

Arkansas Lottery Commission  
Personnel Committee  
DRAFT RECORD  
1-20-2012

The teleconference meeting was called to order by George Hammons, Committee Chair. Other Commissioners in attendance were Smokey Campbell, Patti Shipp, Steve Faris, and Raymond Frazier. Staff members present were Julie Baldrige, Valerie Basham, Michael Hyde, Lance Huey, Jeremy Smith and Patti Vick.

The first item on the agenda was approval of the draft record of November 18, 2011. Commissioner Shipp moved to accept, the motion was seconded by Commissioner Faris, and the final record was approved without dissent.

Committee Chairman Hammons recognized Interim Director Baldrige, who presented to the committee the next item on the agenda, which was the consideration of an amendment to the Employee Manual to add an Introductory Period. The proposed motion read as follows:

*I move to add the following language in the appropriate section of the ALC Employee Manual:*

*All new (hired or rehired) employees are placed on a six (6) month introductory period and while on this status do not have access to the agency's grievance procedures.*

*Employees promoted, demoted, or moved laterally to new positions within the agency will be placed on a three (3) month introductory period with an option of a three (3) month extension at the discretion of the supervisor.*

Commissioner Faris moved to accept the language as written, Commissioner Shipp seconded the motion and, by voice vote, the motion passed unanimously. This motion will be presented to the full Arkansas Lottery Commission for final approval.

The third item on the agenda was the request for approval of the filling of the following positions:

- A. Security Specialist - C115 – Range \$29,250 - \$53,657  
Request \$41,500 (mid range \$40,367) to acquire candidate with law enforcement training
- B. Licensing Specialists (C113, C115, C112 currently)  
Request permission to fill two existing positions and convert C115 to C112
- C. Payroll Clerk/Administrative for CFO (Added title, formerly C120, convert to C115 (see range above)
- D. Postal Courier, lateral transfer reclassification C115 to C110 keeping same salary (\$32,150) but changing pay grade to that assigned Postal Courier (C110 \$22,919-\$40,991)
- E. MSR – fill a vacancy, C120, Entry \$37,332

Commissioner Faris moved to approve the filling of the positions. Commissioner Shipp seconded the motion, with the following caveat: The Security Specialist candidate is eligible for the higher salary range of up to \$41,500 *if* he or she meets the preferred *formal* law enforcement training. If the candidate does not have that preferred training, the salary shall be in the entry-level range. A voice vote followed. The motion to approve the filling of positions, with consideration of the salary range of the Security Specialist position, was passed unanimously.

There being no further business, the meeting was adjourned.