




STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst 
Date: November 17, 2017
Subject: Limited-Service Position Requests #2902 - #2904

Enclosed please find three (3) items, which the Joint Fiscal Office has received from the administration.

JFO #2902 – Four (4) limited-service positions within the VT Military Department. The positions would all be titled Security Guard. The positions have been requested to help the Department fulfill increased security obligations at Vermont army facilities based on the most recent national risk analysis, which stated that Vermont is in need of 24 security guards to protect army facilities. Federal funding was previously sufficient to cover the costs of only 13 guards but that funding has increased enough to fund the four new positions that are being requested. The new positions would be completely federally funded and the funding would be available through 9/30/2019.

[JFO received 11/15/17]

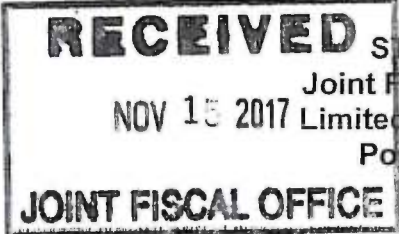
JFO #2903 – One (1) limited-service position within the VT Military Department. The position would be titled Military Property Management Specialist and is being requested help manage the growing real property inventory within the Army National Guard. The accumulated value of real property has increased from \$400 million in 2012 to \$650 million in 2017, and the building space has increased from 1.35 million sq. ft. to 2.2 million sq. ft. during that time. The position would be federally funded with funding currently available through 9/30/2019.

[JFO received 11/15/17]

JFO #2904 – Two (2) limited-service positions within the VT Military Department. The positions would be titled Custodian II and are being requested to replace contractors with salaried positions. The cost of the custodial work is split 75% federal fund and 25% state general fund dollars. The Department estimates that annual general fund costs would increase approximately \$15-20k between the contractor costs and salaried employee costs. The Department has stated that it has sufficient general funding to cover these costs over the remainder of FY2018 and the increase would be included in future budget requests. The federal share is secured through 9/30/2019.

[JFO received 11/16/17]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; 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 1, 2017 we will assume that you agree to consider as final the Governor's acceptance of these requests.



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

JFO 2902

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: Military Department Date: 10/10/17

Name and Phone (of the person completing this request): Ken Gragg, 802-338-3110

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2872

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

100% Appendix 3, ARNG Security Cooperative Agreement W912LN-15-2-1003

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>
Security Guard	FOUR	Military/Army 100%/2150030000	10/1/2017 - 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:

Funding for Security Guards of the Vermont National Guard is granted by the National Guard Bureau. The National Guard Bureau determines the critical funding needed for each State. While Vermont did not receive 100% of critical funding to support the determined Security needs, Vermont did receive additional funding for FY 2018 over FY2017. The increase was from 60% of critical to 80%, the dollar amount increase is \$251,000.

see 10/31/17 memo for clarification - DB 10-31-17

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

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=kgragg@vermont.gov, c=US
Date: 2017.10.10 11:42:57 -0400

Signature of Agency or Department Head _____ Date _____

Molly Paul

10.16.17

Approved/Denied by Department of Human Resources _____ Date _____

Approved/Denied by Finance and Management _____ Date _____

2 Nov 17

Approved/Denied by Secretary of Administration _____ Date _____

11/10/17

Comments:

3778

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AGENCY OF ADMINISTRATION

Department of Human Resources

SEARCH
CONTACT

JOB SPECIFICATIONS

[Back to Job Specifications List \(job specifications list?](#)

[jobcode=&letter=S&paygrade=18&category=33&keyword=security+guard&result=Search\)](#)

SECURITY GUARD

Job Code: 701300

Pay Plan: Classified

Pay Grade: 18

Occupational Category: Protective Services

Effective Date: 11/19/2013

Class Definition: Security work within an assigned area or base for the Military Department involving the safeguarding of specialized buildings, equipment, weapons and utilities systems against damage or loss, and maintenance of order within the area. Work is performed in accordance with standard operating procedures of the base and programs and under the supervision of the security operations supervisor and may involve rotating shifts providing twenty-four hour a day coverage.

Examples of Work: Provides immediate response to incidents, potential threats and alarms involving priority resources located in restricted areas. Maintains surveillance over area around, approach to and activity within the restricted area for potential security breeches. Controls entry and exit of military and civilian personnel, vehicles and other equipment at entry points. Patrols the installation to insure federal property and National Guard resources are properly secured. Conducts searches of persons and property within jurisdictional limitations and in accordance with instructions and provisions of applicable

regulations and laws. Performs security measures required. Contacts local, federal or civil law enforcement officials to obtain assistance when National Guard resources are threatened. Handles emergencies until appropriate key personnel are contacted, assuming responsibility until their arrival. Monitors intrusion detection equipment and maintains communications with the base patrol and other law enforcement agencies. Provides response to emergencies within the National Guard area of responsibility. Detains suspects within jurisdictional limitations in accordance with instructions and provisions of applicable regulations and laws. Performs duties as security controller to include armory certification, accountability and switchboard duties. Performs related duties as required.

Environmental Factors: Incumbents will be expected to work night and weekend shifts and be frequently alone in adverse weather conditions. Integrity, honesty, and tact are important in dealing with staff and the public. Some exposure to dangerous situations is occasionally encountered. Incumbents are expected to carry firearms. Must wear a uniform.

Minimum Qualifications

Knowledge, Skills and Abilities: Working knowledge of first aid procedures.

Awareness of basic security principles and practices.

Ability to act promptly and effectively in preventing unauthorized intrusions.

Ability to understand and carry out oral and written instructions.

Ability to remain alert and work alone during night hours.

Ability to carry a firearm.

Ability to operate standard security motor vehicles.

Ability to establish and maintain effective working relationships.

Education and Experience:

High School diploma or equivalent AND EITHER two (2) years or more of experience in the security or law enforcement field OR successful completion of a military law enforcement/security technical school or an approved police academy program.

Special Note: A current valid State driver's license is required. Post certifications maintained through written, oral and practical testing.

A military driver's license and SECRET security clearance must be obtained during the probationary period.

An incumbent must also qualify with the appropriate firearms within the probationary period in accordance with National Guard standards. An incumbent must meet the prerequisites for entrance and successfully complete the Vermont State Police Academy part-time officer's course within one year of employment if they have not previously attended a military law enforcement/security technical school or an approved police academy program.

Preferred: Eligibility for, or membership in the Vermont National Guard.

Special Requirements: n/a

- Joint Fiscal Office – JFO # 2872 Approval Date: 11/30/16
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) – Provide statutory citation if appropriate. Pending Approval

Vacant Position:

- a. Position Number:
- b. Date position became vacant:
- c. Current Job/Class Code: Current Job/Class Title:
- d. REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes No If Yes, please provide detailed information:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: Provide armed physical security to Federal and State Military facilities. To include protection of assets, property military and civilian employees and visitors. Must maintain DOD clearances, weapons proficiency, government and military vehicle driver's license and endorsements. Must operate in accordance with Force Protection Conditions mandated by the National Guard Bureau and the Vermont Adjutant General as well as general orders of the Standard Operating Procedures as directed by the VTARNG Security Manager. Have ability to conduct vehicle and personnel searches. Perform directed patrols of buildings and grounds. Have the ability review documents and identification for validity and authenticity. Respond to manmade and natural threats or emergencies utilizing military, state and civilian assets. Will work outdoors in inclement weather is predictable and exposure to hazardous conditions or hostile people is expected.

2. Provide a brief justification/explanation of this request: Funding for Security Guards of the Vermont National Guard is granted by the National Guard Bureau. The National Guard Bureau determines the critical funding needed for each State. While Vermont did not receive 100% of critical funding to support the determined Security needs, Vermont did receive additional funding for FY 2018 over FY2017. The increase was from 60% of critical to 80%, the dollar amount increase is \$251,000.

Based on the average loaded rate of a full time security guard, it has been determine that this increase will pay for four additional full time employees.

Review Note: these 4 new Security guard positions will be 100% Federally reimbursed. 80% comment above is incorrect and was missed in review per Ken Gragg, Finance Director email 10/25/17 DS 10/26/17

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well). N/A

Personnel Administrator's Section:

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes No

5. The name and title of the person who completed this form: Michael Aher, Security Operations Supervisor
6. Who should be contacted if there are questions about this position (provide name and phone number): Ken Gragg, Executive Director (802) 338-3110
7. How many other positions are allocated to the requested class title in the department: 23
8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) NO

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

Personnel Administrator's Signature (required)*

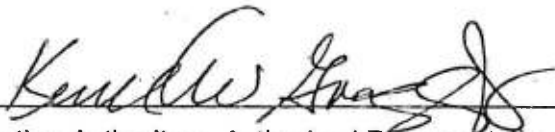
Date



Supervisor's Signature (required)*

10/11/17

Date



Appointing Authority or Authorized Representative Signature (required)*

10/10/2017

Date

* Note: Attach additional information or comments if appropriate.



STATE OF VERMONT
OFFICE OF THE ADJUTANT GENERAL
789 Vermont National Guard Road
Colchester, Vermont 05446-3099

31 October 2017

TO: Finance & Management

SUBJECT: Clarification of Funding for JFO #2872 Security Guard Position

The four Limited Service Security Guard positions are 100% federally reimbursed. The overall increase in positions requirements is based on a national risk analysis that changed the security level for several Army facilities/locations. This analysis translates to Vermont having a requirement for approximately 24 security guards. The Military Department currently has 13 security guard positions and the Master Cooperative Agreement (Grant) has increased funding to accommodate four new positions. The total requirement (24 positions) will be incrementally funded cover additional positions as the federal program receives additional funding to support the total requirement.

The incremental increase received this year is \$251,000. This funding plus the portion of prior funding that was insufficient to cover an entire FTE will support the four new positions.


Kenneth W. Gragg Jr.
Financial Director