Director of Curriculum, transportation, maintenance, and Federal Programs.

Employment History:

South Conway County School District

Mailing Address:

100 Baramore |

City: Morrilton

State: AR

Zip Code: 72110

Business Phone: 501-354-9400

Type of Business: School

Supervisor's Name: Bill Koonce

Name under which you were employed:

Jerry Owens

Your job title:

Assistant Principal

Employment Dates

From: 07 1995

To: 06 1997

2 years, 0 months

Average hours worked per week: 50

Salary Information

Lowest: \$ 38,000 per Year

Highest: \$ 42,000 per Year

Reason for leaving:

Promoted to Deputy Superintendent.

Your job duties. Please be specific.

Assistant Principal of Morrilton Jr. High School.

Employment History:

South Conway County School District

Mailing Address:

100 Baramore |

City: Morrilton

State: AR

Zip Code: 72110

Business Phone: 501-354-9400

Type of Business: School

Supervisor's Name: Bill Koonce

Name under which you were employed:

Jerry Owens

Your job title:

Teacher/Coach

Employment Dates

From: 07 1985

To: 06 1995

10 years, 0 months

Average hours worked per week: 50

Salary Information

Lowest: \$ 18,000 per Year

Highest: \$ 35,000 per Hour

Reason for leaving:

Promoted to Assistant Principal

Your job duties. Please be specific.

Science , Health and Physical Education Teacher. Baseball and Football coach for Jr. and Sr. High School.

Educational History

High School Education

Received Diploma: Master Certificate Type:

If none, highest grade completed:

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

School Name:

University of Central Arkansas

City:

Conway

State:

AR

Major/Minor:Administration/

From: 06 1998

To: 05 2000

Hours Completed: 60 Semester

Graduation: 05 2000

Degree or Diploma Awarded:

Masters Degree--Other:

Special Skills

Typing Speed - Corrected words per minute:

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:

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:

Ed Whited

Address, City, State, Zip:

[REDACTED]

Phone Number:

[REDACTED]

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

☐ current member of the AR General Assembly?

☐ former member of the AR General Assembly?

☐ current constitutional officer?

☐ former constitutional officer?

☐ current state employee?

☐ former state employee?

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

☐ current member of the AR General Assembly?

☐ former member of the AR General Assembly?

☐ current constitutional officer?

☐ former constitutional officer?

☐ current state employee?

☐ former state employee?

☒ 3. None of the above applies

4. If any block 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.

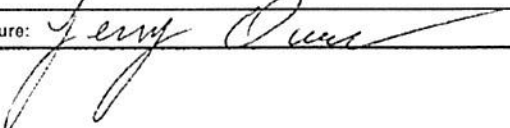
I understand that certain jobs may require an acceptable driver's safety record, and that if my current or future driver's record is unacceptable under the State Vehicle Safety Program, my application may be rejected or, if already hired, I may be subject to termination.

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: 4-5-2017
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Jerry Owens

EDUCATION

Master of Science in Education, *University of Central Arkansas, AR* -1996

Bachelor of Science in Education, *Arkansas Tech University, Russellville, AR* -1985

Graduate Clinton High School, *Clinton, AR* -1978

WORK HISTORY

DOVER SCHOOL DISTRICT, DOVER, AR
Superintendent of Schools

JULY 2007 - PRESENT

SOUTH CONWAY COUNTY SCHOOL DISTRICT, MORRILTON, AR
Assistant Superintendent, Curriculum, Maintenance, Federal Programs

JULY 1997- JUNE 2007

South Conway County School District, Morrilton, AR
Assistant Principal, Morrilton Jr. High

July 1995 - June 1997

South Conway County School District, Morrilton, AR
Science/Health Teacher

July 1985-June 1995

Highlighted Achievements

- Collaborated with Dover School District Leadership team in implementing new initiatives
- Managed school district operating and activity budgets and monitored expenditures in order to consistently stay well under the budgeted allotments
- Utilized new state instrument to evaluate and improve instruction in grades K-12
- Completed Construction of five separate building projects totaling twenty two million dollars
- Lead and facilitated professional development as well as PLC's for Dover School District
- Collaborated with staff to establish master schedule
- Lead district school to top 5% ranking in Arkansas

CERTIFICATIONS

Superintendent Certification
Building Administrator
Science, Health, Physical Education

REFERENCES

Available upon request.