

MINUTES
PERSONNEL COMMITTEE 5.23.2011

The meeting was called to order by the Chair, Commissioner Hammons, who noted the presence by conference call of members Commissioners Faris, Shipp, and Campbell, and of Commissioner Frazier. Also present were Director Passailaigue, Vice Presidents Barden and Middleton, and staff members Baldrige, Woosley, Vick, and Huey.

The Chair introduced the first matter, complying with OPM description of state policy to entitle a 10 per cent increase in salary to the ALC Chief Legal Counsel, Bishop Woosley, because of a promotion from Procurement Director resulting in a change in grade from an N908 to an N910 and under standard state policy triggering a 10 per cent upward change in pay. Commissioner Faris moved that the Committee accept the recommendation of OPM and implement the pay raise, and the motion was seconded by Commissioner Shipp. The Director stated that the Counsel's current salary, following the FY2010 COLA and merit increase, is \$107,100. Commissioner Hammons inquired as to whether adding 10 per cent, resulting in a salary of \$117,810, would take the salary above the maximum for N910 and was told that if it did, the additional would be paid in a lump sum at the end of each fiscal year. This concluded the Committee's review of the first matter with no objection. The Chair introduced the second matter, a salary increase for the Director of Advertising and Marketing, Joanna Bunten, to the listed base salary in her pay grade of N906, at \$79,082. By motion of Commissioner Faris, seconded by Commissioner Campbell, the Personnel Committee reviewed this change with no objection.

Commissioner Hammons then asked for a clarification of what was being asked for the Director of Product Development, Carolyn Cabell. Vice President Barden stated that both the Director of Advertising Marketing and the Director of Product Development had salaries that fell below other directors and that this needed to be equalized. He recommended that both positions be converted to statutory positions found in the original Arkansas Scholarship Lottery Act and not currently utilized, freeing up their current slots for Deputy Directors. He said that the two above mentioned positions should be at the level in the statute for Marketing Director, and thus Ms. Cabell's position was brought forth. Director Passailaigue said that they were attempting to create redundancies in the Lottery so that there would be a Director and a Deputy Director so that if there was an illness or separation of service, there would be another person prepared and the Lottery would not miss a beat and preclude a void in leadership. He said this was a goal for the entire organization.

Commissioner Campbell asked if this plan was used by other agencies, and Mr. Passailaigue said he was confident that it was. Mr. Barden said that he

would like to have a structure to have a Number One and Number Two person in both Advertising/Marketing and Product Development. Commissioner Faris asked if they intended the salary to be the same for these two current employees, and Mr. Barden said it was not, and for that reason he was recommending that they go ahead and take both these steps today. Commissioner Faris commended the idea as good food for thought but said that since the Committee had not had time to digest it, he suggested postponement until the next Committee meeting. Commissioner Hammons asked that the information be submitted in writing to the Committee prior to the next meeting. Commissioner Shipp asked that an updated organizational chart reflecting those changes be attached. Director Passailaigue summarized the reasons for the proposed changes describing the in-house work by Ms. Bunten and Ms. Cabell resulting in a savings of hundreds of thousands each year and broadening the reach of the \$4.5 Million ad budget. He said they would come back with more information to explain fully their organizational vision.

Commissioner Hammons asked whether there were any other points of discussion. He pointed to the responses from the Office of Personnel Management and said they had made one notation that he believes should be adhered to: they noted that the entry rate for those hired in the C classification positions should be Entry and not Base, unless OPM has approved the exception. Director Passailaigue interjected that the pay structure was developed based on being able to attract individuals with skills necessary to do the work required at the Lottery, and it was to hire at the base rather than the entry level. He said that the Commission had asked him to come before them prior to hiring above that level. Mr. Woosley explained that the process at the Lottery was not under OPM oversight and that the Lottery has adopted the OPM model, with the Commission taking the part of the OPM. Therefore, the Commission would make the decision whether new hires would come in at entry or base. The Director said that he would like to see the Lottery continue with the policy of using the base rather than the entry slot. Commissioner Hammons said that it would be good to continue to discuss that. Commissioner Faris brought up the "Exceptionally Well Qualified" provisions used by OPM and said that mechanism would work well for the Commission to give latitude when an exceptionally well-qualified candidate was brought forward.

Commissioner Hammons next brought up the election of officers. He said he would be willing to continue as Chair for another year. Discussion followed, including a decision to elect a Vice Chair as well, and a suggestion that there be a set meeting date and time. By nomination of Commissioner Faris, seconded by Commissioner Campbell, Commissioner Hammons was elected Chair and Commissioner Shipp was elected Vice Chair.

The meeting was adjourned.

Recommend moving Product Director into the ACT Position. The base pay for a N909 position is \$88,957. Pay for this position should be equitable to other Gaming Directors. Duties and functions of the Product Development department have increased since startup. The current Product Development Director position is a pool position with a N904 grade. An increase of \$12,457 or (16%) results, if the pay is brought to the base of the grade for N909.

4) Authorize the use of a pool position to establish a Chief Legal Counsel position.

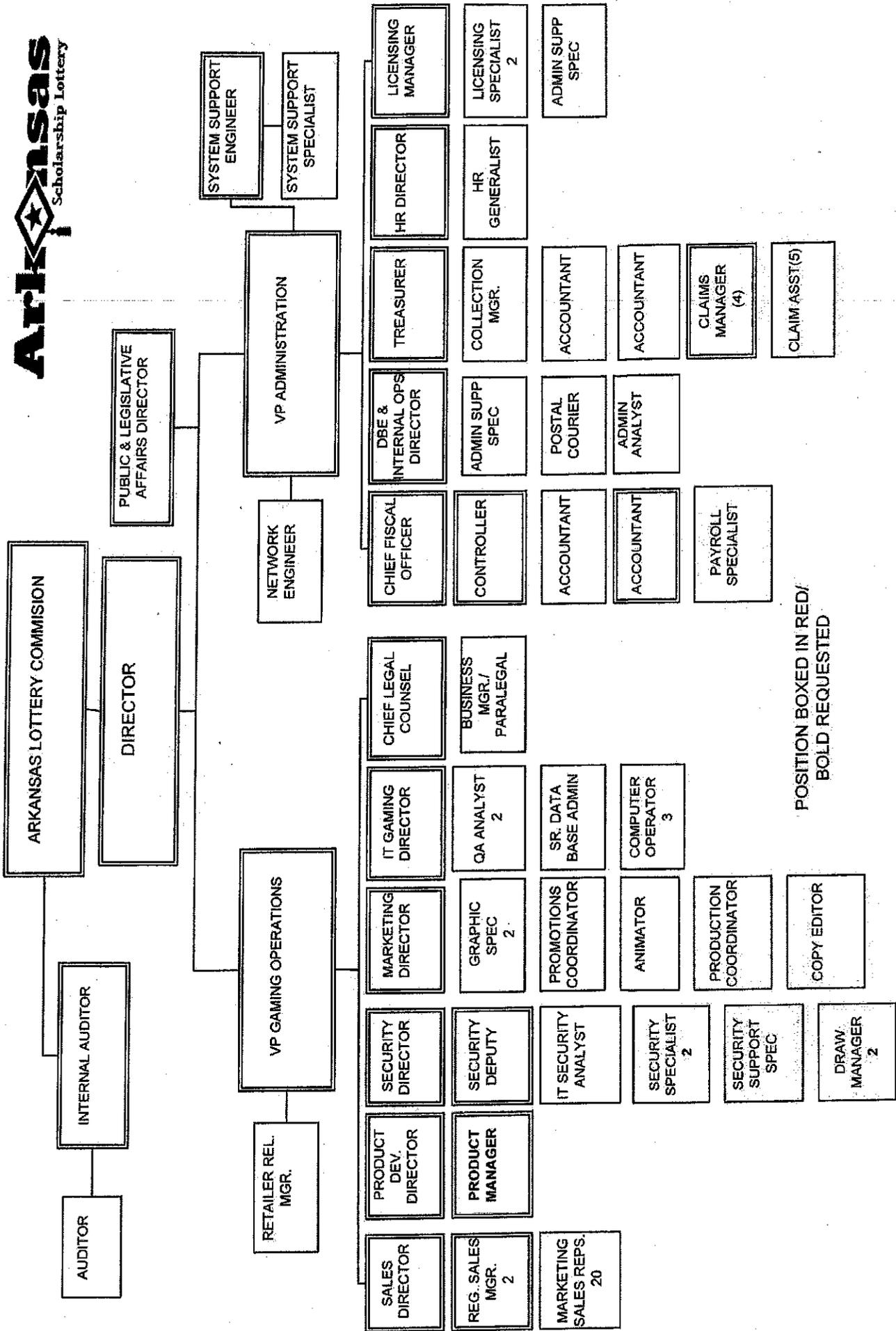
◆ Chief Legal Counsel

Act Position

N912

Recommend that a Chief Legal Counsel position be created from an existing position as a N912 classification. Agency's Legal Counsel now serves as the Director of Legal Services (Act position - N910). Since the incumbent has reached the maximum salary for the current pay grade and cannot exceed \$115,644, this grade adjustment would allow for implementation of the full 10% promotional pay increase considered by the Commission. The salary would be increased from \$115,644 to \$117,810. No additional salary increase is proposed.

If the Commission approves the Chief Legal Counsel's position, it is also proposed that the vacant Act position be held to hire an additional attorney in the future. Staff will bring this recommendation back to the Commission at the appropriate time for further consideration.



POSITION BOXED IN RED/
BOLD REQUESTED

Patricia Vick

From: Ernie Passailaigue
Sent: Tuesday, June 28, 2011 3:00 PM
To: Commissioner Hammons (hammonsgeorge@hotmail.com); Commissioner Shipp; Commissioner Campbell; Commissioner Campbell 2
Cc: Chairman Dianne Lamberth; Patricia Vick
Subject: ALC Vacancies: HR Generalist & Security Analyst
Attachments: HRG Posting2 001.jpg; HRG Posting4 001.jpg; HRG Posting 001.jpg; HRG Posting 002.jpg; HRG Posting3 001.jpg; HRG Posting3 002.jpg; Security Vacancies 010.jpg; Security Vacancies 001.jpg; Security Vacancies 002.jpg; Security Vacancies 003.jpg; Security Vacancies 004.jpg; Security Vacancies 005.jpg; Security Vacancies 006.jpg; Security Vacancies 007.jpg; Security Vacancies 008.jpg; Security Vacancies 009.jpg

Commissioner Hammons,

As you requested attached are the internal and external advertisements for the HR Generalist position as well as recent vacancies to be considered by the Personnel Committee. We have prepared a brief synopsis of the activity which has occurred with these positions for your review.

- ALC is not under the purview of OPM and therefore did not receive any notice of a hiring freeze or have any knowledge of OPM's Hiring Freeze Policy.
- OPM's Hiring Freeze Policy became effective on May 17, 2011.
- The HR Generalist position was posted on April 15, 2011, which is over a month prior to the May 17, 2011 effective date of OPM's Hiring Freeze Policy.
- The HR Generalist vacancy was posted on ALC's bulletin boards at headquarters and the claims centers, the state's website, ALC's website, and in the newspaper.
- There were 83 applicants that applied for the position.
- Six (6) candidates were interviewed. The HR Generalist position is an essential position for the efficient operation of ALC.

Also listed below are the specifics about the Security Specialist (Bobby Walker) vacancy:

- The Security Specialist position is critical to ALC's operations.
- The Security Specialist position was posted on June 1, 2011.
- The Security Specialist vacancy was posted on ALC's bulletin boards at headquarters and the claims centers.
- There only was one (1) internal applicant that applied for the position.
- One (1) internal candidate (Angela Meredith) was interviewed and selected for the position.

In addition, here are the specifics about the Security Analyst vacancy (Angela Meredith):

- The Security Analyst position was posted on June 8, 2011.
- The Security Analyst position is critical to the ALC's operations.
- The Security Analyst vacancy was posted on ALC's bulletin boards at headquarters and the claims centers, the state's and ALC's website.
- There were 48 applicants that applied for the position on ALC's website.
- No candidates have been interviewed yet.

Please let us know how the Personnel Committee would like for us to proceed. If you have any questions or need additional information, please let me know.

Thank you,

Ernie Passailaigue

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HUMAN RESOURCES GENERALIST

The Arkansas Lottery Commission (ALC) is seeking a qualified candidate to perform professional work in the administration of human resource programs, including recruitment, benefits, compensation, and training. Responsibilities include but are not limited to:

- Develops and places vacancy announcements, screens employment applications to determine if applicants meet minimum qualifications, makes referrals of those qualified, and maintains complete and accurate selection records.
- Coordinates the necessary background checks on any potential new employees of the ALC, including criminal, driving, and educational background. Conducts reference checks.
- Completes verification of employment and other similar requests for information on ALC current and former staff members.
- Maintains highly accurate and effective employee files, including the personnel, confidential, benefits, medical, and background files. Observes records retention schedule.
- Maintains performance evaluations by tracking receipt of forms and distributing to managers at review time.
- Coordinates with payroll on the tracking of career service award eligibility dates.
- Maintains training records and tracking spreadsheet on all employees.
- Assists with processing workers' compensation, including processing of claims and setting-up files.
- Assists with development and coordination of ALC training curriculum for all ALC employees.
- Coordinates and conducts the New Employee Orientation Program for the ALC, including the coordination of the Lottery 101 Program.
- Ensures all new hire paperwork is accurately and timely processed and filed.
- Processes new hire, administrative, and separation checklists thoroughly and completely before filing.
- Maintains and distributes employee information, policy and procedure manuals and other communications.
- Ensures compliance with employment laws such as FMLA, ADA, FLSA, OSHA, EEO, HIPPA, etc. Responds to inquiries from management and staff and provides information on state and federal requirements.
- Utilizes human resource related information on a HRIS in the preparation of routine and ad hoc reporting needs.
- Monitors and provides technical direction by assisting, advising, and correcting personnel actions keyed into human resources databases.
- Serves as back-up support for explaining and interpreting policies and procedures regarding available benefits and benefit enrollment for the ALC staff. Assists with open enrollment.
- Assists with coordination of employee wellness activities for the organization.
- Prepares monthly newsletter.
- Completes other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Requires a Bachelor's Degree in Human Resources Management, Business Administration or related concentration and 3 years' experience in human resource programs. 5-7 years working in a human resource generalist capacity preferred. Must have experience with state and federal employment laws and regulations. PHR or SPHR. HR experience working with AASIS and Arkansas State Human Resources policies and procedures strongly preferred. Must possess excellent written, verbal, and interpersonal communication skills. High degree of proficiency with MS Office such as Excel, Word, and a HRIS required. Ability to maintain confidentiality and objectivity, make good decisions, and solve problems while working under pressure. Ability to accurately prepare spreadsheets and analyze data and present ideas effectively. Ability to work in fast-paced environment and adhere to tight time constraints. Ability to work independently and as a team player, show sound judgment and initiative, and to accomplish job duties in a highly accurate, professional, and effective manner.

- **Salary: \$39,199 - \$64,915.** Starting salary is commensurate with education, experience and complexity of prior HR duties and responsibilities.

For further information and to complete an application, visit www.myarkansaslottery.com/about/employment.
(Internal applicants should follow the same instructions as external candidates.)

Job posting closes Thursday, April 28, 2011 at 4:30 p.m.
ALC is an Equal Opportunity Employer



Arkansas Lottery Commission (ALC)

HUMAN RESOURCES GENERALIST

The Arkansas Lottery Commission (ALC) is seeking a qualified individual to perform professional work in the administration of human resource programs. Responsibilities include but are not limited to:

- Recruits, screens, and makes referrals for employment. Coordinates the necessary background checks and performs reference checks.
- Conducts the New Employee Orientation Program, processes paperwork, and maintains personnel files.
- Maintains performance evaluations by distributing forms to managers at review time and tracking their return.
- Assists with unemployment and workers' compensation, including processing claims and setting-up files.
- Ensures compliance with employment laws such as FMLA, ADA, FLSA, OSHA, EEO, HIPAA, etc., and state auditing requirements.
- Utilizes human resource related information on a HRIS in the preparation of routine and ad hoc reporting needs.
- Prepares compensation spreadsheets in compliance with applicable policies and procedures.
- Creates and updates interactive HR forms. Maintains data base.
- May process employee benefits and benefit enrollments. Assists with open enrollment and employee wellness activities.
- Coordinates training curriculum and assists in development of training materials. May conduct training.
- Publishes monthly newsletter.
- Completes other duties and special projects as assigned.

MINIMUM QUALIFICATIONS

Requires a Bachelor's Degree in Human Resources Management, Business Administration or related concentration and 3 years' experience in human resources programs. 5-7 years in a HR generalist role desired. High degree of proficiency in MS Office required, including Excel, Word, and PowerPoint. PhD or SPHR preferred. Salary range is \$39,399 - \$64,919. Job closes 4/28/11 at 4:30 p.m.

For further information and to complete an application, visit www.myarkansaslottery.com/about/employment
ALC is an Equal Opportunity Employer.



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Employment Opportunities

How To Apply For A Position:

Thank you for your interest in working with us at the Arkansas Lottery Commission (ALC)!

To be considered an applicant, you must submit a completed ALC application for a currently posted position. Applications submitted outside a posting window will not be considered.

If you do not see a position you are interested in, please check back for future opportunities.

The ALC's official application can be found by clicking [here](#). Please follow the instructions outlined in the application.

Job Title	Job Description (if available)
Computer Operator	<p>The Arkansas Lottery Commission (ALC) is recruiting to fill a Computer Operator (internal title) position responsible for daily operations of the Internal Control System (ICS). The position is scheduled to work primarily for a second shift (Tuesday – Saturday, 4:00pm – 12:30am). This position is responsible for the daily operations of the ICS which runs 24/7/365. These activities include following procedures to conduct Arkansas's multi-state drawings, verifying and balancing computer reports and other output as well as following escalation procedures as necessary. In addition to second shifts, this position requires the candidate to work some day and holiday shifts. Candidates need to be reliable and flexible with the shift schedule. This position requires an ability to work well in a team environment as well as independently. The successful candidate may also be required to perform additional duties as assigned.</p> <p>Minimum requirements for the position include: Two year technical college degree or comparable experience. Candidates must have a working knowledge of Microsoft Office including: Outlook, Excel, and Word. Excellent communication (written and oral), organizational skills and attention to detail required.</p> <p>Annual salary range is \$28,824 - \$34,871, commensurate with experience plus state benefits. The second shift also includes shift differential pay.</p> <p>An official ALC application (found above) must be submitted before the deadline to be considered.</p> <p>Job posting closes Monday, April 18, 2011 at 4:30pm.</p>
Human Resources Generalist	<p>The Arkansas Lottery Commission (ALC) is seeking a qualified candidate to perform professional work in the administration of human resource programs, including recruitment, benefits, compensation, and training. Responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> • Develops and places vacancy announcements, screens employment applications to determine if applicants meet minimum qualifications, makes referrals of those qualified, and maintains complete and accurate selection records. • Coordinates the necessary background checks on any potential new employees of the ALC, including criminal, driving, and educational background. Conducts reference checks. • Completes verification of employment and other similar requests for information on ALC current and former staff members. • Maintains highly accurate and effective employee files, including the personal, confidential, benefits, medical, and background files. Observes records retention schedule. • Maintains performance evaluations by tracking receipt of forms and distributing to managers at review time. • Coordinates with payroll on the tracking of career service award eligibility dates. • Maintains training records and tracking spreadsheet on all employees. • Assists with processing workers' compensation, including processing of claims and setting-up files. • Assists with development and coordination of ALC training curriculum for all ALC employees. • Coordinates and conducts the New Employee Orientation Program for the ALC, including the coordination of the Lottery 101 Program. • Ensures all new hire paperwork is accurately and timely processed and filed. • Processes new hire, administrative, and separation checklists thoroughly and completely before filing. • Maintains and distributes employee information, policy and procedure manuals and other communications. • Ensures compliance with employment laws such as FMLA, ADA, FLSA, OSHA, EEO, HIPPA, etc. Responds to inquiries from management and staff and provides information on state and federal requirements. • Utilizes human resource related information on a HRIS in the preparation of routine and ad hoc reporting needs. • Monitors and provides technical direction by assisting, advising, and correcting personnel actions keyed into human resources databases. • Serves as back-up support for explaining and interpreting policies and procedures regarding available benefits and benefit enrollment for the ALC staff. Assists with open enrollment. • Assists with coordination of employee wellness activities for the organization. • Prepares monthly newsletter. • Completes other duties and responsibilities as assigned.

<http://myarkansaslottery.com/about/employment>

4/15/2011

Job Title	Job Description (If available)
	<p>MINIMUM QUALIFICATIONS</p> <p>Requires a Bachelor's Degree in Human Resources Management, Business Administration or related concentration and 3 years' experience in human resource programs. 5-7 years working in a human resource generalist capacity preferred.</p> <p>Must have experience with state and federal employment laws and regulations. PHR or SPHR. HR experience working with AASIS and Arkansas State Human Resources policies and procedures strongly preferred.</p> <p>Must possess excellent written, verbal, and interpersonal communication skills.</p> <p>High degree of proficiency with MS Office such as Excel, Word, and a HRIS required.</p> <p>Ability to maintain confidentiality and objectivity, make good decisions, and solve problems while working under pressure.</p> <p>Ability to accurately prepare spreadsheets and analyze data and present ideas effectively.</p> <p>Ability to work in fast-paced environment and adhere to tight time constraints.</p> <p>Ability to work independently and as a team player, show sound judgment and initiative, and to accomplish job duties in a highly accurate, professional, and effective manner.</p> <p>• Salary: \$39,199 - \$64,915. Starting salary is commensurate with education, experience and complexity of prior HR duties and responsibilities.</p> <p>Please complete an official ALC application (found above) and follow the instructions to submit.</p> <p>Job posting closes Thursday, April 28, 2011 at 4:30 p.m.</p>

The Arkansas Lottery Commission (ALC) is an equal opportunity employer. It is the policy of ALC to provide equal opportunity for all qualified persons and to not discriminate against any person/applicant for employment because of race, color, religion, national origin, sex, age, disability, veteran status and/or any other status protected by federal, state and/or local law.

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Commission Meeting:
 3rd Floor ALC Commission Room, 124 W. Capitol, Little Rock, AR

Wednesday, May 11, 2011 1:00pm - 3:00pm

The ASL makes every effort to ensure the accuracy of information provided on myarkansaslottery.com. However, the ASL is not liable for any actions taken or omissions made that result from any information obtained on or linked to the ASL website from any source. This website is not the final authority on games, winning numbers, or other information. All winning tickets must be validated by the Arkansas Scholarship Lottery before prizes will be paid. Players must be 18 years of age or older. The site is continuously updated with game information. Please check back often.

Arkansas GOVERNMENT JOBS

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Posting Status | The following information is required.

Open Until Further Notice:

Status: Active Inactive

Visibility: Public Internal

Posting Begins: 04/15/2011

Posting Ends: 04/28/2011 4:30 pm

Allow Applicants to Re-apply every

days Leave blank if applicants should not be able to re-apply.

Job Detail Search | Enter a complete class code or enter part of a job title.

By Class Code:

OR By Job Title:

Job Listing Details

Position Number: 00000000

Class Code: LOT11

Title:(Required) Human Resources Generalist

Grade: 1

Salary From: 39199

Salary To: 64915 Annual

Background check: Yes No

Position City: Little Rock

Position County: State Wide
Arkansas
Ashley
Baxter

Hold down control key
and click each name
for multiple counties.
[Unhook All](#)

This job is a result
of the ARRA
(Arkansas
Recovery and
Reinvestment Act)
Yes No
(This is a required field)

Fair Labor Standards Act: E

(E=Exempt - N=Non-Exempt)

Note: allowable HTML tags: <p>
</p>, all other tags will be stripped.

Summary

An official ALC application must be completed in order to be considered. Please visit www.myarkansaslottery.com/about/employment to obtain the application and instructions.

Typical Functions

The Arkansas Lottery Commission (ALC) is seeking a qualified individual to perform professional work in the administration of human resource programs. Responsibilities include but are not limited to:

Special Job Dimensions

Knowledge, Abilities, and Skills

Minimum Education and/or Experience

Requires a Bachelor's Degree in Human Resources Management, Business Administration or related concentration and 3 years' experience in human resources programs. 5-7 years in a HR

Preferred Qualifications

Certificates, Licenses, Registrations

Application Information

An official ALC application must be completed in order to be considered. Please visit www.myarkansaslottery.com/about/employment to obtain the application and instructions.

Additional Application Forms

There are no extra forms defined, [click to create one](#). [Unselect All](#)

Job Contact Person

Send email when this job is applied for:

Select Contacts:
Select an existing contact by choosing from the drop down menu.

Add New Contact:

Phone:
Email:

[Save Job Listing Changes](#)

Valerie Basham

From: Valerie Basham
Sent: Wednesday, June 01, 2011 9:58 AM
To: ASL Employees
Subject: Job Vacancy Announcement
Attachments: SECURITYSPECIALIST_Board Posting.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Red Category
Tracking: Recipient

Recipient	Delivery
ASL Employees	
Ernie.Passalunghi@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Julie.Baldrige@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Gwen.Armbrust@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Kevin.McCarthy@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Ernestine.Middleton@arkansas.gov	Delivered: 6/1/2011 9:59 AM
David.Barden@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Robert.Stebbins@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Bishop.Woosley@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Lance.Huey@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Remmele.Mazyck@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Phillip.Miley@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Mike.Smith@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Timothy.Parrish@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Patricia.Vick@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Joanna.Bunten@arkansas.gov	Delivered: 6/1/2011 9:59 AM
mark.hearn@arkansas.gov	Delivered: 6/1/2011 9:59 AM
lisa.tater@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Angela.Meredith@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Henry.Gilmore@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Samuel.Tatom@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Andy.Biernat@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Debbie.Stobaugh@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Clifton.Kassmann@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Anita.Junior@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Tyler.Pate@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Shaunta.Hudson@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Jeremy.Smith@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Fred.Dunavant@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Demetria.Roberts@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Teresa.Holloway@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Don.Smith@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Cindy.Carlock@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Bill.Cotton@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Molly.Harris@arkansas.gov	Delivered: 6/1/2011 9:59 AM
All.Mustafa@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Jeff.Fitch@arkansas.gov	Delivered: 6/1/2011 9:59 AM
Don.Cassil@arkansas.gov	Delivered: 6/1/2011 9:59 AM



ADMINISTRATIVE ANALYST
(INTERNAL TITLE: SECURITY ANALYST)

Position Summary: The purpose of the Security Analyst position is to ensure the integrity of the Arkansas Scholarship Lottery (ASL) by supporting the investigations conducted by the field investigator to include all complaints, claims, inquiries, or violations of laws or regulations pertaining to the Lottery. The Security Analyst will assist ALC Marketing Representatives and retailers with daily inquiries and complaints.

Typical Functions:

- Provide support to field investigator regarding the theft of tickets, forged claims, and claims on altered tickets throughout the state
- Compose clear, concise, and accurate reports and case files
- Assist retailers, the public, and MSR's with questions and procedures via the Security Hotline
- Validate winning Powerball and Mega Millions tickets
- Enter stolen and missing tickets into ASL gaming system
- Initiate personal background checks on prospective lottery employees and potential retailers
- On-call for Draw Games as assigned
- Back up Draw Manager when needed
- Monitor video surveillance camera
- Reconstruct and process instant and online damage tickets submitted to Claims Center centers

Knowledge, Skills and Abilities:

- Proficient in Microsoft and other computer programs
- Proficient in using office equipment; i.e. fax, multi-line phones, scanner
- Ability to logically and objectively analyze problems, apply sound judgment in assessing possible solutions, adjust to changing priorities, and meet tight deadlines Knowledge of investigative techniques and procedures
- Ability to interpret and ability criminal codes, policies & procedures
- Ability to maintain and communicate sensitive or confidential information
- Establish and maintain effective working relationships with other ASL employees, retailers, law enforcement, prosecutor's, vendors
- Compose clear concise reports and maintain accurate case files
- Ability to conduct training for law enforcement and prosecutors regarding lottery investigations
- Ability to work independently, prioritize and multi-task in a fast pace environment

Special Job Dimensions:

- Testify in criminal/civil court as needed.
- Conduct ASL online drawing as needed
- Follow-up on attempted cashing of stolen/missing lottery tickets after normal work hours.

Minimum Education and/Experience:

Bachelor's degree or five years of investigative experience. Knowledge of Investigative techniques, principles and practices; the ability to evaluate evidence and conduct investigations; the ability to analyze facts and reach sound conclusions; the ability to present clear, concise, and comprehensive written and oral reports; the ability to testify in

court; and the ability to establish and maintain effective working relationships. Lottery or gaming experience strongly preferred.

**For further information and to complete an application, visit <http://myarkansaslottery.com/about/employment>.
(Internal applicants should follow the same instructions as external applicants.)
Job posting closes Tuesday, June 14, 2011 at 4:30pm.**

ALC is an Equal Opportunity Employer

Arkansas
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Posting Status | The following information is required.

Open Until Further Notice:

Status: Active Inactive

Visibility: Public Internal

Posting Begins: 08/08/2011

Posting Ends: 08/14/2011 4:30 pm

Allow Applicants to Re-apply every

days Leave blank if applicants should not be able to re-apply.

Job Detail Search | Enter a complete class code or enter part of a job title.

By Class Code:

OR By Job Title:

Job Listing Details

Position Number: 22150636

Class Code:

Title:(Required) Administrative Analyst (Internal) Title: Security

Grade: C115

Salary From: 0

Salary To: 0

Annual

Background check: Yes No

Position City: Little Rock

Position County: State Wide
Arkansas
Ashley
Baxter

Hold down control key and click each name for multiple counties.

[Uncheck All](#)

This job is a result of the ARRA (Arkansas Recovery and Reinvestment Act) Yes No
(This is a required field)

Fair Labor Standards Act:

(E=Exempt - N=Non-Exempt)

Note: allowable HTML tags: <p>
<i>, all other tags will be stripped.

Summary

AN OFFICIAL ALC JOB APPLICATION MUST BE COMPLETED IN ORDER TO BE CONSIDERED---NOT THE STATE'S ONLINE APPLICATION. Please visit <http://myarkansaslottery.com/about/employment> to obtain the

Typical Functions

- Provide support to field investigator regarding the theft of tickets, forged claims, and claims on altered tickets throughout the state
- Compose clear, concise, and accurate reports and case files

Special Job Dimensions

- Testify in criminal/civil court as needed.
- Conduct ASL online drawing as needed
- Follow-up on attempted cashing of stolen/missing lottery tickets after normal work hours.

Knowledge, Abilities, and Skills

- Proficient in Microsoft and other computer programs
- Proficient in using office equipment: i.e. fax, multi-line phones, scanner

Minimum Education and/or Experience

Bachelor's degree or five years of investigative experience. Knowledge of investigative techniques, principles and practices; the ability to evaluate evidence and conduct investigations; the ability

Preferred Qualifications

Lottery or gaming experience strongly preferred.

Certificates, Licenses, Registrations

Application Information

Please visit <http://myarkansaslottery.com/about/employment>. PLEASE NOTE: ALL APPLICANTS MUST COMPLETE AN OFFICIAL ALC JOB APPLICATION (NOT THE STATE'S) IN ORDER TO BE CONSIDERED. Job posting closes Tuesday, June 14, 2011 at 4:30pm.

Additional Application Forms

There are no extra forms defined, [click to create one](#). Unsaved All

Job Contact Person

Send email when this job is applied for:

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Contact:

Select Contacts: Select an existing contact by choosing from the drop down menu.

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ADMINISTRATIVE ANALYST (INTERNAL TITLE: SECURITY ANALYST)

View Edit

Typical Functions:

- Provide support to field investigator regarding the theft of tickets, forged claims, and claims on altered tickets throughout the state
- Compose clear, concise, and accurate reports and case files
- Assist retailers, the public, and MSR's with questions and procedures via the Security Hotline
- Validate winning Powerball and Mega Millions tickets
- Enter stolen and missing tickets into ASL gaming system
- Initiate personal background checks on prospective lottery employees and potential retailers
- On-call for Draw Games as assigned
- Back up Draw Manager when needed
- Monitor video surveillance camera
- Reconstruct and process instant and online damage tickets submitted to Claims Center centers

Knowledge, Skills and Abilities:

- Proficient in Microsoft and other computer programs
- Proficient in using office equipment; i.e. fax, multi-line phones, scanner
- Ability to logically and objectively analyze problems, apply sound judgment in assessing possible solutions, adjust to changing priorities, and meet tight deadlines
- Knowledge of investigative techniques and procedures
- Ability to interpret and apply criminal codes, policies & procedures
- Ability to maintain and communicate sensitive or confidential information
- Establish and maintain effective working relationships with other ASL employees, retailers, law enforcement, prosecutor's, vendors
- Compose clear concise reports and maintain accurate case files
- Ability to conduct training for law enforcement and prosecutors regarding lottery investigations
- Ability to work independently, prioritize and multi-task in a fast pace environment

Special Job Dimensions:

- Testify in criminal/civil court as needed.
- Conduct ASL online drawing as needed
- Follow-up on attempted cashing of stolen/missing lottery tickets after normal work hours.

Minimum Education and Experience:

Bachelor's degree or five years of investigative experience. Knowledge of investigative techniques, principles and practices; the ability to evaluate evidence and conduct investigations; the ability to analyze facts and reach sound conclusions; the ability to present clear, concise, and comprehensive written and oral reports; the ability to testify in court; and the ability to establish and maintain effective working relationships. Lottery or gaming experience strongly preferred.

For further information and to complete an application, visit <http://myarkansaslottery.com/about/employment>
 (Internal applicants should follow the same instructions as external applicants.)
 Job posting closes Tuesday, June 14, 2011 at 4:30pm.

ALC is an Equal Opportunity Employer

Disclaimer

Retailers

Play Responsibly

Contact Us

Commission Meeting:

3rd Floor Commission Room, 124 W. Capitol, Little Rock, AR	Wednesday, July 13, 2011 - 9:30am - 11:00am
ALC Higher Education Committee, 3rd Floor Commission Room, 124 W. Capitol, Little Rock, AR	Wednesday, July 13, 2011 - 9:00am - 9:30am
ALC Personnel Committee, 3rd Floor Commission Room, 124 W. Capitol, Little Rock, Arkansas	Friday, July 1, 2011 - 9:00am - 10:00am
ALC Audit & Legal Committee, 3rd Floor Commission Room, 124 W. Capitol, Little Rock, AR	Thursday, June 30, 2011 - 1:00pm - 3:00pm

The ASL makes every effort to ensure the accuracy of information provided on myarkansaslottery.com. However, the ASL is not liable for any actions taken or omissions made from reliance on any information contained on or related to the ASL website from any source. This website is not the final authority on games, winning numbers, or other information. All winning tickets must be validated by the Arkansas Scholarship Lottery before prizes will be paid. Players must be 18 years of age or older. This site is continuously updated with new information. Please check back often.

Please play responsibly. For help, call the National Council on Problem Gambling Helpline at 1-800-522-4700, visit www.ncpgambling.org, or contact Gamblers Anonymous at www.gamblersanonymous.org

CDN integration statistics for [node/5578](#)

<http://myarkansaslottery.com/jobs/administrative-analyst-internal-title-security-analyst>

6/27/2011

- Total number of files on this page: 5.
- Number of files available on CDNs: 5 (100% coverage).
- Number of files served from the server <http://d14g0my3vlwqq.cloudfront.net>: 5
- Total time it took to look up the CDN URLs for these files: 0.284 ms, or 0.057 ms on average per file.
- The files that are synchronized to the CDN:
 - [sites/default/files/Lottery_logo.png](http://d14g0my3vlwqq.cloudfront.net/sites/default/files/Lottery_logo.png) (server: <http://d14g0my3vlwqq.cloudfront.net>)
 - [sites/default/files/Lottery_favicon.png](http://d14g0my3vlwqq.cloudfront.net/sites/default/files/Lottery_favicon.png) (server: <http://d14g0my3vlwqq.cloudfront.net>)
 - [sites/all/modules/admin_menu/admin_menu.css](http://d14g0my3vlwqq.cloudfront.net/sites/all/modules/admin_menu/admin_menu.css) (server: <http://d14g0my3vlwqq.cloudfront.net>)
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SECURITY SPECIALIST

Position Summary: The purpose of the Security Specialist position is to ensure the integrity of the Arkansas Scholarship Lottery (ASL) by investigating complaints, claims, inquiries, or violations of laws or regulations pertaining to the Lottery.

Typical Functions:

- Conduct comprehensive field investigations of the theft of tickets, forged claims, and claims on altered tickets throughout the state.
- Coordinate lottery investigations with state/local law enforcement agencies
- Compose clear, concise, and accurate reports and case files
- Assist in developing security regulations and procedure manuals
- Investigate complaints from the public regarding retailers and lottery violations
- Assist retailers, the public, and MSR's with questions and procedures via the Security Hotline
- Site visit to ASL retailer to verify compliance and preventive theft methods
- Validate winning Powerball and Mega Millions tickets
- Enter stolen and missing tickets into ASL gaming system
- Conduct personal background checks on prospective lottery employees and potential retailers
- On-call for Draw Games as assigned
- Back up Draw Manager when needed
- Monitor video surveillance camera
- Reconstruct and process instant and online damage tickets submitted to Claims Center centers
- Ensure the safety of lottery employees and visitors

Knowledge, Skills and Abilities:

- Proficient in Microsoft and other computer programs
- Proficient in using office equipment; i.e. fax, multi-line phones, scanner
- Ability to logically and objectively analyze problems, apply sound judgment in assessing possible solutions, adjust to changing priorities, and meet tight deadlines
- Knowledge of investigative techniques and procedures
- Ability to interpret and apply criminal codes, policies & procedures
- Ability to maintain and communicate sensitive or confidential information
- Establish and maintain effective working relationships with other ASL employees, retailers, law enforcement, prosecutor's, vendors
- Compose clear concise reports and maintain accurate case files
- Ability to conduct training for law enforcement and prosecutors regarding lottery investigations
- Ability to work independently, prioritize and multi-task in a fast pace environment

Special Job Dimensions:

- Testify in criminal/civil court as needed.
- Conduct ASL online drawing as needed
- Travel through-out the state visiting retailers, local police agencies, and prosecutor