



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: February 18, 2022
Subject: Grant Request – JFO #3090

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

JFO #3090 –Three (3) limited-service positions: Military Project Manager. Positions needed to replace Federal personnel reductions in project management and program management staffing levels. VT Military confirms the positions are fully funded through the Master Cooperative Agreement through 9/30/24. *[Received February 17, 2022]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by March 15, 2022 we will assume that you agree to consider as final the Governor's acceptance of this request.

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: Vermont Military Department Date: 10/11/21

Name and Phone (of the person completing this request): David Henderson (802) 338-3314

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 3058, 2948

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

National Guard Master Cooperative Agreement, Appendix #1 (MCA has been reviewed, multiple times, including, most recently, JFO # 3058 and 2948)

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 Project Manager (Job Code 548600)	THREE	Military Maintenance	9/30/24

*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:

These positions are part of the Construction & Facilities Maintenance Office (CFMO) reorganization and are required to replace Federal personnel reductions in Project Management and Program Management staffing levels. This staffing adjustment is needed to ensure the VT Military Department and VT Army National Guard Training and Operations Facilities are able to meet Standard Operational Readiness Requirements and respond promptly to any Local and/or National Emergencies.

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)).

DocuSigned by: Kenneth Gragg Date: 12/20/2021
CCSF3C9B210E4A3

Signature of Agency or Department Head Aimee Pope Digitally signed by Aimee Pope Date: 2022.01.03 08:35:26 -05'00'



Approved/Denied by Department of Human Resources Adam Greshin Digitally signed by Adam Greshin Date: 2022.02.10 13:22:37 -05'00'

Approved/Denied by Finance and Management _____ Date _____

Approved/Denied by Secretary of Administration _____ Date _____

Approved/Denied by Governor (required as amended by 2019 Leg. Session) _____ Date 2/17/22

Comments:

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Action
New or Vacant Positions
Existing Job Class/Titles ONLY
Position Description Form C

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you will need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- All sections of this form are required to be completed unless otherwise stated.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office.

**Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: TBD Current Job/Class Title: 548600 Military Project Manager

Agency/Department/Unit: Military Dept code 2150030000 GUC: 02150

Pay Group: W40 Work Station: Colchester Zip Code: 05446

Position Type: Permanent Limited Service (end date) 9/30/24

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% Federally funded

Supervisor's Name, Title and Phone Number: John Patry , Military Operations Mgr. (802) 338-3315

Check the type of request (new or vacant position) and complete the appropriate section.

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 548600 Existing Job/Class Title: Military Project Manager

b. Position authorized by:

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

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: PROGRAM/PROJECT MANAGEMENT: Coordinates and manages electrical, mechanical maintenance, and refurbishment projects. Manage multiple projects at various Military Facility locations throughout the state. Prepare contract documents. Conduct other administrative functions for duties/projects that are assigned to insure that all federal and state documents have been filled out properly and timely to meet State and Federal Accounting and Real Property requirements. Provide reports on progress of projects, both financial contracting aspects and real property accountability requirements. Design of projects throughout the VTARNG properties to ensure that costs and savings are at a maximum. Inspects projects to ensure that work being performed is done to the current National and State Fire and Building Construction and Safety Codes. Learning and understanding the numerous United Facilities Codes that the Military Facilities Standards require.

2. Provide a brief justification/explanation of this request: These positions are part of the Construction & Facilities Maintenance Office (CFMO) reorganization and required to replace Federal personnel reductions in Project Management and Program Management staffing levels. This staffing adjustment is needed to ensure the VT Military Department and VT Army National Guard Training and Operations Facilities are able to meet Standard Operational Readiness Requirements and respond promptly to any Local and/or National Emergencies.

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). Non-Management CBU

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: John Patry, Mil. Ops Mgr, Dave Henderson,
ASCIII

6. Who should be contacted if there are questions about this position (provide name and phone number):
John Patry - 338-3315

7. How many other positions are allocated to the requested class title in the department: 2

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).

Roxanne Royce

12/16/2021

Personnel Administrator's Signature **(required)***

Date

PATRY.JOHN.BERN Digitally signed by
ARD.1291386527 PATRY.JOHN.BERNARD.12913865
27
Date: 2021.10.11 08:30:21 -04'00'

Supervisor's Signature **(required)***

Date

DocuSigned by:
Kenneth Gragg
CC5F3C9B210E4A3...

12/20/2021

Appointing Authority or Authorized Representative Signature **(required)***

Date

* Note: Attach additional information or comments if appropriate.

State of Vermont Military Department –

Building #5, MPIO - Org Chart



