


**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:** Thomas S. Cheney Commissioner 

**DATE:** December, 6, 2016

**SUBJECT:** Forest, Parks & Recreation Position Pilot Request

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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 in 2016 to include the Agency of Natural Resources (ANR). Secretary of Administration Trey Martin has approved the attached position pilot request from ANR.

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 ANR, is attached for your information.

The Department of Human Resources supports the request to create seven 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 FPR and has determined all vacancies are under active recruitment. Each position will increase the Department's advancement of strategic priorities using existing funding sources, conversion of temporaries and the use of federal funding. The Department of Finance and Management will review the documents for budget analysis.

#### **Summary of the Forests, Parks & Recreation Position Pilot request**

This FPR request addresses seasonal position usage within the State Parks program. The request will abolish 15 seasonal park positions and create five permanent park positions in the southwest region of the state. The elimination of seasonal staff and reduction of contracted work crew will support the cost of permanent staff. In addition to these, the Department will abolish two additional temporary positions and create two two-year limited service positions. The first limited service position will assist staff with a backlog of survey work associated with forestland conservation projects. The second limited service position will work with communities in the Lake Champlain basin on storm water runoff. Funding for the Limited Service positions will be paid for both with the funding used to pay for the temporaries and federal grants that support this work.

Details of each position is described in the attached memo from FPR along with the cost effectiveness for each position.

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



c: Secretary Markowitz  
Commissioner Snyder



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Agency of Administration

**TO:** Trey Martin, Secretary of Administration   
**FROM:** Thomas S. Cheney, Commissioner   
**RE:** Department of Forest, Parks & Recreation Position Pilot Request  
**DATE:** November 30, 2016

On November 18<sup>th</sup>, 2016, I received a Position Pilot Proposals from the Vermont Department of Forests, Parks and Recreation (FPR). The written description required by Act 179, Sec. E.(100)(d)(4) of the 2014 session, including the method of evaluating the cost-effectiveness of the positions, as provided by FPR, is attached for your information. Below is our recommendation and summary of our analysis.

The Department of Human Resources supports the request to create seven 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 FPR and has determined all vacancies are under active recruitment. Each position will increase the Department's advancement of strategic priorities using existing funding sources, conversion of temporaries and the use of federal funding. The Department of Finance and Management will review the documents for budget analysis.

#### **Summary of Department of Forest, Parks & Recreation Position Pilot Request**

This FPR request addresses seasonal position usage within the State Parks program. The request will abolish 15 seasonal park positions and create five permanent park positions in the southwest region of the state. The elimination of seasonal staff and reduction of contracted work crew will support the cost of permanent staff. In addition to these, the Department will abolish two additional temporary positions and create two two-year limited service positions. The first limited service position will assist staff with a backlog of survey work associated with forestland conservation projects. The second limited service position will work with communities in the Lake Champlain basin on storm water runoff. Funding for the Limited Service positions will be paid for both with the funding used to pay for the temporaries and federal grants that support this work.

Details of each position is described in the attached memo from FPR along with the cost effectiveness for each position.

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

c: Secretary Markowitz  
Commissioner Snyder  
M. Paulger





VERMONT

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Agency of Natural Resources

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**TO:** Trey Martin, Secretary, Agency of Administration  
Thomas Cheney, Commissioner, Department of Human Resources  
**THROUGH:** Deborah Markowitz, Secretary, Agency of Natural Resources  
**FROM:** Michael Snyder, Commissioner, Department of Forests, Parks and Recreation  
**DATE:** November 18, 2016  
**RE:** FPR Position Pilot Request – Second Group Updated

**Summary**

The Department of Forests, Parks and Recreation would like to offer a second group of position conversions for consideration in the Position Pilot Program. As noted before, this program is particularly important for the State Parks program. This second request comes after a careful analysis of seasonal position usage in the State Parks Division, with special emphasis in the parks southwest region and an additional position request for the southeast region to address needs associated with the new Muckcross State Park. With this request we propose converting fifteen seasonal park positions into five permanent park positions.

We also propose converting two temporary positions into limited service positions. The conversion of one survey position for the Lands Administration division will provide essential survey services on federal Forest Legacy projects and the conversion of one Outreach Coordinator to provide outreach and assistance to communities in the Lake Champlain basin to manage stormwater runoff.

We are pleased to report these additional conversions are all cost neutral.

**Position Conversion Requests – State Parks (Group 2)**  
*Park Maintenance Technician – Parks Southwest Region*

Similar to the other three regions' Park Maintenance Technician position requests, the capacity to adequately support the maintenance of the infrastructure in the Southwest Region has not kept pace with the aging facilities and increased pressure due to higher visitation. We propose to convert two existing part-time seasonal maintenance positions plus \$15,000 we currently spend on contracted work crews into one full-time permanent Maintenance Technician position to guarantee an operating model that will work for the long term. Having a full time classified Maintenance Technician provides us the opportunity for training, professional skill development and continuity that is needed to adequately deal with the complexities of contemporary park facility maintenance. The position is estimated to cost \$60,000 and elimination of the referenced seasonal positions will provide 100% of the funds needed for the permanent position.



*Field Park Manager – Parks Southwest Region*

Full-time Park Manager services are needed in Vermont's Southwest region due to increased park visitation. Four parks in the northern area of this region together have experienced a cumulative visitation increase of approximately 75% in the past ten years. A full-time professional Field Park Manager is proposed to serve four northern area parks to assist with the increased needs in the areas of personnel management, customer service, rule enforcement, financial accounting oversight and for monitoring winter park usage. Specific state parks to be covered by this position include Button Bay (duty station of the position), D.A.R., Kingsland Bay, and Mt. Philo. A number of existing seasonal positions will be converted to fund this classified position, including two seasonal Park Managers and a Parks Maintenance Worker. Elimination of these positions will provide the estimated \$60,000 funding needed for all costs associated with the new position.

*Field Park Manager – Parks Southwest Region*

Full-time Park Manager services are needed in Vermont's Southwest region due to increased park visitation. Four parks in the central area of this region together have experienced a cumulative visitation increase of approximately 31% in the past ten years. A full-time professional Field Park Manager is proposed to serve four central area parks to assist with the increased needs in the areas of personnel management, customer service, rule enforcement, financial accounting oversight and for monitoring winter park usage. Specific state parks to be covered by this position include Bomoseen (duty station of the position), Half-Moon, Lake St. Catherine, and Branbury. A number of existing seasonal positions will be converted to fund this classified position, including a seasonal Park Manager, Assistant Manager, and a Trail Coordinator. Elimination of these positions will provide the estimated \$60,000 funding needed for all costs to cover the requested permanent position.

*Field Park Manager – Parks Southwest Region*

Full-time Park Manager services are needed in Vermont's Southwest region due to increased park visitation. Three parks in the southern area of this region together have experienced a cumulative increase of approximately 64% in the past ten years. A full-time professional Field Park Manager is proposed to serve southern area parks to assist with the increased needs in the areas of personnel management, customer service, rule enforcement, financial accounting oversight and for monitoring winter park usage. Specific state parks to be covered by this position include Emerald Lake (duty station of the position), Woodford and Lake Shaftsbury. A number of existing seasonal positions will be converted to fund this classified position, including a seasonal Park Manager, a Parks Maintenance Worker and an Attendant. Elimination of these positions will provide the estimated \$60,000 funding needed for all costs to cover the requested permanent position.

*Muckross Park Manager – Parks Southeast Region*

The Southeastern Parks Region has grown to 16 actively managed state parks with the recent addition of Muckross State Park. Park visitation in the region continues to grow in some parks exponentially. There is an immediate need for a full-time professional Park Manager position to help not only at Muckross State Park but also to assist with associated needs in the region such as training,



seasonal staff hiring and personnel management as well as monitoring the winter use of parks in the region. Converting two existing seasonal positions, a Park Manager I and an Administrative Assistant A will support the conversion of existing seasonal staffing to the requested classified Muckross Park Manager position that will cost \$54,000. Conversion of existing seasonal staff will provide 100% of the estimated \$54,000 funds necessary for the permanent position.

### **Limited Service Position Conversion Requests**

#### *Survey Technician*

We propose to use available federal Forest Legacy dollars to fund additional staff support needed to provide essential survey services for Forest Legacy projects. FPR currently has nearly \$11 million in approved federal Forest Legacy funding that has been committed to priority forestland conservation projects in Vermont. We are now faced with a large surplus of federal funding for Forest Legacy projects with a limited ability to manage a program of this magnitude with existing staff. We propose utilizing these available federal funds to hire a limited service survey technician. This staff member will assist existing survey staff in developing property surveys, resolving boundary and title issues, developing acreage studies, and providing other survey-related services necessary as a part of the State's required "due diligence" necessary before closing on these projects. We currently have a backlog of such projects, most of which will require at least some survey attention before they can successfully be completed. Future Forest Legacy funding for priority forest land conservation projects in Vermont will likely be jeopardized unless we are able to effectively deal with this backlog of approved projects. The estimated cost of this position is \$60,000 and will be budget neutral.

#### *Outreach Coordinator*

We propose to use a portion of a new federal USDA Forest Service grant to fund staff support needed to meet grant deliverables associated with the Resilient Right-of-Ways funded project. This project will develop a collaborative and integrated approach to advance innovative vegetation management practices in roadside environments. It will target communities in the Lake Champlain basin that have the greatest need to manage stormwater runoff from rural back roads. This project supports the TMDL implementation plan for water quality improvements for Lake Champlain. This position will provide the following four-phased approach: 1) Identify high-priority communities for targeted technical and financial assistance to encourage and incentivize implementation of resilient right-of-way practices; 2) Update state recognized best practice resources to include innovative resilient right-of-way practices for rural roadside environments; 3) Help 10 high-priority municipalities assess their roadside vegetation and develop vegetation management plans; and 4) Deliver training for targeted municipalities to understand and sustain their vegetation over time. The estimated cost of this position is \$43,000 and will be budget neutral.

FPR Position Pilot Request

Position Title	Estimated Annual Cost	Funding Source(s)	Permanent or Limited Service	Limited Service Start & End Date	Dept ID	Business Unit	Zip Code/Location	Union Code	Will the position supervise?	Job Code, For New Positions RFR Instead	Pay Grade Unless it's a new class	Supervisor Position #	Summary
Park Maintenance Technician - Parks Southwest Region	60,000	Parks Special Fund	Permanent	n/a	6130030000	6130	05701 - Rutland	U01	No	314400	20	650103	Professional facility maintenance for the parks southwest region.
Field Park Manager	60,000	Parks Special Fund	Permanent	n/a	6130030000	6130	05491 - Vergennes	U01	No	065508	20	650089	Professional Park Management services for northern area parks in the Southwest region.
Field Park Manager	60,000	Parks Special Fund	Permanent	n/a	6130030000	6130	05743 - Fair Haven	U01	No	065508	20	650089	Professional Park Management services for central area parks in the Southwest region.
Field Park Manager	60,000	Parks Special Fund	Permanent	n/a	6130030000	6130	05253 - Dorset	U01	No	065508	20	650089	Professional Park Management services for southern area parks in the Southwest region.
Muckross Park Ranger	54,000	Parks Special Fund	Permanent	n/a	6130030000	6130	05156 - Springfield	U01	No	065508	18	650023	Professional Park Management services for Muckross State Park and regional needs.
Survey Technician	60,000	Federal	Limited Service	Start 12/1/16, End 12/31/18	6130040000	6130	05620 - Montpelier	U01	No	RFR	20	650078	Survey staff support needed to provide essential survey services for Forest Legacy.
Outreach Coordinator	43,000	Federal	Limited Service, 0.7 FTE	Start 12/1/16, End 12/31/18	6130020000	6130	05620 - Montpelier	U01	No	007140	23	650014	Provide assistance to communities in the Lake Champlain basin to manage stormwater runoff in support of the TMDL implementation plan for Lake Champlain water quality improvement.