

Matt Campbell

From: Teresa Sander
Sent: Wednesday, May 13, 2015 1:10 PM
To: Lexie Boyd
Subject: FW: Job Description Director
Attachments: doc04185020141219160451.pdf; doc04185120141219160503.pdf

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From: Teresa Sander
Sent: Friday, December 19, 2014 4:01 PM
To: 'Glass, Matthew'
Subject: Job Description Director

Matthew,

I have attached job description and info Jim Luker had regarding hiring procedures. Jim said to let you know this will be a grade 19. Let me know what you would like me to do next. We can post on website and in paper if you would like.

Thanks,

Teresa

website: www.ddcouncil.org

-----Original Message-----

From: Latreasa Mullins

Sent: Monday, December 22, 2014 9:30 AM

To: Teresa Sander

Subject: New Hire Forms 122214

Importance: High

Good Morning,

Teresa attached are the forms for the vacant Health Program Specialist III(AR DDC Executive Director).

Please note:

- a) Under the Job Description field on the hiring freeze exception form, add any preferred qualifications/specific job duties listed on the generic job description form (i.e. specialized degree or years of experience)
- b) also note the salary range, you can hire someone under the exceptional well qualified up to the MIDPOINT level, anything beyond midpoint will require legislature approval and justification.

Once it's completed I'll submit to OPM.

Also note, they send all hiring freeze forms to the governor's office on Monday of each week.