



**Employment Eligibility Verification**  
**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 10/31/2022

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) <i>Nelson</i>	First Name (Given Name) <i>MARK</i>	Middle Initial <i>C</i>	Other Last Names Used (if any)
--	--	----------------------------	--------------------------------

Address (Street Number and Name)	Apt. Number	City or Town	State	ZIP Code
[REDACTED ADDRESS]				

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input checked="" type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____  <b>OR</b>          2. Form I-94 Admission Number: _____  <b>OR</b>          3. Foreign Passport Number: _____          Country of Issuance: _____</p>	QR Code - Section 1 Do Not Write In This Space

Signature of Employee <i>[Handwritten Signature]</i>	Today's Date (mm/dd/yyyy) <i>10/26/20</i>
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**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.  A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
 (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator	Today's Date (mm/dd/yyyy)		
Last Name (Family Name)	First Name (Given Name)		
Address (Street Number and Name)	City or Town	State	ZIP Code

STOP *Employer Completes Next Page* STOP



**Employment Eligibility Verification**  
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**Section 2. Employer or Authorized Representative Review and Verification**

*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

<b>Employee Info from Section 1</b>	Last Name (Family Name) <i>Nelson</i>	First Name (Given Name) <i>Mark</i>	M.I.	Citizenship/Immigration Status
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<b>List A</b> Identity and Employment Authorization	<b>OR</b>	<b>List B</b> Identity	<b>AND</b>	<b>List C</b> Employment Authorization
Document Title		Document Title <i>Drivers license</i>		Document Title <i>JRC</i>
Issuing Authority		[Redacted]		Issuing Authority <i>JSA</i>
Document Number		[Redacted]		[Redacted]
Expiration Date (if any) (mm/dd/yyyy)		[Redacted]		<i>n/a</i>
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): *10/26/2020* (See instructions for exemptions)

Signature of Employer or Authorized Representative <i>Talesha Brim</i>	Today's Date (mm/dd/yyyy) <i>10/26/2020</i>	Title of Employer or Authorized Representative <b>HR Technician II</b>	
Last Name of Employer or Authorized Representative <b>Brim</b>	First Name of Employer or Authorized Representative <b>Talesha</b>	Employer's Business or Organization Name <b>City of Little Rock</b>	
Employer's Business or Organization Address (Street Number and Name) <b>500 W. Markham, Suite 130W</b>	City or Town <b>Little Rock</b>	State <b>AR</b>	ZIP Code <b>72201</b>

**Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)**

<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

**C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.**

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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## HIRE/PERSONNEL ACTION FORM

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### Employee Information

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**Employee:** Nelson, Mark c

**Address 1:**

**Address 2:**

**City:**

**Phone:**

**Gender:** M

**Ethnicity:** B

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### Hire Information

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**Person ID:** 44026197

**Job Class #:** PD00 11H 00

**Job Class:** Police Media Relations Specialist

**Hire Date:** 10/26/20

**Pay Rate:** \$57,000.00

**Department:** Police

**Division:** Administration

**Hire Req. #:** 202000207

**Job Term:** A1 Full Time Regular Position

**Position #:**

**Comments:**

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### Additional Information

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**EMP\_HM\_ACCT\_UNIT:** 100-105201-50000

**Step:** N/A

**Grade:** 710

**Position Control #:** PD00-11H-00

**Personnel Action:** New Hire

**Does this salary create internal inequity? Please call HR - Labor Relations if yes.:** No

**Offer Comments -:** Salary offer amount approved - kh  
10/9/2020

**Work Location -:**

**Employee ID Number:**

**Licenses & Certifications:**

**Medical Exam Date:**

**Offer Letter Signed and Uploaded:**

**Post Hire On-Boarding Status:** Requires Orientation

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**Approvers**

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Pre-Employment - Background Review	Hughes, Kelley	10/13/20 04:22 PM
HR- Pre-Employment - Medical	Nelson, T'Keyah	10/13/20 04:24 PM
Department Directors	Bewley, Wayne	10/20/20 03:31 PM

Printed on October 26, 2020

# SOCIAL SECURITY



THIS NUMBER HAS BEEN ESTABLISHED FOR

MARK G NELSON

SIGNATURE

## EMPLOYEE ACKNOWLEDGEMENT FORM OF THE DRIVER'S LICENSE MONITORING POLICY

CITY OF LITTLE ROCK employees driving City-owned vehicles that are required to drive on agency business at any time will be expected to consistently adhere to the Driver's License Monitoring Policy. In addition, it is your understanding that you must be in possession of a valid driver's license appropriate to the class/type of vehicle being operated and that your DMV driving record will be monitored semi-annually (twice yearly) as long as you are employed. Failure to adhere to this policy may result in disciplinary action, up to and including termination of employment.

### ACKNOWLEDGEMENT AND UNDERSTANDING

I have received my copy of the City of Little Rock Driver's License Monitoring Policy. I know that I must read the policy to that I understand my responsibilities as an employee.

I also understand that I may contact Human Resources if I need additional information about this or any other policy or procedures of the City of Little Rock.

EMPLOYEE'S NAME (printed):

Mark Nelson

EMPLOYEE'S SIGNATURE:



DATE:

10/26/20



## New Employee Orientation Acknowledgement Form

Representatives from the Department of Human Resources have reviewed information related to the topic listed below:

- Attendance
- Catastrophic Leave
- City Government Overview (Video)
- Compensation
- Concealed Weapons/Firearms
- Confidential Information
- Credit Union
- Direct Deposit
- Disciplinary Actions
- Dispute Resolution
- Driver's License Monitoring Policy (Copy)
- Email/Internet Use (Copy)
- Employee Assistance Program
- Employee Badges
- Employee Benefits
- Employee Parking
- Employee Participation in Political Campaign
- Equal Opportunity
- Essential/Non-Essential Personnel
- FMLA Policy (Copy)
- Freedom of Information Act (FOIA)
- Harassment Policy (Copy)
- Holidays
- Hours of Work
- Identification Badge
- Leave Time
- Licenses/Certifications
- Longevity Pay
- Nepotism
- Non-Solicitation
- Nursing Mothers
- Out-side Employment
- Overtime/Comp. Time
- Pay Period
- Probationary Period
- Promotions/Transfers
- Reasonable Accommodation
- Residency Incentive (Copy)
- Safety
- Salary Increases
- Sexual Harassment Policy
- Smoking
- Termination Clearance
- Uniform Provision
- Workplace Violence Policy
- Workplace Violence Policy

I acknowledge that I have received a copy of the City of Little Rock Employee Handbook. I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as all other policies and procedures of the City of Little Rock.

I understand that the City of Little Rock has the right change any provision of this Handbook at any time and that I will be bound by any such changes.

**I also understand that this document will become a part of my personnel file.**

Employee Name (Please Print) MARK Nelson

Signed: [Signature]

Dated: 10/26/20



10/9/2020

City of Little Rock  
500 West Markham, Suite 130W  
Little Rock, Arkansas 72201-1428

Mark Nelson  


Dear Mark,

We are pleased to extend an offer of employment for the position of Police Media Relations Specialist with the Little Rock Police Department. The base annual for this position is 57,000.00.

The City also offers an extensive benefits package, to include a residency incentive plan, which will be discussed in more detail during your employee orientation. If you wish to accept the offer, please click the accept link and sign below by the designated deadline.

Please note that hiring is contingent upon passing all remaining pre-employments.


After you have accepted the offer, we will contact you concerning pre-employments and On-Boarding. Your start date will be determined by the date you have completed all of your pre-employments and when orientation will be conducted.

We welcome you to the City of Little Rock, and to the Police Department

Sincerely,

City of Little Rock Employment Team  
[HR-Employment@littlerock.gov](mailto:HR-Employment@littlerock.gov) (mailto:HR-Employment@littlerock.gov)

Signature

A handwritten signature in blue ink, appearing to be 'M. Nelson', written over a horizontal line.

October 12, 2020



## EMPLOYMENT APPLICATION



**CITY OF LITTLE ROCK**  
500 West Markham, Suite 130W  
Little Rock, Arkansas 72201-1428  
501-371-4590

<https://www.governmentjobs.com/careers/littlerock>

**Nelson, Mark c**  
**PD-2020-06 POLICE MEDIA RELATIONS SPECIALIST**

Received: 7/7/20 3:35 PM

**For Official Use Only:**

QUAL: \_\_\_\_\_

DNQ: \_\_\_\_\_

Experience

Training

Other: \_\_\_\_\_

## PERSONAL INFORMATION

<b>POSITION TITLE:</b> POLICE MEDIA RELATIONS SPECIALIST	<b>EXAM ID#:</b> PD-2020-06
<b>NAME:</b> (Last, First, Middle) Nelson, Mark c	<b>SOCIAL SECURITY NUMBER:</b> N/A
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) [REDACTED]	<b>EMAIL ADDRESS:</b> [REDACTED]
<b>DRIVER'S LICENSE:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>NOTIFICATION PREFERENCE:</b> Email
	<b>LEGAL RIGHT TO WORK IN THE UNITED STATES?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

<b>WHAT TYPE OF JOB ARE YOU LOOKING FOR?</b> Regular
<b>TYPES OF WORK YOU WILL ACCEPT:</b> Full Time
<b>SHIFTS YOU WILL ACCEPT:</b> Day
<b>OBJECTIVE:</b> My objective is to gain employment with the city of Little Rock. As a former News/Sports anchor on television, I know the importance of understanding media relations. I believe my skill set align perfectly with what you are looking for in an applicant.

## EDUCATION

<b>DATES:</b> From: 8/1989 To: 5/1993	<b>SCHOOL NAME:</b> Henderson State University
<b>LOCATION:</b> (City, State/Province) arkadelphia , Arkansas	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>MAJOR:</b> Broadcast Journalism	<b>DEGREE RECEIVED:</b> Bachelor's

## WORK EXPERIENCE

<b>DATES:</b> From: 10/2014 To: 8/2019	<b>EMPLOYER:</b> Waypont Media - News Hub	<b>POSITION TITLE:</b> News and Sports Anchor
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) #1 Shackelford Dr, Little Rock, Arkansas, 72212		
<b>SUPERVISOR:</b> Chad Schneider - Supervising Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 20	
<b>DUTIES:</b> Served as News Anchor for media company operating as a national news hub Anchored five daily newscasts: Served as News Anchor for WRDE-TV (Delaware) and main Anchor for FOX 30-WGBC (Meridian, Mississippi) and FOX 23-WHPM (Hattiesburg, Mississippi) Managed newsroom operations overseeing producers and editors; worked with reporters to maximize impact stories Initially brought on as Sports Director and subsequently became fill-in Sports Anchor		
<b>REASON FOR LEAVING:</b> They deleted my position due to cutbacks.		
<b>DATES:</b> From: 12/2003 To: 4/2014	<b>EMPLOYER:</b> Gannett	<b>POSITION TITLE:</b> Sports Reporter/Anchor
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) 7 Izard st, Little Rock, Arkansas, 72201		
<b>SUPERVISOR:</b> Michelle Chism - Executive producer	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 1	

<b>DUTIES:</b> Served as Sports Anchor and main sports reporter; reported and covered live local and national sports; served as Weekend Morning Show co-host Specialized in generating enterprising story ideas and securing exclusive interviews with major sports figures Shot video for sports stories, wrote stories for sportscasts and newscasts Served as a station representative within the community at various fundraisers and events Built an engaging online presence through social media platforms, Facebook and Twitter		
<b>REASON FOR LEAVING:</b> Contract Issue		
<b>DATES:</b> From: 3/1993 To: 12/2003	<b>EMPLOYER:</b> Cumulus Broadcasting	<b>POSITION TITLE:</b> station Production Director overseeing the writing, producing and editing of commercials
<b>ADDRESS: (Street, City, State/Province, Zip/Postal Code)</b> Little Rock, Arkansas, 72203		
<b>PHONE NUMBER:</b> 501-401-0200	<b>SUPERVISOR:</b> Joe Booker - Program Director	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 10	
<b>DUTIES:</b> KIPR Radio - 92.3 FM, Little Rock, Arkansas Number one rated radio personality in market (station consistently ranked # 1 overall) for five consecutive years Managed all aspects of producing daily drive-time radio show Handled live remotes and broadcasts; represented station in community at local events and charity functions Served as station Production Director overseeing the writing, producing and editing of commercials		
<b>REASON FOR LEAVING:</b> I became a sports reporter.		

**CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills**

<b>OFFICE SKILLS:</b> Typing: Data Entry:
<b>OTHER SKILLS:</b> Community and Media Relations - Intermediate - 24 years and 0 months
<b>LANGUAGE(S):</b>

**ADDITIONAL INFORMATION**

<b>Honors &amp; Awards</b> 2012 Named "Best of the Best" Broadcaster in Arkansas <b>Honors &amp; Awards</b> 2006 Named one of "Top 20 Influential African Americans in Arkansas" - PowerPlay Magazine <b>Honors &amp; Awards</b> 2014 Associated Press Award for Best Sportscast
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**REFERENCES**

<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Nick Genty	<b>POSITION:</b> News Director
<b>ADDRESS: (Street, City, State/Province, Zip/Postal Code)</b>		
<b>EMAIL ADDRESS:</b> ngenty@katv.com		<b>PHONE NUMBER:</b> 501-837-7815
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Michelle Chism	<b>POSITION:</b> News Director
<b>ADDRESS: (Street, City, State/Province, Zip/Postal Code)</b>		
<b>EMAIL ADDRESS:</b> mchism@hearst.com		<b>PHONE NUMBER:</b> 501-289-05630
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Chad Schneider	<b>POSITION:</b> News Director
<b>ADDRESS: (Street, City, State/Province, Zip/Postal Code)</b> 1 Shackelford Dr, little rock, Arkansas 72201		
<b>EMAIL ADDRESS:</b> cschneider@inn-news.net		<b>PHONE NUMBER:</b> 309-269-2734

Agency-Wide Questions

1. Are you a currently employed by the City of Little Rock in a full-time, part-time or temporary capacity?  
No
2. Have you ever been employed by the City of Little Rock in a full-time, part-time or temporary capacity?  
No
3. Do you have any relatives, either by blood or marriage, household members or a domestic partner employed by this organization?  
No
4. How did you find out about this position? (Choose all that apply)  
Internet/Web Search, Job/Career Fair
5. If you have indicated "other" in the above question concerning the referral source, please specify:
6. Are you fluent in another language besides English (i.e. bi-lingual)?  
No
7. If you are bi-lingual, please indicate which of the following languages you are considered advanced/proficient:
8. Are you legally authorized to work in the United States on a full-time basis?
9. Will you now, or in the future, require sponsorship for employment visa status?

Job Specific Supplemental Questions

1. Do you possess OR will you be able to obtain a valid Arkansas Class D driver's license prior to employment? NOTE: Required for this position.  
Yes
2. Are you willing and able to work evenings, weekends, and holidays as required?  
Yes
3. Are you willing and able to participate in an in-depth background investigation conducted by the Little Rock Police Department?NOTE: Required for this position.  
Yes
4. Do you have a bachelor's degree in any of the following areas?  
Journalism,Communications
5. Do you have at least 2 years of social media/marketing experience to include the coordination of content and production of social media platforms and websites?  
Yes
6. If yes, please describe this experience to include tenure and related employers. NOTE: Employer(s) listed must be included in the work history section of your application. If no, enter N/A.  
I run a successful podcast that is on social media. I also handled social media while working at the television companies I worked for in the past.
7. Do you have at least three (3) years of progressive professional-level experience in media relations, public relations, journalism or a closely related field?  
Yes
8. If yes, please describe this experience to include tenure and related employers. NOTE: Employer(s) listed must be included in the work history section of your application. If no, enter N/A.  
I've been on radio and television for over 20 years in Arkansas.
9. How did you find out about this particular position?  
LRJobs.net

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I understand that failure to complete this form accurately and thoroughly may result in disqualification.

- if an investigation discloses misrepresentation or falsification of any information on this form or its attachments, my application may be rejected, my name removed from an eligibility list, and if I am already employed, I may be terminated from City employment.
- if a medical examination may be required if I am offered employment. I understand that the position for which I have applied may require a drug and alcohol screening and background investigation.
- this application and any other documents I have received in connection with my application, does not constitute a contract of employment either collectively or singularly.
- should I be selected for employment with the City of Little Rock, the terms and conditions of my employment are governed by the Administrative Personnel Policy and Procedure Manual, and, if applicable, the Rules and Regulations of the Little Rock Civil Service Commission.
- my application for employment once submitted to Human Resources, is subject to disclosure as a public record under the Arkansas Freedom of Information Act upon request by a citizen of the state of Arkansas.

I, for the purpose of determining my eligibility for employment, authorize any of the persons or organizations referenced in any of my application documents to give the City of Little Rock any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered in these application documents or relevant to this application process. I release all such parties and the City of Little Rock from all liability for any damage that may result from furnishing such information. I authorize the City of Little Rock to request and receive such information. A copy of this authorization shall be deemed as effective as the original and shall be in effect for one year from today's date.

I understand that a felony conviction related to any current or previous office, position or employment with any office, department, commission, council, board, committee, legislative body, agency, or other establishment of the executive, judicial, or legislative branch of the state, municipality, county, school district, institution of higher education, improvement district, or any political district or subdivision will result in being ineligible for employment with the City of Little Rock. By signing this application, I am certifying that: (1) I understand and acknowledge the pre-employment conditions listed in this section; (2) I authorize relevant information, as addressed in this section, to be provided to the City; (3) My application form and all related documents submitted contain no false information and are complete, truthful and accurate to the best of my knowledge; and (4) I am in compliance with the Military Selective Service Act.

This application was submitted by Mark c Nelson on 7/7/20 3: 35 PM

Signature\_\_\_\_\_

Date\_\_\_\_\_

# Mark Nelson

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## **CAREER SUMMARY**

**Highly experienced, dynamic news / sports reporter and anchor with deep understanding and passion for successful broadcasting. A talented communications professional - a former radio personality who seamlessly transitioned to television - who possesses extraordinary range for narration, storytelling, audience and community engagement.**

## **PROFESSIONAL EXPERIENCE**

### **News and Sports Anchor**

**2014 to 2019**

Waypont Media - News Hub, Little Rock, Arkansas

- Served as News Anchor for media company operating as a national news hub
- Anchored five daily newscasts: Served as News Anchor for WRDE-TV (Delaware) and main Anchor for FOX 30-WGBC (Meridian, Mississippi) and FOX 23-WHPM (Hattiesburg, Mississippi)
- Managed newsroom operations overseeing producers and editors; worked with reporters to maximize impact stories
- Initially brought on as Sports Director and subsequently became fill-in Sports Anchor

### **Sports Reporter/Anchor**

**2003 to 2014**

KTHV-TV (Gannett-CBS Affiliate), Little Rock, Arkansas

- Served as Sports Anchor and main sports reporter; reported and covered live local and national sports; served as Weekend Morning Show co-host
- Specialized in generating enterprising story ideas and securing exclusive interviews with major sports figures
- Shot video for sports stories, wrote stories for sportscasts and newscasts
- Served as a station representative within the community at various fundraisers and events
- Built an engaging online presence through social media platforms, Facebook and Twitter

### **On-Air Personality**

**1993 to 2003**

KIPR Radio - 92.3 FM, Little Rock, Arkansas

- Number one rated radio personality in market (station consistently ranked #1 overall) for five consecutive years
- Managed all aspects of producing daily drive-time radio show
- Handled live remotes and broadcasts; represented station in community at local events and charity functions
- Served as station Production Director overseeing the writing, producing and editing of commercials

## **SKILLS**

- Excellent verbal and written communication skills; strong interpersonal and people skills
- Strong on-camera skills with the ability to read and narrate effectively; accomplished host and moderator
- Ability to think quickly and respond appropriately in tense, high-pressure situations
- Solid news judgment, with knowledge of current local and national news and newsmakers
- Ability to manage others, make quick and sound decisions, multi-task and work effectively
- Ability to identify and craft a wide range of news, sports and human interest stories
- Keen understanding of the tenets of professional journalism

## **EDUCATION**

**Henderson State University**

Bachelor of Arts, Broadcast Journalism

## **AWARDS + HONORS**

**2006** Named one of “Top 20 Influential African Americans in Arkansas” - *PowerPlay Magazine*

**2012** Named “Best of the Best” Broadcaster in Arkansas

**2014** Associated Press Award for Best Sportscast



# STATUS CHANGE FORM

## Employee Information

Employee ID: [REDACTED] Effective Date: 01/02/21 Process Level: PD Department: PD00  
 Employee Name: NELSON, MARK C.  
 Position No. PD00-11H-00 Grade: 710 Schedule: NUNU Employee Status: A1  
 Job Title: POLICE MEDIA RELATIONS SPECIALIST  
 Immediate Supervisor Code: 6-PD00-02 Immediate Supervisor Name: CLARK, CASEY

### Please Check Reason for Status Change Below

**USER LEVEL - 5000ADA      EXPENSE ACCOUNT - 105201      ACTIVITY -**

#### SALARY ADJUSTMENTS:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Merit Increase   | <input type="checkbox"/> Across the Board Increase | <input type="checkbox"/> End of Probation       |
| <input type="checkbox"/> Salary Adjustment Not EPAS   | <input type="checkbox"/> Alternate Rate            | <input type="checkbox"/> Equity Review Increase |
| <input type="checkbox"/> Range Minimum Adjustment   | <input type="checkbox"/> Minimum Wage Increase     |   |
| <input checked="" type="checkbox"/> Other: (explain) <u>SWITCHING FROM EXEMPT TO NON-EXEMPT</u> |  |   |

Current Salary: \$57,000 New Salary: 27,404 0 % Of Increase

#### OTHER STATUS CHANGES:

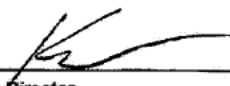
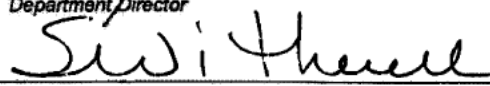

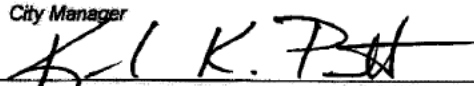
- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Career Ladder                   | <input type="checkbox"/> Transfer                      | <input type="checkbox"/> Bumping Rights Exercised     |
| <input type="checkbox"/> Reclassification                | <input type="checkbox"/> Reorganization                | <input type="checkbox"/> Title Change Only            |
| <input type="checkbox"/> Suspension Without Pay          | <input type="checkbox"/> Suspension - Leave Substitute | <input type="checkbox"/> 60% Salary Continuation      |
| <input type="checkbox"/> Leave of Absence (State Reason) |  | <input type="checkbox"/> Return from Leave of Absence |
| <input type="checkbox"/> Disciplinary Demotion           | <input type="checkbox"/> Other: (explain) _____        |   |

#### TERMINATION:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Resigned                | <input type="checkbox"/> Disciplinary Action   | <input type="checkbox"/> Unsatisfactory Probation    |
| <input type="checkbox"/> Retirement              | <input type="checkbox"/> Disability            | <input type="checkbox"/> Death                       |
| <input type="checkbox"/> Reduction in Work Force | <input type="checkbox"/> End of Summer Program | <input type="checkbox"/> End of Temporary Assignment |

For Non-Probationary Post Hire Employees, Pre-Termination Hearing Date: \_\_\_\_\_

### APPROVALS

	<u>1-13-21</u>
Department Director	Date
	<u>1-19-21</u>
Director of Human Resources	Date
	<u>1/19/2021</u>
City Manager	Date
	<u>1/19/21</u>
Mayor/Mayor's Designee	Date

## Hinshaw, Lisa

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**Subject:** FW: Change in Exemption Status

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**From:** Witherell, Stacey  
**Sent:** Tuesday, January 12, 2021 9:37 AM  
**To:** Hinshaw, Lisa <lhinshaw@littlerock.gov>  
**Cc:** Wrather, Pam <PWrather@littlerock.gov>  
**Subject:** Re: Change in Exemption Status

First pay period after approval.

Sent from my iPhone

On Jan 12, 2021, at 9:19 AM, Hinshaw, Lisa <lhinshaw@littlerock.gov> wrote:

I am just now getting around to position control for this pay period. As of what date are we arranging the non exemption status since there is an incumbent. I will have to have department go back to fix pay on this by entering any overtime. The incumbent was hired 10/26/2020 but the approval on this email appears to be 12/23/2020. Are we making it effective 12/23/2020 or first day of first full pay period which would be 01/02/2021?

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**From:** Wrather, Pam  
**Sent:** Wednesday, December 23, 2020 12:55 PM  
**To:** Hinshaw, Lisa <lhinshaw@littlerock.gov>  
**Cc:** Witherell, Stacey <SWitherell@littlerock.gov>  
**Subject:** Change in Exemption Status

Lisa,

Please change the exemption status in Infor/Lawson for the position of Police Media Relations Specialist (PD00-11H-00) to **NON-EXEMPT**.

Thanks!

Pam

Pamela Wrather, PHR, SHRM-CP  
Classification Manager  
City of Little Rock Department of Human Resources – Classification Division  
500 West Markham, Suite 130W  
Little Rock, AR 72201  
Office 501-371-4592  
Fax 501-371-4496  
[pwrather@littlerock.gov](mailto:pwrather@littlerock.gov)



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**From:** Witherell, Stacey  
**Sent:** Wednesday, December 23, 2020 11:32 AM  
**To:** Wrather, Pam ; Humphrey, Keith  
**Subject:** FW: reclass

Chief,

I raised this request with the Mayor this morning and he Mayor approved the change in the exemption status for this position. Unfortunately, I do not have the original request, would you please send it to us?

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**From:** Witherell, Stacey  
**Sent:** Wednesday, December 16, 2020 2:45 PM  
**To:** Humphrey, Keith <[khumphrey@littlerock.gov](mailto:khumphrey@littlerock.gov)>; Scott Jr., Frank <[fscottjr@littlerock.gov](mailto:fscottjr@littlerock.gov)>  
**Cc:** Kendra Pruitt ([kpruitt@littlerock.gov](mailto:kpruitt@littlerock.gov)) <[kpruitt@littlerock.gov](mailto:kpruitt@littlerock.gov)>  
**Subject:** RE: reclass

I provided a response previously. It is not a reclass. If the Mayor wants to change the exemption from what Human Resources determined then he can do so. We just need something in writing.

I am copying my previous response below:

Chief Humphrey,

The decision on the exemption status is made in Human Resources based on the Department of Labor's FLSA Rules and Regulations. However, the City can decide to err on the side of caution and make a non-overtime position eligible for overtime, such as you recommend in this situation. However, I would advise AGAINST it. I am not sure what you mean about compensating them for every after hour responsibility. This position is salaried and would work as many hours as necessary without any additional compensation (overtime or comp time). If we changed their position to non-exempt then you would be giving them overtime – do you have money for time? or comp time – which you just said it would be difficult to compensate them for every after hour responsibly, so when would this person be able to take it off?

If you did have an overtime budget I would think that the employees who must now take comp time would want money too. You have officers that continually exceed the comp time maximum. You have many salaried employees who work many hours without additional compensation and to change this classification would create more issues then it would solve.

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**From:** Humphrey, Keith  
**Sent:** Wednesday, December 16, 2020 1:36 PM  
**To:** Scott Jr., Frank <[fscottjr@littlerock.gov](mailto:fscottjr@littlerock.gov)>; Witherell, Stacey <[SWitherell@littlerock.gov](mailto:SWitherell@littlerock.gov)>  
**Subject:** reclass  
**Importance:** High

Mayor just wanted to follow up with you on this request. Thank you for your time.

Keith L. Humphrey, MBA.  
38<sup>th</sup> Little Rock Chief of Police