



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

September 26, 2017

The Honorable John Cooper, Co-Chair
The Honorable Les Eaves, Co-Chair
Personnel Committee of the Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

Dear Senator Cooper and Representative Eaves:

The University of Arkansas Division of Agriculture Cooperative Extension Service (UA-Div Agri - CES) requests the establishment of three (3) positions from the Higher Education Central Pool authorized by Section 4 of Act 599 of 2017. 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: Associate for Administration
LIM – FY18: \$83,326
Number of Positions: 3

Recommendation

Title: Associate for Administration
LIM – FY18: \$83,326
Number of Positions: 3

The Associate for Administration positions are being requested to better align the title of the position with its responsibilities. The position exists in the Division of Agriculture’s appropriation act, but is in the section titled Agricultural Experiment Station and not in the Cooperative Extension Service section. Due to the specific titling of the sections the positions are not able to be used interchangeably. This title is currently used by other institutions.

The Associate for Administration will be responsible for daily operating procedures of the office. He/she will maintain and monitor the budget to ensure coverage for expenditures, advising the Associate Director of any potential budget issues, develop and maintain databases and spreadsheets to aid in executive decision-making and ensure appropriate documentation of financial transactions. In addition, Associate for Administration will conduct research on various policy and regulations and prepare reports on the findings

Sincerely,

Maria Markham, Ph.D.
Director



DIVISION OF AGRICULTURE
RESEARCH & EXTENSION

University of Arkansas System

September 25, 2017

Dr. Maria Markham, Director
Arkansas Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201

Dear Dr. Markham:

Pursuant to Section 4 of Act 599 of 2017 the University of Arkansas System Division of Agriculture requests three nonclassified, Associate for Administration positions from the Higher Education Central Pool. This position is needed to better align the title of the position with its responsibilities. This position exists in the Division of Agriculture's appropriation act, but is in the section titled Agricultural Experiment Station and not in the Cooperative Extension Service section. Due to the specific titling of the sections the positions are not able to be used interchangeably.

The incumbents that would be moved into these positions report directly to an Associate Director, handle highly sensitive information and have the main responsibilities of the daily operating procedures of the office. They maintain and monitor the budget to ensure coverage for expenditures, advising the Associate Director of any potential budget issues, develop and maintain databases and spreadsheets to aid in executive decision-making and ensure appropriate documentation of financial transactions. In addition, they conduct research on various policy and regulations and prepare reports on the findings. These positions require a higher level of skill and discretionary judgment and are our top administrative support staff at Cooperative Extension Service.

Thank you for your consideration of this request. Please don't hesitate to contact us if we need to provide additional information.

Sincerely,

A handwritten signature in blue ink that reads 'Mark J. Cochran'.

Mark J. Cochran
Vice President for Agriculture

Non-Classified Central Pool Justification Form



Institution:	UA Cooperative Extension Service	Date:	9/21/2017
Requested Authorized Title:	Associate for Administration	LIM:	\$82,326
Working Title:	Associate for Administration	Estimated Salary Range:	\$35,000 - \$60,000

Board Approval Date	
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Justification

The University of Arkansas Division of Agriculture Cooperative Extension Service requests three (3) pool positions to establish a new line item title, Associate for Administration, intended to provide the highest level of confidential administrative support for our institution's top executives. The addition of this line item title complements our career ladder for administrative support personnel based on performance accomplishments and responsibility in conjunction with formal education and related work experience. Furthermore, it will allow us to better align our executive administrative support positions and career ladder structure with those of our sister institution in the Division of Agriculture, the Agricultural Experiment Station. The Cooperative Extension Service and Agricultural Experiment Station are both part of the same funding entity, the UA Division of Agriculture.

Educational Requirements

Educational Requirements: Bachelor's degree plus three (3) years of administrative support experience or a high school diploma or equivalent plus seven (7) years of administrative support experience (preferably at the executive level).

Unique Skills Needed:

- Extensive experience working in a MS Office software environment.
- Strong verbal and written communication skills, organizational skills, and attention to detail.
- Ability to plan, organize and coordinate multiple work assignments.
- Ability to establish and maintain effective, collaborative working relationships with others.
- Ability to work well under the pressure of meeting mandatory deadlines.

Certification Required: None.

Non-Classified Central Pool Justification Form



Duties

The Associate for Administration provides a high level of support to a top Cooperative Extension Service executive, reports directly to the Associate Director, and uses expert judgment and knowledge to anticipate needs and coordinate daily operations and various multiple projects. This position has the following assigned responsibilities:

- Establishes and maintains daily operating procedures and best administrative practices for the Office of the Associate Director.
- Responsible for budget preparation and monitoring throughout the budget cycle, reviewing expenditures, advising the Associate Director of potential budget issues.
- Develops and maintains databases, spreadsheets and other fiscal reporting mechanisms to aid in executive decision-making. Ensures appropriate documentation of all financial transactions.
- Plans, organizes, implements, and expedites within deadlines the special projects requested by the Associate Director, including gathering information, reviewing files, researching policy and regulations, contacting other agencies/institutions, and preparing reports of findings.
- Maintains highly confidential records related to personnel, budgets, performance, and salaries.
- Maintains highly confidential files of correspondence, reports, and sensitive information.
- Interprets relevant institutional policies and procedures to ensure consistency for internal and external clientele, and provides training and assistance on policy and functional issues as requested for faculty and staff.
- Manages calendar for Associate Director and coordinates it with the Associate Vice President's schedule.
- Handles travel arrangements, including preparation and submission of travel forms.
- Prepares and submits expense accounts, payment authorizations, leave reports, requests for reimbursement and other administrative operational documents.
- Assists with meeting logistics and preparation of meeting materials and presentations.
- Handles various administrative tasks, including processing mail, screening incoming calls, maintaining approval log, greeting visitors, and providing written and verbal responses to internal and external inquiries.

Additional Information

Will this be a new hire? No.

Is this job currently being done? Yes. The three incumbents performing these responsibilities are currently in the Administrative Support Supervisor line item title. The eleven other employees in that line item title report to supervisors at a lower level in the organization and their assigned responsibilities do not require the skill level, judgement, or discretion that working for an executive requires.

Who will this position report to: The three incumbents in this position will report to executives at the Associate Director level.

Non-Classified Central Pool Justification Form



Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
Justifications	

Signatures (for official use only)			
Institutional Finance		Date:	
ADHE Director		Date:	