



NOTICE OF JOB OPENING
PAgis GIS ANALYST

Opening Date: January 17, 2022; Closing Date: January 28, 2022; Classification: Exempt (\$25.00 per hour)

Summary of Job Duties and Responsibilities: Under limited supervision, the GIS Analyst designs, implements, and modifies geodatabase table structures and associated metadata; operates GIS and CAD software, creates, populates, and maintains GIS data layers; analyzes GIS and other spatial data and automates reports and other outputs; develops GIS web services, mapping applications, widgets, and desktop tools; designs, maintains, administers, and updates the Pulaski Area GIS (PAgis) website and online mapping portal; and performs other essential duties as deemed necessary.

Knowledge, Abilities, and Skills:

- | | |
|---|---|
| Knowledge of GIS data maintenance and quality control best practices. | Ability to plan and manage work. |
| Knowledge of geodatabase fundamentals and design. | Ability to create, document, test and implement scripts. |
| Knowledge of global positioning system (GPS). | Ability to analyze data using geoprocessing tools and SQL queries. |
| Knowledge of coordinate systems and datums. | Ability to create ArcGIS models and python scripts used for automation. |
| Knowledge of spatial data analysis theory and best practices. | Ability to use and implement GIS Desktop applications. |
| Knowledge of relational database structure and concepts. | Ability to build apps using the Web App Builder and JavaScript API. |
| Knowledge of cartographic principles. | Ability to read and interpret civil engineering drawings and maps. |
| Knowledge of web cartography best practices. | Ability to read and interpret maps, legal descriptions and tech. specs. |
| Knowledge of research methods and techniques. | Ability to develop and explain technical policies and procedures. |
| Knowledge of web site design best practices. | Ability to work independently. |
| Knowledge of scripting and automation techniques. | Ability to use web design and content management software. |
| Knowledge of Microsoft Windows client / server environment. | Ability to deal tactfully with customers. |
| Knowledge of ArcGIS Desktop and extensions. | Ability to analyze problems and procedures and recommend solutions. |
| Knowledge of ArcGIS Pro. | Ability to maintain accurate records and compile reports. |
| Knowledge of ArcSDE and Esri versioned geodatabases. | Ability to communicate orally and in writing. |
| Knowledge of Structured Query Language (SQL). | Ability to coordinate work with others within and outside PAGis. |
| Knowledge of Microsoft Access, Excel, Word, and PowerPoint. | Ability to extract information from written and digital records. |
| Knowledge of ArcGIS Server. | Skilled in operation of the ArcGIS Desktop and extensions. |
| Knowledge of ArcGIS Web App Builder. | Skilled in building Esri geodatabases. |
| Knowledge of Esri JavaScript API. | Skilled in configuring web mapping services and applications. |
| Knowledge of HTML5 concepts (JavaScript, CSS, and HTML). | Skilled in making presentations to a variety of audiences. |
| Knowledge of ArcGIS Online. | Skilled in documentation of GIS procedures and application interfaces. |
| Knowledge of Esri Model Builder and Python Scripting. | |

Essential Functions:

- Visually look at computer screen for extended periods.
- Computer keyboard and mouse manipulation.
- Eye and hand movement.
- Sit for extended periods.

Special Qualifications:

- Must be 21 years old or older.
- Must have a valid Arkansas Driver’s License.
- Must have a good driving record.

Minimum Qualifications: High School diploma or GED, plus (2) years of post-high school education in Geographic Information Systems or related field, plus four (4) years of work experience in an Esri software environment utilizing ArcGIS Desktop and extensions to edit and analyze data, Esri geodatabase development, and ArcGIS Server administration. Education may be substituted for work experience.

Desirable Qualifications: Bachelor’s degree in Geography, Geographic Information Systems, or related field, plus (2) years of work experience building web mapping applications using Esri’s Web App Builder and JavaScript APIs, ArcGIS Online administration, as well as data analysis and automation using Esri’s Model Builder, and Python scripting.

Work Conditions: predominantly works in heated and air-conditioned office. May occasionally work outdoors in favorable weather. May occasionally be exposed to insects, snakes, poison ivy, etc. when working outdoors.

All interested employees of Pulaski Area Geographic Information System (PAgis) are encouraged to apply and should request and complete a Request for Transfer/Promotion Form and an application in order to be considered for the position. Please contact Julie Kent at 377-1264 to receive these forms beginning on **Monday, January 17, 2022 between the hours of 8:00 a.m. and 4:00 p.m.**

Interested outside candidates may apply beginning on **Monday, January 17, 2022 between the hours of 8:00 a.m. and 4:00 p.m. in the Pulaski Areas Geographic Information System (PAgis) at 221 East Capitol, Little Rock.** You may also acquire the application package from **www.pagis.org**.

All forms must be completed and returned to Pulaski Area Geographic Information System (PAgis) on Friday, January 28, 2022 by 4:00 p.m. in order to be considered for the position. All offers will be contingent on the prospective employee receiving a "passing result" on the tests conducted. A criminal background check will also be conducted.

Pulaski Area Geographic Information System (PAgis) is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices, or any other activities, on the basis of race, color, religion, sex, national origin, age, disability, veteran’s status, sexual orientation, gender identity, genetic information, political affiliation or any other status protected by law.

**Job related written and/or skills evaluation will
be conducted.
501-377-1264
www.pagis.org**



APPLICATION FOR EMPLOYMENT
PULASKI AREA GEOGRAPHIC INFORMATION SYSTEM
(PAGIS)

An incomplete or illegible application may jeopardize your opportunity for employment. Because eligibility to compete for positions is based on a review of your application and since only information provided will be evaluated, be certain that you complete all items as fully and accurately as possible.

NAME

LAST

FIRST

MIDDLE

DATE

STREET ADDRESS HOME PHONE

CITY

STATE

ZIP

BUSINESS PHONE

CELL PHONE

ARE YOU A CITIZEN OF THE UNITED STATES OR ARE YOU LAWFULLY ELIGIBLE TO BECOME EMPLOYED IN THE U.S.?

☐ YES ☐ NO (Proof of U.S. citizenship or immigration status will be required if employed)

~~~~~

POSITION YOU ARE APPLYING FOR

TYPE OF EMPLOYMENT DESIRED: ☐ FULL-TIME    ☐ TEMPORARY    ☐ SUMMER    ☐ PART TIME

DATE AVAILABLE  SALARY REQUIREMENTS \$

WHERE DID YOU HEAR ABOUT THIS OPENING? ☐ NEWSPAPER    ☐ JOB LINE    ☐ EMPLOYEE REFERRAL    ☐ OTHER

\*\*\*LIST PREVIOUS EMPLOYMENT, BEGINNING WITH THE LAST\*\*\*

| FROM DATE<br>(Mo/<br>Yr) | TO DATE<br>(Mo/<br>Yr) | NAME AND LOCATION OF<br>EMPLOYER | SUPERVISOR | YOUR JOB | REASON FOR<br>LEAVING | FINAL<br>SALARY | FULL<br>OR<br>PART<br>TIME |
|--------------------------|------------------------|----------------------------------|------------|----------|-----------------------|-----------------|----------------------------|
|                          |                        |                                  |            |          |                       |                 |                            |
|                          |                        |                                  |            |          |                       |                 |                            |
|                          |                        |                                  |            |          |                       |                 |                            |
|                          |                        |                                  |            |          |                       |                 |                            |
|                          |                        |                                  |            |          |                       |                 |                            |

| TYPE SCHOOL                                   | NAME & ADDRESS | GRADUATED? | PRIMARY COURSES OF STUDY |         |
|-----------------------------------------------|----------------|------------|--------------------------|---------|
| HIGH SCHOOL                                   |                |            |                          |         |
| BUSINESS OR<br>TRADE SCHOOL                   |                |            |                          |         |
| COLLEGE                                       |                |            | Major:                   | Degree: |
|                                               |                |            | Minor:                   |         |
| GRADUATE<br>SCHOOL                            |                |            | Degree:                  |         |
| CORRESPONDENCE COURSES OR<br>SPECIAL TRAINING |                |            |                          |         |

Excluding those which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status, list any professional, trade, business or civic organizations with which you are associated:

List professional, business or trade licenses held, awards or special recognitions received:

LIST THREE WORK-RELATED REFERENCES:

| NAME | OCCUPATION | EMPLOYER | PHONE # | ASSOCIATION<br>(Peer vs. supervisor) |
|------|------------|----------|---------|--------------------------------------|
|      |            |          |         |                                      |
|      |            |          |         |                                      |
|      |            |          |         |                                      |

Do you have any relatives (either by blood or marriage) who are currently employed by Pulaski Area Geographic Information System (PAgis)?  
\_\_\_ Yes    \_\_\_ No

If yes, please state employee's name and your relation to them:  
\_\_\_\_\_  
\_\_\_\_\_

Have you previously been interviewed for a position with Pulaski Area Geographic Information System (PAgis)? If yes, provide positions and dates:  
\_\_\_\_\_

Have you ever been employed by Pulaski Area Geographic Information System (PAgis)? If yes, provide position, dates, and reason for leaving:  
\_\_\_\_\_  
\_\_\_\_\_

\* Do you understand the physical and mental requirements of the job for which you are applying?    ☐ Yes    ☐ No

\* Are you able to fully and completely perform all functions, duties and responsibilities of the particular job for which you are applying?

☐ Yes    ☐ No    If no, please provide an explanation: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime other than a traffic offense? ☐ Yes    ☐ No  
(Such conviction may be relevant if job related, but does not automatically disqualify you from employment.)

If yes, give details including the nature of the crime(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* **The Americans With Disabilities Act of 1990 prohibits discrimination against a qualified individual with a disability.**  
~~~~~

NOTE: Pulaski Area Geographic Information System (PAgis) is an Equal Opportunity Employer and does not discriminate in its employment practices, or any other activities, on the basis of race, color, religion, sex, national origin, age, disability or veteran's status.
~~~~~

• **I, \_\_\_\_\_, understand and voluntarily agree that Pulaski Area Geographic Information System (PAgis) (or an investigative bureau of your choice) may check any references or other information provided on this application form by me. Further, I hereby give consent to any and all current and prior employers of mine, or educational institutions I have attended, to provide information to Pulaski Area Geographic Information System (PAgis) with regard to my employment with current or prior employers or my educational background. I understand and accept that your employment decision may be based upon information furnished by me or obtained through the verification process. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I authorize you to make copies of documents related to my employment, which shall have the same effect as the originals.**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**

• I understand and agree that if I am offered and accept a position with Pulaski Area Geographic Information System (PAgis), that the position is not for a specific period of time, and I agree that I will be an employee at will and this arrangement can be terminated at any time by myself or Pulaski Area Geographic Information System (PAgis), with or without notice.

• If employed by Pulaski Area Geographic Information System (PAgis), I agree to abide by its rules and regulations.

• I understand and agree to examinations and testing, including a pre-employment physical, criminal background check, and drug screening, considered necessary by Pulaski Area Geographic Information System (PAgis) at any time, at the option of PAgis and at no personal expense to me. I authorize the examining physician or organization to disclose to Pulaski Area Geographic Information System (PAgis) or its representatives the results of such examinations or tests. I understand Pulaski Area Geographic Information System (PAgis) will limit such information only to those individuals who have a need to be informed of such.

• I understand that, unless I am notified by Pulaski Area Geographic Information System (PAgis) otherwise, this application will be considered only for the position I designated on this application form. I understand that in order to be considered for other available positions with Pulaski Area Geographic Information System (PAgis), I will need to complete a separate application for each position.

**I hereby affirm that my answers to the foregoing questions are true and correct, and I understand that misrepresentation or omission of facts called for in this application may be cause for disqualification for consideration of the position, or if employed by Pulaski Area Geographic Information System (PAgis), immediate dismissal without notice.**

\_\_\_\_\_  
**Signature of Applicant** \_\_\_\_\_  
**Date**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CELLULAR PHONE:** \_\_\_\_\_

### SUPPLEMENTARY INFORMATION REQUEST

Describe, in detail, your present position responsibilities. Include day to day work activities, machinery operated, if any, etc. (Continue on back, if needed.)

Date Employed: \_\_\_\_\_ Company: \_\_\_\_\_  
(Mo/Yr)

Job Title: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Provide the information requested below concerning the three positions held prior to your current position. If you have held other positions which are directly related to the position applied for, please continue on the back. When outlining previous job responsibilities, be sure to explain all duties and responsibilities that are directly related to the requirements listed on the job posting for which you are applying.

**1. Dates of Employment:** \_\_\_\_\_ to \_\_\_\_\_ Company: \_\_\_\_\_  
(Mo/Yr) (Mo/Yr)

Job Title: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**2. Dates of Employment:** \_\_\_\_\_ to \_\_\_\_\_ Company: \_\_\_\_\_  
(Mo/Yr) (Mo/Yr)

Job Title: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**3. Dates of Employment:** \_\_\_\_\_ to \_\_\_\_\_ Company: \_\_\_\_\_  
(Mo/Yr) (Mo/Yr)

Job Title: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT REFERENCE CONSENT AND RELEASE

APPLICANT NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

I, \_\_\_\_\_, HEREBY GIVE CONSENT TO ANY AND ALL PRIOR EMPLOYERS OF MINE, OR MY CURRENT EMPLOYER, TO PROVIDE THE INFORMATION BELOW WITH REGARD TO MY EMPLOYMENT WITH THE PRIOR OR CURRENT EMPLOYERS TO PULASKI AREA GEOGRAPHIC INFORMATION SYSTEM (PAGIS).

This consent is valid for a period of six (6) months from the date indicated below. A copy of this form shall serve as an original.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions to Current/Former Employer

The individual named above has applied for employment with Pulaski Area Geographic Information System (PAgis). Please respond candidly to the requests for information listed below and return your written responses via either facsimile or U.S. Mail. This Consent and Release is intended to comply with Arkansas Act 1474 of 1999, an Act to provide current and former business employers with protection for providing job information about current or former employees to prospective employers.

PLEASE RETURN THE INFORMATION TO:

**PAgis Manager**  
**Pulaski Area Geographic Information System (PAgis)**  
**221 East Capitol Ave**  
**Little Rock, AR 72202**      **Fax- 501-210-4980**

Date and duration of employment: \_\_\_\_\_

Current or last rate of pay and wage history: \_\_\_\_\_  
\_\_\_\_\_

Current or last job description and duties: \_\_\_\_\_  
\_\_\_\_\_

The details of the applicant's last written performance evaluation prepared prior to the date the applicant signed this consent (See date above): \_\_\_\_\_  
\_\_\_\_\_

Attendance history: (Excluding any qualifying leave under FMLA) \_\_\_\_\_  
\_\_\_\_\_

Results of drug and/or alcohol tests administered within the last year: \_\_\_\_\_  
\_\_\_\_\_

Details of any threats of violence, harassing acts, or threatening behavior related in any way to the workplace or directed at another employee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was his/her separation from employment    ☐ voluntary    ☐ involuntary?

What was the reason for the applicant's separation from employment?  
\_\_\_\_\_

Is the applicant eligible for rehire?    ☐ Yes    ☐ No      Is this a blanket company policy?    ☐ Yes    ☐ No

Printed Name and Title of Employer Representative Providing Information \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone Number \_\_\_\_\_

## GIS Analyst Questionnaire

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**DIRECTIONS: PLEASE ANSWER EACH QUESTION. DO NOT WRITE “SEE RESUME” OR “SEE REFERENCE LETTER” ON THE ANSWER LINES. IF YOU NEED ADDITIONAL SPACE, PLEASE WRITE ON THE BACK OR ATTACH ANOTHER SHEET.**

**FAILURE TO ANSWER ALL QUESTIONS MAY RESULT IN YOU NOT BEING INTERVIEWED.**

ARE YOU **21 YEARS OLD OR OLDER?** \_\_\_\_\_YES \_\_\_\_\_NO

DO YOU HAVE A **VALID ARKANSAS DRIVERS’ LICENSE** \_\_\_\_\_YES \_\_\_\_\_NO

DO YOU HAVE A **GOOD DRIVING RECORD?** \_\_\_\_\_YES \_\_\_\_\_NO

DO YOU HAVE THE **ABILITY** TO?

Use ArcGIS Desktop software and extensions to create and edit data \_\_\_\_\_YES \_\_\_\_\_NO

Use Esri’s Web App Builder to create online mapping applications \_\_\_\_\_YES \_\_\_\_\_NO

Create ArcGIS models and python scripts for automation \_\_\_\_\_YES \_\_\_\_\_NO

Use web design and content management software \_\_\_\_\_YES \_\_\_\_\_NO

Develop and explain technical policies and procedures \_\_\_\_\_YES \_\_\_\_\_NO

Read and interpret maps, and legal descriptions \_\_\_\_\_YES \_\_\_\_\_NO

Work independently \_\_\_\_\_YES \_\_\_\_\_NO

DO YOU HAVE **EYE AND HAND MOVEMENT** COORDINATION? \_\_\_\_\_YES \_\_\_\_\_NO

ARE YOU ABLE TO AND WILLING TO **SIT FOR EXTENDED PERIODS?** \_\_\_\_\_YES \_\_\_\_\_NO

ARE YOU ABLE TO AND WILLING TO **VISUALLY LOOK AT COMPUTER SCREEN FOR EXTENDED PERIODS?** \_\_\_\_\_YES \_\_\_\_\_NO

Name: \_\_\_\_\_

DO YOU HAVE WORK EXPERICENT WITH **ArcGIS Desktop and extensions?**

\_\_\_YES \_\_\_NO

WHERE? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE WORK EXPERIENCE WITH **editing and maintaining data using ArcGIS Desktop?**\_\_\_YES \_\_\_NO

WHERE? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE WORK EXPERIENCE **designing Esri geodatabases?**

\_\_\_YES \_\_\_NO

WHERE? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE WORK EXPERIENCE **reading maps plans, and legal descriptions?**

\_\_\_YES \_\_\_NO

WHERE? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

DO YOU HAVE WORK EXPERIENCE **analyzing data using Esri's geoprocessing tools?**    \_\_\_YES \_\_\_NO

WHERE? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE WORK EXPERIENCE **automating data quality control procedures using Esri's Model Builder and/or Python scripting?**    \_\_\_YES \_\_\_NO

WHERE? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU WORK EXPERIENCE **authoring high quality cartographic products and reports?** \_\_\_YES \_\_\_NO

WHERE? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE WORK EXPERIENCE **training end users on GIS apps?**    \_\_\_YES \_\_\_NO

WHERE? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



DO YOU HAVE KNOWLEDGE OR WORK EXPERIENCE OF **ArcGIS Server and Web App Builder?** \_\_\_\_ YES \_\_\_\_ NO

WHERE? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE KNOWLEDGE OR WORK EXPERIENCE OF **coordinate systems and datums?** \_\_\_\_ YES \_\_\_\_ NO

WHERE? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE KNOWLEDGE OR WORK EXPERIENCE OF **SQL Server or other RDMS?** \_\_\_\_ YES \_\_\_\_ NO

WHERE? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE KNOWLEDGE OR WORK EXPERIENCE OF **Web site design?** \_\_\_\_ YES \_\_\_\_ NO

WHERE? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **Pulaski Area Geographic Information System**

### **EMPLOYEE BENEFITS INFORMATION**

**(Full time employees only)**

Holidays - Eleven paid holidays each calendar year; immediate eligibility for new employees.

PTO (Paid Time Off) - PTO time is accrued on a bi-weekly basis during the current year. Accrual is 6.77 hours of PTO per payperiod (22 days annualized) for employees with up to 5 years of service. Accrual amount increases based on years of service, to a maximum accrual of 35 days. New employees have a 90 day waiting period before accrual begins, with accrual retroactive to date of hire.

Medical Insurance - Employee coverage is paid 100% by the employer; dependent coverage (if elected) is paid 80% by employer and 20% by employee. Eligible for coverage the first of the month following 60 day waiting period.

Dental Insurance - Employee coverage is paid 100% by the employer; dependent coverage (if elected) is paid 100% by employee. Eligible for coverage the first of the month following 60 day waiting period.

Vision Insurance - Employee coverage is paid 100% by the employer; dependent coverage (if elected) is paid 100% by employee. Eligible for coverage the first of the month following 60 day waiting period.

Health Care Assistance Plan - \$100.00 annual reimbursement by employer for expenses incurred for eyeglasses, contacts, vision/hearing exams, health and dental insurance deductibles, co-payments or co-insurance, and prescription co-payments. Benefit eligibility after 1 year of employment.

Life Insurance - Employee coverage is paid 100% by the employer and life insurance provided is one times annual salary, up to \$50,000. Eligible for coverage the first of the month following 60 day waiting period. Employees may purchase additional Life Insurance on their own through our Aflac rep.

Accidental Death & Dismemberment Insurance - Employee coverage is paid 100% by the employer and AD&D provided is one times annual salary, up to \$50,000. Eligible for coverage the first of the month following 60 day waiting period.

Short Term Disability - Employee coverage is paid 100% by the employer. Pays 50% of employee's salary beginning the 8<sup>th</sup> week of disability, continuing for a maximum period of up to 4 months. Coverage paid 100% by employer. Coverage begins after one year of employment.

Long Term Disability - Employee coverage is paid 100% by the employer. Pays 60% of employee's salary (\$3,000 monthly maximum) after 6 months of disability. Coverage paid 100% by employer. Coverage begins after three years of employment.

Retirement Plan - Member of Arkansas Public Employees Retirement System (APERS). Contributions are 5% of employee's bi-weekly salary taken on a pre-tax basis. Participation is mandatory and begins immediately upon employment.

Cafeteria Plan - Employees are eligible to join and receive the benefits of pre-tax deduction of eligible insurance premiums. Employees may also make pre-tax contributions to a dependent care spending account, and after one year of service, a medical spending account.

457B Deferred Compensation Plan - Retirement savings plan in which employees may elect to participate. Contributions are funded 100% by the employee. Participation is voluntary and may begin at any time.

Credit Union - All employees are eligible to join Arkansas Federal Credit Union and to receive the benefits thereof.

Pay periods - Employees are paid on a bi-weekly basis on Friday, one week in arrears. Direct deposit is required.