



**STATE OF VERMONT**  
LEGISLATIVE JOINT FISCAL OFFICE

MEMORANDUM

TO: Members, Joint Fiscal Committee

FROM: Maria Belliveau, Associate Fiscal Officer

*MB*

DATE: June 16, 2015

SUBJECT: JFO #2764 – Request from the Agency of Natural Resources, Department of Forests, Parks, and Recreation, for One New Limited Service Position

Attached please find a request from the Agency of Natural Resources, Department of Forests, Parks, and Recreation for one new limited service Forester 1 position. This position will be funded with federal Forest Legacy funds for a period of one year with a possible extension should the funds be available.

The position was not included as a request in the FY 2016 budget because the department of Forests, Parks, and Recreation did not received confirmation that they would be receiving the Forest legacy funding until the spring of 2015, at which point it was too late to include in the FY 2016 budget request.

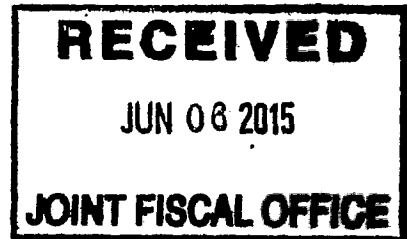
C.c. Stephen Klein, Legislative Fiscal Officer

Rep. Klein, Chair, House Committee on Natural Resources and Energy

Rep. Partridge, Chair, House Committee on Agriculture and Forest Products

Senator Bray, Chair, Senate Committee on Natural Resources and Energy

**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: Agency of Natural Resources/Forests, Parks and Recreation Date: 4/8/15

Name and Phone (of the person completing this request): Kristin Freeman 522-0730

Request is for:

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

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

USDA Forest Service, Forest Legacy Program. This program provides acquisition funding grants to the Department for conserving environmentally important forestland properties as well as separate administrative grants for program administration. Additional detail is provided in the enclosed documents).

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>
Forester I	1	Lands Administration	Grant Funding: 10/1/14 - 9/30/16 Position Dates: 6/1/15 - 5/31/16

\*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:

Between FFY '13 and FFY'15, nearly \$11 million in Forest Legacy funding has been awarded and is presently available to Vermont for conserving priority forestland parcels. The Department cannot successfully administer a program of this magnitude without additional staff support. Vermont stands to lose millions of dollars in approved Forest Legacy funding unless it secures additional staff capacity to assist with program administration.

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)).

4/21/15  
Signature of Agency/Department Head Date

5.4.15  
Approved/Denied by Department of Human Resources Date

6/5/15  
Approved/Denied by Finance and Management Date

6/05/15  
Approved/Denied by Secretary of Administration Date

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: n/a Current Job/Class Title: Forester I

Agency/Department/Unit: 06130 GUC: n/a

Pay Group: 21 Work Station: N2160 Zip Code: 05620

Position Type:  Permanent  Limited Service (end date) 9/30/16

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

Supervisor's Name, Title and Phone Number: Kate Willard, Lands Division Section Chief, 802-272-3365

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

**New Position(s):**

- a. **REQUIRED:** Allocation requested: Existing Class Code 310100 Existing Job/Class Title: Forester I
- b. Position authorized by:

JFO# NOT KNOWN. FOREST LEGACY FIRST EXTENDED AGAINST IN 1996. -J

- 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: This position will primarily work out of the Vermont Department of Forests, Parks and Recreation (FPR) office in Montpelier with some work/travel to district offices and field sites to help implement Federal Forest Legacy Program. The candidate must have good computer skills, working knowledge of GIS, GPS, map protocols, and landscape metrics and basic forestry terms and practices. Will need valid VT Driver's license.

General Duties: Forestry work at an entry level for the Department of Forests, Parks, and Recreation. Duties include assisting FPR staff with stewardship and monitoring on private lands conserved with conservation easements held by FPR including landowner contacts, conducting field site visits to determine compliance with the requirements of the easement, documenting any observed non-compliance, installing signs on the properties acknowledging the Forest Legacy program as funder and providing information regarding public access to the properties. Assist with all steps required for completion of acquisitions including reviewing title information for accuracy, drafting maps, drafting easements, coordinating with contractors including attorneys, appraisers and surveyors. Requires strong working relationship with non-profit partners and US Forest Service staff. This staff member is expected to spend considerable time in the field with travel to district and satellite offices. Work is performed under the direct supervision of a higher-level forester or other FPR staff person.

Examples of Work: Coordinate with landowners for site visits and explanation of conservation easement terms and conditions, walking conserved properties to determine compliance with the conservation easement, collect natural resource data including aerial and ground surveys. Work with GPS units and Geographic Information Software (GIS) to produce maps and associated natural resources data, enter information and maintain databases. Review and draft relevant closing documents required to complete easement and fee acquisitions. In cases of easement non-compliance may work with landowners to correct violations. Performs related duties as required.

Environmental Factors: Duties are performed with approximately half of the time in a field setting involving exposure to all types of weather conditions. Strength and agility are needed in traversing steep and rough terrain. A valid motor vehicle operator's license is required. Some work outside of regular working hours may be required. Strong and conflicting landowner opinions may be encountered.

2. Provide a brief justification/explanation of this request: Vermont has been an active participant in the Forest Legacy program since 1993 and currently holds conservation easements on 45 parcels totaling 60,000 acres which must be monitored annually. New easements are added every year and the need to steward these easements has outpaced the capacity of FPR staff. Recent easement acquisitions have come with stewardship endowments that generate annual revenue to hire an easement monitor. Recently FPR has successfully competed for project grants in federal fiscal years 2013 (Northern Green Mt. Linkage), 2014 (Groton Forest Initiative and Windham Region Working Forest), and 2015 (Dowsville Headwaters). These four grant awards total more than \$10,900,000 for the purchase of two properties and for conservation easements on up to ten properties. This level of acquisition activity is much greater than is typical. Project funds are expected to be used to cover costs associated with closing acquisitions. We will use project and administrative funds to hire the limited service position to help complete due diligence required to complete acquisitions for the above noted four project grants. Vermont submitted three applications for FY2016 for a total request of \$10,000,000. This level of acquisition activity requires additional capacity to manage projects in a timely manner as expected by the US Forest Service who administers the project grants.

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).

**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: Mike Fraysier, ANR Lands Director

6. Who should be contacted if there are questions about this position (provide name and phone number): Mike Fraysier 371-7472

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

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).

Barbara Mosway  
Personnel Administrator's Signature (required)\*

4/24/15  
Date

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

\_\_\_\_\_  
Date

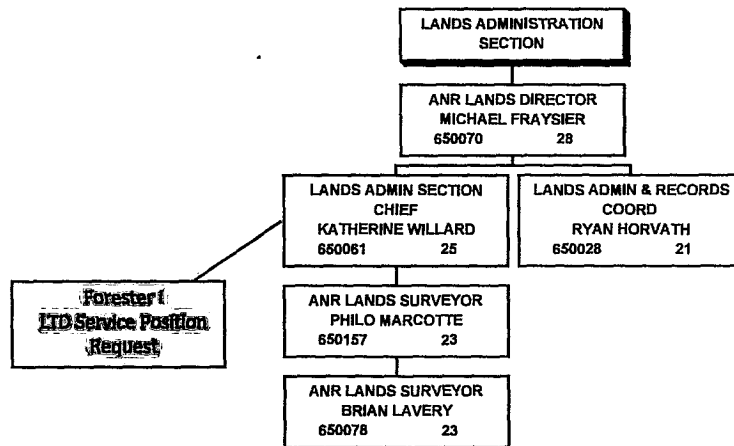
Michael C. Sandoz  
Appointing Authority or Authorized Representative Signature (required)\*

4/21/15  
Date

\* Note: Attach additional information or comments if appropriate.

DEPARTMENT OF FORESTS, PARKS  
AND RECREATION  
ORGANIZATION CHART  
LANDS ADMINISTRATION

March 3, 2014





**Request for Limited Service Position**  
**Vermont Department of Forests, Parks and Recreation**  
Forester I – Forest Legacy Program Assistant

**GRANT FUNDING DETAIL**

This new, limited service position would be funded with available federal Forest Legacy grant funding and funds from the Agency of Natural Resources Lands and Facilities Trust Fund. No general fund monies would be spent to support this position. The Department plans to use approximately \$30,000 of FFY'15 Forest Legacy Administration funding and approximately \$17,500 in Forest Legacy Acquisition funding to support the limited service Forester I position for a period of approximately one-year. An additional \$15,000 of ANR Lands and Facilities Trust Fund monies have been allocated to this position to perform conservation easement monitoring and related work on Forest Legacy projects that are not eligible costs for Legacy Acquisition or Administration funding.

Federal Forest Legacy Grants are provided to the Department to protect environmentally important forests that are threatened by conversion to non-forest uses. Over the past 20 years, approximately \$20 million in Forest Legacy funding has been used by the Department to acquire land or conservation easements on nearly 50,000 acres of environmentally important forestland parcels in Vermont. Forest Legacy Grants include both Acquisition Grants and Administrative Grants. These grants have been incorporated into and approved as part of the Department's annual budget appropriation. Acquisition Grants provide funding to the Department for acquisition of forestland or interests in forestland and related associated costs. Administrative Grants provide funding to the Department for related program administration costs. A summary of the Department's active and pending Forest Legacy Grants is provided below:

**Forest Legacy Grants**

Grant Type	Grant #	Expiration Date	Grant Amount
Acquisition	13-DG-11420004-160	12/31/2015	\$2,720,000
Acquisition	14-DG-11420004-094	09/30/2015*	\$3,500,000
Acquisition	14-DG-11420004-300	09/30/2015*	\$2,185,000
Administration	14-DG-11420004-093	09/30/2015	\$36,411
Acquisition	Federal advice received, grant pending**	9/30/2016	\$2,725,000
Administration	Federal advice received, grant pending**	9/30/2016	\$68,798***

\*The Department anticipates these grants will need to be extended beyond their current expiration date.

\*\* Funding has been confirmed on the federal advice but a grant has not yet been issued by the Forest Service. We are confident that this grant will be awarded based on past experience, historically the Department has not been denied grant funding for funds listed on the federal advice.

\*\*\*At the suggestion of the Forest Service, the Department requested an increase in its annual Forest Legacy Administration Grant for FFY'15 to \$70,000 with the intention of using the additional funding for a new limited service staff member's efforts towards administering Forest Legacy grants. The Forest Service approved \$68,798 of this request and we would like to use \$30,000 of this administrative funding for the proposed new limited service position.

**GRANT (PROJECT) TIMELINE**

Funding for this limited service position would be provided in part by several active and pending Forest Legacy Grants (see attached Grant Funding Detail). The current timeline for the active Forest Legacy Acquisition grants extend through September or December of 2015. Given the complexity and number of individual acquisition projects that are funded under the two active FFY' 14 Forest Legacy Acquisition Grants (over 15 individual parcels), the Department will be unable to complete work under these grants by the current grant expiration deadline of September 30, 2015 and will request an extension of these grants for at least an additional year. The

Forest Service has approved the Department's request for grant extensions in the past and we fully expect approval of any new requests for grant extensions.

The Department has been notified of additional Forest Legacy Funding in FFY' 15 with grant expiration dates of September 30, 2016.

In light of the above, the Department would like to use the available Forest Legacy funding to support the limited service Forester I position for a twelve month period, June 1, 2015 – May 31, 2016. Pending need and available funding, the Department may request that this position be extended an additional period of time.

NORTHEASTERN AREA

STATE AND PRIVATE FORESTRY  
Distribution of FY 2015 Program Budget to Partners

04/01/15

**VERMONT**

		Funding Submitted to USDA for Approval			Total Amount of Funds to Partners in State	
		Directly to State	Third Party	Other FS and Federal Agencies		
Cooperative Programs	Grant No.	Total Amount Obligated	{A}	{B}	{C}	{D=A+B+C}
<b>Forest Health Management (FHM):</b>						
<b>Federal Lands</b>						
Core Funding						
FHTET - Univ Of Vermont - Laying Formulations To Use Silver Flies For Biocontrol Of HWA (1325SPFH4615)						
<b>Cooperative Lands</b>						
Core Funding						
FHTET - Univ Of Vermont - Laying Formulations To Use Silver Flies For Biocontrol Of HWA (2423SPCH3014)						
FHTET - Univ Of Vermont - Laying Formulations To Use Silver Flies For Biocontrol Of HWA						
Forest Health Monitoring (CORE)						
<b>SUBTOTAL, FHM</b>			<b>81,551</b>	<b>67,000</b>	<b>0</b>	<b>148,551</b>
<b>Cooperative Fire Protection (CFP):</b>						
<b>State Fire Assistance NFP</b>						
Core Funding						
<b>Volunteer Fire Assistance NFP</b>						
Core Funding						
<b>Forest Health Management- Fed Lands NFP</b>						
Core Funding						
<b>Forest Health Management- Coop Lands NFP</b>						
Core Funding						
<b>Economic Action Programs: NFP</b>						
Core Funding						
<b>SUBTOTAL, CFP</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cooperative Forestry (CF):</b>						
<b>Forest Stewardship</b>						
Core Funding						
<b>Forest Legacy</b>						
Core Funding						
VT - Groton Forest Legacy Initiative						

NORTHEASTERN AREA

STATE AND PRIVATE FORESTRY  
Distribution of FY 2015 Program Budget to Partners

04/01/15

**VERMONT**

		Funding Submitted to USDA for Approval			Total Amount of Funds to Partners in State
		Directly to State	Third Party	Other FS and Federal Agencies	
Cooperative Programs	Grant No. Total Amount Obligated	{A}	{B}	{C}	{D=A+B+C}
VT - Dowsville Headwaters		2,500,000			0
Core Funding					
<b>Urban and Community Forestry</b>					195,208
Core Funding		195,208			
<b>Economic Action Programs:</b>					0
Core Funding					
<b>SUBTOTAL, CF</b>		<b>3,106,306</b>	<b>0</b>	<b>0</b>	<b>3,106,306</b>
<b>Grey Towers Operations</b>					0
Core Funding					
<b>Reimbursable Programs</b>					0
Core Funding					
<b>State Fire Assistance</b>					154,281
Core Funding		154,281			
<b>Volunteer Fire Assistance</b>					67,577
Core Funding		67,577			
<b>Landscape Scale Restoration Project</b>					370,000
LSR - Collaborative & Integrated Approach To Advance Trees, Forests & Other Green Stormwat		245,000			
LSR - Using Volunteers For Outreach To Firewood Producers & Targeting Information To Firew		125,000			
		<b>591,858</b>	<b>0</b>	<b>0</b>	<b>591,858</b>
<b>Total:</b>		<b>3,779,715</b>	<b>67,000</b>	<b>0</b>	<b>3,846,715</b>
<b>Date Of Last Change</b>	<b>03/26/15</b>				