

State of Vermont
Department of Human Resources
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Agency of Administration

**TO: Joint Fiscal Committee
Government Accountability Committee
House Committee on Government Operations
Senate Committee on Government Operations**

FROM: Maribeth Spellman, Commissioner

DATE: July 1, 2016

SUBJECT: Department of Environmental Conservation Position Pilot Program

In accordance with Act 179, Sec. E.100(d) as amended by 2015 Acts and Resolves No. 4, Sec. 74 and Acts and Resolves No. 172, Sec. E.100.2, Secretary of Administration Justin Johnson has approved the attached position pilot request from the Department of Environmental Conservation (DEC).

The written description required by Act 179, Sec. E.100(d)(4), including the method for evaluating the cost-effectiveness of the positions, as provided by DEC, is attached for your information.

The Department of Human Resources fully supports the request to create three positions with the Position Pilot Program. We believe the request is an appropriate use of the Position Pilot. Department of Human Resources has reviewed vacancies at the DEC and has determined all vacancies are under active recruitment. Each position will increase the Department's effectiveness and level of service provided to Vermonters.

Summary of Department of Environmental Conservation's Position Pilot Request

DEC proposes creating three positions (two three-year limited services position and one permanent) funded within existing departmental appropriations. The positions will be paid for out of existing permitting fees and intradepartmental allocations. Each position will increase the Department's effectiveness and level of service provided to Vermonters.

Environmental Analyst V - Funds from the vehicle registration emission fees are available and appropriated for an Environmental Analyst V position to work specifically on the Air Toxics Program and to comply with Clean Air Act associated with hazardous air



contaminants. Due to position loss in the past, the work that will be covered by this position will allow DEC to work on backlog of work to allow DEC to maintain the ability to comply with Clean Air Act.

Grants Management Specialist- Intradepartmental appropriated funds as well as leveraging federal EPA state revolving loan funds and earned federal indirect cost rate will fund a new limited service Grants Management Specialist. DEC conducted business process improvement around grants and contract processes that identified changes in grants and contract management and a new Grants Management Specialist structure. The new processes allow personnel to focus their time on program work rather than grant administration. This position will assist DEC Financial Operation Section to support an additional 80% increase to grants and contracts due to Clean Water administration and Drinking Water Asset Management.

Environmental Technician III - Funds from solid waste certification permit funds are available to fund an Environmental Technician III focusing on the Solid Waste Program. The position will focus on managing the transporter database, implementation of a new on-line application process for transporter permit applications and payment for hauler permits for solid waste, hazardous waste and residuals. The goal is to have 85% of the applications filed electronically and 80% of annual hauler renewal.

Any questions should be directed to Molly Paulger at 828-3517.

c: Secretary Johnson
Commissioner Schuren
M. Paulger



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Agency of Administration

TO: Justin Johnson, Secretary of Administration
FROM: Maribeth Spellman, Commissioner of DHR
RE: DEC Position Pilot Program Proposal Recommendation
DATE: June 20, 2016

Approved.
[Signature]
6/29/2016

On June 7, 2016 I received a Position Pilot Proposal from Department of Environmental Conservation. The written description required by Act 179, Sec. E.100(d)(4), including the method for evaluating the cost-effectiveness of the positions, as provided by DEC, is attached for your information. Below is our recommendation and summary of our analysis.

The Department of Human Resources fully supports the request to create three positions with the Position Pilot Program. We believe the request is an appropriate use of the Position Pilot. Department of Human Resources has reviewed vacancies at the DEC and has determined all vacancies are under active recruitment. Each position will increase the Department's effectiveness and level of service provided to Vermonters.

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Environmental Analyst V - Funds from the vehicle registration emission fees are available and appropriated for an Environmental Analyst V position to work specifically on the Air Toxics Program and to comply with Clean Air Act associated with hazardous air contaminants. Due to position loss in the past, the work that will be covered by this position will allow DEC to work on backlog of work to allow DEC to maintain the ability to comply with Clean Air Act.

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Any questions should be directed to Molly Paulger at 828-3517.

c: M. Paulger





Vermont Department of Environmental Conservation
Watershed Management Division
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Agency of Natural Resources

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MEMORANDUM

TO: Michael Clasen, Deputy Secretary, Agency of Administration
FROM: Alyssa Schuren, Commissioner, Department of Environmental Conservation
DATE: June 7, 2016
RE: Position Pilot Proposal
CC: Deborah Markowitz, Secretary, Agency of Natural Resources

A handwritten signature in black ink, appearing to be "Alyssa Schuren", written over the "FROM:" line of the memorandum.

New Position (3 Positions):

1) DEC proposes one new three-year limited service position to work on air toxics in the Air Quality and Climate Division (AQCD). This position will be fully funded by the annual motor vehicle registration emissions fee which is assessed at the time of vehicle registration.

Environmental Analyst V – The proposed position title is needed as an Environmental Analyst V based on the high-level scientific work required for this position. The state's Air Toxics Program requires establishment and maintenance of an ambient air toxics monitoring and assessment program. However, the AQCD Air Toxics Coordinator position was cut several years ago due to inflationary and budgetary losses. This position is necessary to implement the Air Toxics Program required by 10 VSA §575 and to reestablish and maintain the ability to comply with Clean Air Act §110(a)(2)(E) requirements for State Implementation Plan elements relating to measurement, reporting and control of hazardous air contaminants. There is a tremendous amount of air toxics related work that needs to be accomplished to meet our statutory and Clean Air Act obligations. This work has been part of an existing position in recent years, creating a significant backlog of other air related work.

Appendix C of the Vermont Air Pollution Control Regulations currently establishes Hazardous Ambient Air Standards (HAAS) for 290 Hazardous Air Contaminants (HACs) with health impacts ranging from short term irritant effects, to chronic systemic toxicity, to known or suspected carcinogenicity. There are *hundreds* of additional pollutants, for which a HAAS has not yet been established, that are known to be emitted from sources external and internal to Vermont. The proposed Environmental Analyst V position would provide the necessary resources to make possible a more thorough prioritization of emerging "pollutants of potential concern" in Vermont and the region. It would also facilitate ongoing review of the available data regarding health risks attributable to air emissions of these pollutants, and collaboration with the Vermont Department of Health to set HAAS or interim standards wherever sufficient scientific data are available. In collaboration with existing AQCD staff and the Vermont Department of Health, the new analyst would complete an initial screening and prioritization of pollutants of concern that lack a HAAS and are known to have been emitted by Vermont

sources reporting to the AQCD annual air contaminant source registration program. Subsequent work for this analyst would include coordination with the Vermont Department of Health to set appropriate Hazardous Ambient Air Standards, and development of Toxic Action Plans to reduce ambient air concentrations of key pollutants as applicable.

2) DEC proposes one new three-year limited service position for our Administration & Innovation Division's Financial Operations Section. Over a year and half ago (October 2014) we held a week long business process improvement (Lean) event on our department-wide grants and contracts process. The goal of the event was to speed up and simplify the grants and contracts process. At the end of the weeklong event, which engaged internal and external stakeholders, an implementation plan was derived for the over 240 agreements (\$7.4M) administered and awarded annually from DEC at that time. Originally, we had over 60 technical/program (scientists, environmental analysts, etc.) staff involved in administrative processing of grants and contracts. We streamlined the process by automating steps and removing unnecessary steps and duplications. We also created a Grants Management Specialist structure that would allow us to dramatically reduce the number of staff involved in the administration of our grants/contracts, allowing personnel to shift their time to higher value program work.

As a result of Clean Water Fund administration, a new Drinking Water Asset Management grant program, and our Solid Waste Program "Organics" grant program, we anticipate administering approximately \$15M in grants/contracts in FY17, resulting in up to an 80% increase in agreements, depending on the individuals award amounts. This new limited service position would allow us to increase the number of grants/contracts executed by 80% by the third year of the position, while ensuring that DEC continues to meet our 45-day execution rate. All these new applications would be filed online.

Grants Management Specialist – This three-year limited service position, funded by an existing intradepartmental allocation, will support the DEC Financial Operations Section in our Administration & Innovation Division serving as a direct resource to the various media programs and divisions across the entire Department to administer grants and contracts. With this new position we are able to leverage existing unliquidated federal EPA state revolving loan funds (SRF) and earned federal indirects that will allow us to achieve and administer these pass-through efforts for the foreseeable next three years. The cost-effectiveness of the new position cannot be calculated in dollars and cents alone. Overall, this proposal will lead to an ability to administer the increase in the number of agreements that will be need to be executed and administered effectively and efficiently while ensuring all state and federal regulations are adhered to in the process

3) DEC proposes a new position to work within our Solid Waste Program, to be funded with available solid waste certification permit funds. The position would be an Environmental Technician III to assist with the myriad of work detailed below. Currently there are 14 staff in the Solid Waste Program, not including the two dedicated positions that are funded and work strictly on the State of Vermont's Electronic Waste Program; this is the same level of staffing as in 2009. Over the past seven years, there have been many new initiatives in the Solid Waste Program that did not exist prior to 2009; these initiatives include several Extended Producer Responsibility (EPR) programs, Universal Recycling (Act 148 of 2012) implementation, Architectural Waste (Act 175 of 2014), and the Beyond Waste stakeholder process.

Environmental Technician III – In an effort to implement such environmentally critical new programs, while managing existing work, we are proposing to create a new position that will assume the duties and initiatives summarized below.

The new position will implement a new on-line application process and manage all transporter permit applications and payments for haulers permits for solid waste, hazardous waste, and residuals (sludge and septage), as well as maintain the transporter database. The transporter permitting program is a statutory requirement and there are approximately 300 haulers in the state requiring such permits. The process includes review of the applications and also conducting statutorily required background checks for all solid waste haulers. Within three years, 85% of these applications will be filed electronically, and 80% of annual hauler renewal

The new position will also post and track all public notices of solid waste permit applications to the Electronic Notice Board (ENB) and coordinate with program staff on comments received, in order to fulfill the new requirements of S.123 and the soon to be revised Solid Waste Rules. The staffer will assist with the rollout of an electronic file management system, as part of a six program pilot of an electronic content management system. In addition, the position will process annual payments to the Solid Waste Program for facility certifications.

Each position will increase the Department's effectiveness and the level of service that we can provide Vermonters. Thank you for your consideration.

Attachment

Dept. of Environmental Conservation - Position Pilot - DHR Job Title Requests

new position number	Position Job Title Requested	Job Code	Position Type	Department ID	Workstation Zip Code	Supervisor's Position Number	Supervisor's Name
	Environmental Analyst V: General	145308	3 year Ltd. Service	6140030125	05602	660074	Jeffrey Merrell
	Grants Management Specialist	049601	3 year Ltd. Service	6140020120	05602	660328	Tracy LaFrance
	Environ Tech III AC: Admin	144801	Permanent	6140030230	05602	660436	Barbara Schwendtner