



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst  
Date: December 1, 2016  
Subject: Limited-Service Position Request #2868- #2872

Enclosed please find five (5) items, including twelve (12) limited-service positions, which the Joint Fiscal Office has received from the administration.

**JFO #2868 – Two (2) limited-service positions** within the Agency of Agriculture, Food and Markets. The two positions would both be titled Agricultural Engineer I and would help the Agency address anticipated increases in requests from farmers for engineering assistance for implementing agricultural best management practices as part of the State's water quality improvement initiatives. Funding for the positions would come from a sub-grant from the Dept. of Environmental Conservation of funding received through the EPA 319 Non-Point Source Pollution Grant.

*[JFO received 11/28/16]*

**JFO #2869 – One (1) limited-service position** in the Department of Health. The position would be titled Infectious Disease Program Physician and would help enhance the Department's capacity to detect and respond to healthcare-associated infections and ant-microbial resistant bacteria. Funding would be provided from a continuing grant from the Centers for Disease Control and Prevention (CDC) through July 31, 2019.

*[JFO received 11/28/16]*

**JFO #2870 – One (1) limited-service position** in the Military Department. The position would be titled Military Maintenance Specialist and would provide required maintenance to a recently constructed military vehicle and equipment maintenance facility located in North Hyde Park. The position would be funded through a Federal/State cooperative agreement and would not require State funds. The position would be funded through September 30, 2019.

*[JFO received 11/28/16]*

**JFO #2871 – Two (2) limited-service positions** within the Department of Health. The individual positions would be titled Substance Abuse Program Manager and Public Health Analyst II respectively. The positions would support grant and program management activities related to Strategic Prevention Initiative for Prescription Drugs initiative. The positions would be 50% funded with ongoing grant funding from the U.S. Dept. of Health and Human Services. The remaining funding for the Program Manager the prescription drug disposal program authorized

in Act 173 and the remaining funds for the Analyst would come from an ongoing CDC prescription drug overdose prevention grant. The project period for these positions would end on August 31, 2021.

*[JFO received 11/28/16]*

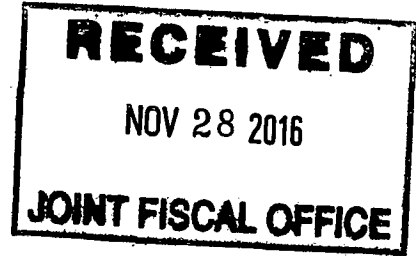
**JFO #2872 – Six (6) limited-service positions** within the Military Department. One position would be titled Assistant Security Guard and the remaining five positions would be titled Security Guard. The positions are needed due to a change in security classification for two military facilities starting in Federal FY17, the Camp Ethan Allen Training Site in Jericho and the Army Aviation Support Facility in South Burlington. All positions are Federally funded through September 30, 2019.

*[JFO received 11/28/16]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by December 16, 2016 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2870

STATE OF VERMONT  
Joint Fiscal Committee Review  
Limited Service - Grant Funded  
Position Request Form



This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Administration / Military Department Date: 11/14/2016

Name and Phone (of the person completing this request): John B. Patry, 802-338-3315

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # \_\_\_\_\_

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):  
Federal / State Cooperative Agreement, Appendix #1, Army National Guard Facilities

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Military Maintenance Specialist	1	MPIO	9/30/2019

\*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

This position is need to provide required Maintenance of a recently constructed 45,000 SF Military Vehicle & Equipment Maintenance facility. This facility has more systems and installed equipment of higher level of complexity than most other buildings in our inventory

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

Kenneth W. Gragg  
Jr., Financial Director  
Date: 11/15/2016

Digitally signed by Kenneth W. Gragg Jr., Financial Director  
DN: cn=Kenneth W. Gragg Jr., Financial Director,  
o=Military Department, ou=State of Vermont,  
email=ken.gragg@vermont.gov, c=US  
Date: 2016.11.15 09:27:02 -0500

Signature of Agency or Department Head \_\_\_\_\_ Date \_\_\_\_\_

Molly Pink  
Approved/Denied by Department of Human Resources \_\_\_\_\_ Date 11/13/2016

Bruce J. [Signature]  
Approved/Denied by Finance and Management \_\_\_\_\_ Date 11/20/2016

[Signature]  
Approved/Denied by Secretary of Administration \_\_\_\_\_ Date 11/22/16

Comments:

NOV 18 2016 DHR - 11/7/05

**ETHAN ALLEN FIRING RANGE**

Jericho/Underhill/N Hyde Park

UPDATED: 11/15/2016

Federal Program Manager

Robert Gingras – (802) 338-3041

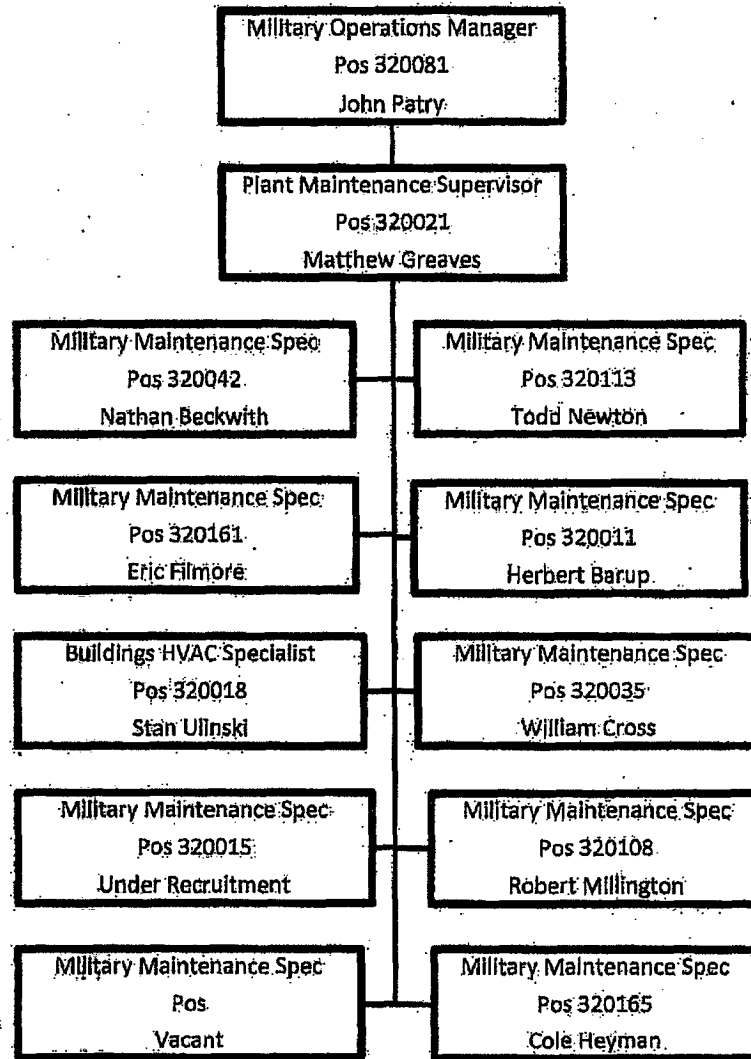
State Manager

John Patry – (802) 338-3315

Plant Maintenance Supervisor

Matthew Greaves – (802) 899-7073

Cell: (802) 338-0752



*N Hyde Park  
position* →

## Daniel Dickerson

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**From:** Patry, John <John.Patry@vermont.gov>  
**Sent:** Wednesday, November 30, 2016 9:38 AM  
**To:** Daniel Dickerson  
**Cc:** Gragg, Ken  
**Subject:** RE: Military Limited Service request

Daniel,

Here is my first stab at what I think you were requesting. Please review and advise if you feel it should have more or less emphasis in any of the description areas.

Request of Authorization to Create a New Full Time Limited Service position of Military Maintenance Specialist 1, State of Vermont Military Department, Military Property & Installations Office, MCA Term ends 9/30/2019

Summary of Position Fund Source, Position Duties, and Term of Employment;

This position is 100% Federally reimbursed through our existing Federal/State Master Cooperative Agreement, Army National Guard Facilities Program and no State funding is required. This Position is needed in order to provide required Maintenance of our recently constructed 45,000 square foot Military Vehicle & Equipment Maintenance facility. The Appendix 1 Federal Program Fund Manager has assured availability of annual funding for this new Limited Service position to the same level and priority as that of all currently supported Army National Guard Facilities Program positions. The existing staff of Maintenance Specialists is at its maximum work load limit. This facility has more modern building heating, ventilation, and cooling systems and installed equipment of higher level of complexity than most other buildings in our inventory, these conditions combined with the remote North Hyde Park location requires the focus of a single primary Mechanic Specialist for reliable and efficient cost of operations. We have included the notification of this impending new position in our Capital Bill funding requests over the past several years and now with completion and Beneficial Occupancy of this new State Asset we are requesting the Authorization to create this new Limited Service position.

Thank You,

John B. Patry  
Military Operations Manager  
Building #5, Camp Johnson  
789 National Guard Road  
Colchester, VT 05446-3099

EM: [john.patry@vermont.gov](mailto:john.patry@vermont.gov)  
PH: 802-338-3315  
FX: 802-338-3305

Honor, Integrity, Teamwork & Excellence

"We the People of the United States, in Order to form a more perfect Union, establish Justice, insure Domestic Tranquility, provide for the Common Defense, promote the General Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America."

-----Original Message-----

From: Daniel Dickerson [<mailto:ddickerson@leg.state.vt.us>]  
Sent: Monday, November 28, 2016 2:21 PM  
To: Patry, John <[John.Patry@vermont.gov](mailto:John.Patry@vermont.gov)>  
Subject: Military Limited Service request

Hi John,

Per our brief phone chat I have attached the materials that I received. You will note that most of the information that I requested is in these materials. It will be helpful though to have the important bits in one summary, as is the case for most requests from other departments.

Thank you

Daniel Dickerson  
Fiscal Analyst / Business Manager  
Vermont Legislative Joint Fiscal Office  
One Baldwin Street | Montpelier, VT 05633-5701  
802.828.2472

-----Original Message-----

From: [scanserver@leg.state.vt.us](mailto:scanserver@leg.state.vt.us) [<mailto:scanserver@leg.state.vt.us>]  
Sent: Monday, November 28, 2016 2:05 PM  
To: Daniel Dickerson  
Subject: Scanned PDF Document.212.

Document scan from the Vermont State House. See attached file.

## Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____	Date Received (Stamp) _____
Action Taken: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
Classification Analyst _____	Date _____ Effective Date: _____
Comments: _____	Date Processed: _____
Willis Rating/Components: _____	Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____
	Working Conditions: _____ Total: _____

### Incumbent Information:

Employee Name:  Employee Number:   
Position Number:  Current Job/Class Title:   
Agency/Department/Unit:  Work Station:  Zip Code:   
Supervisor's Name, Title, and Phone Number:   
How should the notification to the employee be sent:  employee's work location  or  other address, please provide mailing address:

### New Position/Vacant Position Information:

New Position Authorization:  Request Job/Class Title:   
Position Type:  Permanent or  Limited / Funding Source:  Core,  Partnership, or  Sponsored  
Vacant Position Number:  Current Job/Class Title:   
Agency/Department/Unit:  02150/Military Work Station:  Hyde Park Zip Code:  05655  
Supervisor's Name, Title and Phone Number:  Matthew Greaves, District Facilities Mgr, (802) 899-7073

### Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position:

## 1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review.** Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What it is:** The nature of the activity.
- **How you do it:** The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why it is done:** What you are attempting to accomplish and the end result of the activity.

For example, a Tax Examiner might respond as follows: **(What)** Audits tax returns and/or taxpayer records. **(How)** By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency. **(Why)** To determine actual tax liabilities.

Responsible for maintaining HVAC systems, (changing filters, checking/ replacing belts lubricating bearings and friction points), trouble shooting, monitoring and managing the building automation systems and sewer system

Scheduling contractors to perform services and repairs that require special license or skills. keeping structures and the surroundings clean and usable. Order supplies for cleaning and for replacing broken fixtures, patch and paint walls, replacing ceiling tile, managing the waste stream (recycling compost and trash) grounds maintenance shovel snow from stairs and sidewalks, plow drive's, parking lots and compounds. Vegetation control in areas around the facilities. Operating equipment (snow blowers, plows, lawn and ruff surface mowers forklifts and man lifts)

Provide a safe, and efficient work and training area.

## 2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (not an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may collaborate, monitor, guide, or facilitate change.

Incumbent will be in contact with the Soldiers/ tenants of the building they are supporting daily. I.E. contractors, coworkers, and vendors on a regular basis; state purchasing clerk, state contract specialist on the phone to secure purchase orders and contract information.

## 3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Must be able hold a security clearance to access military facilities.

Hold valid drivers license



#### 4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

.no

#### 5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

Work/ job orders, SOP's for everyday operation to be established by incumbent and supervisor.

#### 6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

A basic understanding of the mechanical systems in the facilities being maintained

#### 7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

Responsible for a buildings equipment and systems.

### 8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
tight schedules	varies by season
after hours standby	varies by season

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: hazards include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and discomfort includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
inclement weather	varies by season
confined space	5 hrs a month
roof top ventilation systems	4 hrs a week

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
cleaning supplies	50#	2 hrs a day
equipment	50#	5 hrs a month

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
standing	5 hours a day
bending	2 hrs a day

### Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

Job requires a basic knowledge from the construction trades.

Employee's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor's Section:**

Carefully review this completed job description, but do not alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

Operation and basic maintenance of heating and ventilation.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

A basic knowledge of HVAC systems and their maintenance needs

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

4. Suggested Title and/or Pay Grade:

Military Maintenance Specialist/ PG 18

Supervisor's Signature (required):

*John B. Park*

Date:

11-14-2016

**Personnel Administrator's Section:**

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes  No. If yes, please provide detailed information.

**Attachments:**

Organizational charts are required and must indicate where the position reports.

Draft job specification is required for proposed new job classes. (exists in VHR)

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

N/A

Suggested Title and/or Pay Grade:

Military Maintenance Specialist/PG 18

Personnel Administrator's Signature (required):

*Jay L. Cross*

Date: 11/14/2016

**Appointing Authority's Section:**

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Suggested Title and/or Pay Grade:

Military Maintenance Specialist/PG 18

*Kenneth W. Aronoff*

Appointing Authority or Authorized Representative Signature (required)

11/15/2016

Date