



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: February 2, 2023
Subject: Request – JFO #3137

Enclosed please find one (1) item, which is being held for the Joint Fiscal Committee meeting scheduled for Wednesday, February 9, 2023.

JFO #3137: One (1) limited-service position to the Vermont Department of Health, Senior Health Asbestos and Lead Engineer, to perform senior professional level work to educate, advise on and enforce Vermont asbestos and lead control regulations. The position is funded through 9/30/2024 through an existing Environmental Protection Agency grant.

[Received 1/23/2023]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions. A representative from the Department of Health will be available to answer questions at the JFC meeting on Wednesday, February 9, 2023.



Department of Health
Office of the Commissioner
108 Cherry Street – PO Box 70
Burlington, VT 05402-0070
healthvermont.gov

[phone] 802-863-7280
[fax] 802-951-1275
[tdd] 800-464-4343

Agency of Human Services

MEMORANDUM

To: Jenney Samuelson, Secretary of Human Services

From: Mark Levine, MD, Commissioner of Health 

Re: Performance Partnership Lead and Enforcement Grant Funded Position Request

Date: 11/28/2022

Please find enclosed a request for a limited service position required to carry out the ongoing work required in the Vermont Performance Partnership Lead and Enforcement Grant. This position will perform senior professional level work to educate, advise on and enforce Vermont asbestos and lead control regulations, and help the Department with the adoption of the federal Renovation, Repair and Painting (RRP) regulations that were transferred to the State effective October 1, 2022.

This position will be funded by our existing EPA grant for Lead Enforcement. The Joint Fiscal Committee acceptance of the VDH Lead Enforcement award predates the online JFO grant archives.

Thank you in advance for your favorable consideration of this request.

Cc: Rich Donahey, AHS Chief Financial Officer



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: Human Services – Vermont Department of Health Date: 11/28/22

Name and Phone (of the person completing this request): Paul Daley 802-863-7284

Request is for:

_____ Positions funded and attached to a new grant

___x___ Positions funded and attached to an existing grant approved by JFO #: unavailable

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

U.S. Environmental Protection Agency; Performance Partnership Grant Lead Program and Enforcement,
BG – 00A001057-0

2. Title of Position Requested # of Positions Division/Program Grant Funding Period/Anticipated End Date

Senior Health Asbestos 1 Environmental Health 10/1/2022-9/30/2024
& Lead Engineer

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

This position will perform senior professional level work to educate, advise on and enforce Vermont asbestos and lead control regulations, and help the Department with the adoption of the federal Renovation, Repair and Painting (RRP) regulations that were transferred to the State effective October 1, 2022.

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. 549)

Signature of Agency or Department Head: Aimee Pope Date: 12/8/2022 11/28/2022

Approved/Denied by Department of Human Resources: Adam Greshin Date: 2022.12.30 13:51:32 -05'00'

Approved/Denied by Finance and Management: Douglas Farnham Date: 11/20/23

Approved/Denied by Secretary of Administration: [Signature] Date: [Blank]

Approved/Denied by Governor (required as amended by 2019 Leg. Session): [Signature] Date: 1/20/23

Comments: [Blank] DocuSigned by: Tracy O'Connell

	U.S. ENVIRONMENTAL PROTECTION AGENCY Cooperative Agreement		GRANT NUMBER (FAIN): 00A01057 MODIFICATION NUMBER: 0 PROGRAM CODE: BG	DATE OF AWARD 08/08/2022
			TYPE OF ACTION New	MAILING DATE 08/11/2022
			PAYMENT METHOD: ASAP	ACH# 10137
			RECIPIENT TYPE: State	
RECIPIENT: Vermont D.O.H. 108 Cherry Street Burlington, VT 05402-0070 EIN: 03-6000264		PAYEE: Vermont Agency of Human Services 280 State Drive Center Building Waterbury, VT 05671-1000		
PROJECT MANAGER Amy Danielson 108 Cherry Street Burlington, VT 05402-0070 Email: Amy.Danielson@vermont.gov Phone: 802-865-7784		EPA PROJECT OFFICER Jessica Schiff 5 Post Office Square, Suite 100, 07-1 Boston, MA 02109-3912 Email: Schiff.Jessica@epa.gov Phone: 617-918-1367		EPA GRANT SPECIALIST Robert.F Smith Grants Management Branch, 05-5 5 Post Office Square, Suite 100 Boston, MA 02109-3912 Email: Smith.Robert.F@epa.gov Phone: 617-918-1960
PROJECT TITLE AND DESCRIPTION Performance Partnership Grant Lead Program and Enforcement Fiscal Year 2023/2024 See Attachment 1 for project description.				
BUDGET PERIOD 10/01/2022 - 09/30/2024	PROJECT PERIOD 10/01/2022 - 09/30/2024	TOTAL BUDGET PERIOD COST \$951,123.00	TOTAL PROJECT PERIOD COST \$951,123.00	
NOTICE OF AWARD				
<p>Based on your Application dated 06/01/2022 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$291,000.00. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$291,000.00. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.</p>				
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)			AWARD APPROVAL OFFICE	
ORGANIZATION / ADDRESS U.S. EPA, Region 1, EPA New England 5 Post Office Square, Suite 100 Boston, MA 02109-3912			ORGANIZATION / ADDRESS U.S. EPA, Region 1, EPA New England R1 - Region 1 5 Post Office Square, Suite 100 Boston, MA 02109-3912	
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY				
Digitally signed by EPA Award Official Arthur Johnson - Director, Mission Support Division Fred Weeks - Deputy Director, Mission Support Division				DATE 08/08/2022

Vermont TSCA Lead Program and Enforcement Combined FY23-24 Workplan

ALRP Goals

Reduce Vermonters' exposure to lead and asbestos through increasing the awareness of and compliance with lead and asbestos regulatory requirements among contractors, property owners, building professionals, state and municipal partners, schools, and childcare providers through education, outreach and effective compliance actions.

ALRP Responsibilities

The ALRP operates under the regulatory authority provided by the Vermont Regulations for Asbestos Control and the Vermont Regulations for Lead Control to issue licenses to firms, contractors, labs and training providers and permits to perform abatement and RRP work. In addition, these regulations provide the ALRP the authority to perform inspections of permitted worksites and follows up on tips and complaints from colleagues within state and local offices and the public to ensure compliance with the regulations. The ALRP pursues compliance and enforcement cases when non-compliance has occurred.

VDH, EH Organization Chart

The ALRP is a program within the VDH Division of Environmental Health. Please see Appendix A for the Division's organizational chart.

III. State Program Staff

Grant Year FY23

Name	Title	Percent time	Annual Salary charged	Annual Fringe charged	Annual Indirect charged
Amy Danielson	Program Manager	30%	\$25,326	\$16,288	\$19,970
Chris Kinnick	Sr. Health Asbestos Lead Engineer	40%	\$17,900	\$11,098	\$14,141
To be hired	Sr. Health Asbestos Lead Engineer	100%	\$59,666	\$36,993	\$47,136
Tim Duffy	Health Asbestos Lead Engineer	30%	\$18,602	\$14,606	\$14,695
Margaret McCarthy	Compliance and Enforcement Advisor	32%	\$27,889	\$16,100	\$22,032
Alex Grise	Environmental Health Specialist	20%	\$10,520	\$5,782	\$8,311

Vermont TSCA Lead Program and Enforcement Combined FY23-24 Workplan

Grant Year FY24

Name	Title	Percent time	Annual Salary charged	Annual Fringe charged	Annual Indirect charged
Amy Danielson	Program Manager	30%	\$25,326	\$16,288	\$19,970
Chris Kinnick	Sr. Health Asbestos Lead Engineer	40%	\$17,900	\$11,098	\$14,141
To be hired	Sr. Health Asbestos Lead Engineer	100%	\$59,666	\$36,993	\$47,136
Tim Duffy	Health Asbestos Lead Engineer	35%	\$21,702	\$17,040	\$17,144
Margaret McCarthy	Compliance and Enforcement Advisor	30%	\$26,146	\$15,094	\$20,655
Alex Grise	Environmental Health Specialist	20%	\$10,520	\$5,782	\$8,311

The ALRP will hire a new Senior Health Asbestos and Lead Engineer to increase the program's capacity to perform the new RRP activities.

IV. Workplan Goals & Objectives

The following TSCA lead workplan activities support:

- EPA Strategic Plan **Goal 1: A Cleaner, Healthier Environment** by reducing the exposure of children to lead-based paint, and **Objective 1.4 Ensure Safety of Chemicals in the Marketplace** by ensuring that individuals and firms are trained and certified to conduct lead-based paint abatement activities and inspections/risk assessments properly.
- EPA Strategic Plan **Goal 2: More Effective Partnerships** and **Objective 2.1 Enhance Shared Accountability** by implementing compliance and enforcement activities to ensure compliance with lead-based paint laws and regulations.
-

1. Education, Outreach, and Compliance Assistance on Lead Rules

Narrative Goal/s for this Section:

The ALRP responds to many requests for information on the federal and state lead-based paint regulations and how to reduce exposure to lead-based paint. These calls and email communications are logged and reported quarterly to the U.S. EPA. The ALRP receives tips and complaints from the public and follows up with each of these to provide information or take enforcement action as needed. The ALRP is in frequent contact with Town Health Officers and other town and city officials for the purpose of collaborating

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: Work Station: Zip Code:

Supervisor's Name, Title and Phone Number:

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.*

This position proactively works with businesses, contractors and individuals to understand the requirements of the Vermont lead and asbestos regulations in order to not expose the public or themselves to lead and asbestos hazards. This position conducts compliance inspections and provides assistance with worksite permit applications in an effort to avoid enforcement actions and unnecessary exposure to hazards.

This position requires lead and asbestos discipline training and licensure, independent compliance and enforcement case development activities and advanced professional technical work. This position works independently on special projects as assigned by the Asbestos and Lead Regulatory Program Manager and provides leadership, training and mentoring to program staff.

1. Inspection, Technical Review and Evaluation of Public Health Hazards

- 1) Conducts statewide programmatic activities to increase awareness and compliance with the asbestos and lead regulations.
- 2) Is the lead contact for technical review and analysis of environmental policies and regulations for stakeholders and the public.
- 3) Maintains current knowledge of proposed and published federal laws and rules governing asbestos and lead abatement, evaluation, and control.
- 4) Interprets and implements relevant federal, state, and departmental regulations and statutes.
- 5) Identifies areas of research and needs and seeks support for such research from appropriate sources.
- 6) Performs technical review of abatement plans and notifications for asbestos and lead containing materials in a variety of structures to determine compliance with state and federal regulations.
- 7) Performs technical review of renovation and construction plans for asbestos containing materials and lead-based paint coatings across the myriad of construction scenarios to determine compliance with applicable state and federal regulations.
- 8) Conducts independent advanced level compliance inspections and investigation work of abatement and Renovation, Repair, Painting and Maintenance jobsites for the Department of Health.

- 9) Inspects, investigates and evaluates public and commercial buildings to ensure compliance with pertinent regulations.
- 10) Responsible for exercising professional judgement in deciding whether the information collected constitutes violations of regulations and standards.
- 11) Uses judgement to recommend the issuance of a Health Order or process formal written compliance enforcement actions when warranted.
- 12) Develops and updates Asbestos and Lead Regulatory Program's Standard Operating Procedures.
- 13) Develops and reviews compliance case files to recommend appropriate enforcement action and referral to the Department's legal counsel and the Vermont Attorney General's Office. Regulatory actions may result in testifying at hearings and court proceedings.

2. Manages Program Information Systems

- 1) Responsible for assisting companies and contractors with the steps to obtain the education and license(s) to meet the regulation requirements.
- 2) Develops information systems for compliance and enforcement case development.
- 3) Manages programmatic information system tools including Access databases, ImageTrend licensing system and Microsoft Excel tables for licensing/certification, project notification, school's assistance, technical assistance, and enforcement.

3. Provides Leadership, Training, and Mentoring to Asbestos and Lead Program Staff

This position will be responsible for leading, mentoring, and training Asbestos and Lead Program staff. This includes oversight of work plans, sign off on permit reviews, orientation to job duties and programmatic information system tools, accompany other program staff on field inspections when training, coordinating field staff complaint inspections, and leading special compliance and enforcement case investigations.

4. Compliance Assistance and Advance Outreach and Awareness

- 1) Communication of public health hazards and inspections observations is a necessary daily job duty, often in the circumstances with the public who have asbestos or lead exposure risks and do not have the financial means to resolve their compliance problems. The contentious nature of inspections and investigations require the senior engineer to have excellent interpersonal, oral and written communication skills. If regulatory action is necessary, the engineer independently initiates the actions, prepares correspondence, maintains appropriate records of activities and follows up on violations to ensure corrective actions have been taken.
- 2) Develops strategies to advance outreach and education to raise awareness of asbestos and lead-based paint regulatory requirements directed at developers, construction contractors, and property owners. By innovatively and efficiently researching publicly available data and information sources for projects and properties that likely subject asbestos and lead regulatory requirements in advance to outreach project targets.
- 3) Implements methods to track, monitor and measure the effectiveness of advance outreach strategies.
- 4) Assists with the development of U.S. EPA Asbestos and Lead Based paint related grant applications and grants reports to the U.S. EPA.

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*.

Key contacts include over 5,000 regulated stakeholders (asbestos and lead licensees) building owners, construction contractors, town health officers, other state and federal regulators. Routine and often stressful interaction also occurs with school administrators, general contractors and architects for reviewing building and abatement plans, town officials and health officers during compliance and complaint investigations, lawyers, state (Brownsfield's Program, VOSHA, ANR, AOT, Weatherization Office, etc) and federal regulatory agencies (EPA, HUD, FEMA, etc) and the general public for lead and asbestos inquiries.

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.

Yes. The following licensing and credentials are required: Asbestos licensing - Inspector, Management Planner, and Project Designer; Lead Licensing - Inspector, Risk Assessor, and Project Designer; and Federal US EPA Compliance Enforcement Inspector Credential. Knowledge and proficiency with Microsoft Office Suite is necessary (MS Word, Access, Excel, PowerPoint). Must have a valid Vermont Driver's 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:

This position does not directly supervise but provides leadership, training, technical assistance and mentoring to the following staff - Asbestos and Lead Health Engineer, Asbestos and Lead Program Technician and the Health Policy Analyst.

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.

Through weekly program meetings and one on one meetings, annual performance evaluations, and other assignments as needed through direct requests. Much of the work is completed independently following established protocols and procedures for field inspections and project and plan reviews.

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.*

Considerable stress and mental demands are a part of this job when issuing regulatory compliance applicability determinations for scenarios which involve purposeful and willful disregard of Vermont regulations. An example is when a contractor improperly removes asbestos to avoid the financial expense that would be associated with the compliance requirements. In such instances this is a willful and intentional violation of Vermont Asbestos and Lead Regulations, and as the compliance investigator the responsibility is to collect the evidence necessary to support the case development.

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.*

To administer and conduct the programmatic duties and responsibilities of the Asbestos and Lead Regulatory Program in a manner that prevents inadvertent human exposures to asbestos and lead hazards, while implementing and managing Vermont's Asbestos and Lead regulations using well established protocols, procedures and practices in a manner that is thorough, consistent, and in meeting with the goals and objectives of the Agency and the Department.

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?
Regulatory Compliance and Enforcement Cases	40%
Provide technical assistance to citizens who have asbestos and lead exposure risks and do not have the financial means to resolve the problem	40%

- 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?
Asbestos Exposure Hazards (respiratory hazards, carcinogenic)	40%
Lead Exposure Hazards (Lead Poisoning)	40%
High Noise Exposure area and Hazardous Waste Sites (RCRA)	40%
Exposure to angry, sometimes dangerous, individuals who disagree with regulations and requests	Daily

- 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?
Worksite inspection equipment	25-40 lbs	20%

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

Type	How Much of the Time?
Driving	50%
Sitting	30%

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.

--

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?

The most important duties of this job are regulatory applicability determinations in an objective manner often under stress and discomfort, ability to respond quickly and professionally for advanced level special investigations and enforcement actions, ability to independently review and issue permits and licenses for safe abatement of asbestos and lead, and ability to provide leadership and technical assistance to program staff.

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?

Knowledge of state and federal regulations and procedures for lead and asbestos. Knowledge of how to protect the public from possible exposures and how to effectively communicate the risks. Excellent oral and written communication skills especially when working in the field independently and when speaking to individuals who disagree with the interpretation. Ability to think quickly and react appropriately to public health hazards and dangerous situations. Ability to train, lead and mentor less qualified staff.

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

N/A

4. Suggested Title and/or Pay Grade:

Senior Asbestos and Lead Health Engineer, pay grade 25

Supervisor's Signature (required):

DocuSigned by:
Amy Danielson
110033242A224AD...

Date: 9/22/2022

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.

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:

Personnel Administrator's Signature (required):

DocuSigned by:
Trishia Brooks
577C75A8695DAE3

Date: 9/23/2022

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.

n/a

Suggested Title and/or Pay Grade:

Julie Arel

Digitally signed by Julie Arel
Date: 2022.09.26 13:27:41 -04'00'

Appointing Authority or Authorized Representative Signature (required)

Date

