



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee Members  
From: Nathan Lavery, Senior Fiscal Analyst  
Date: August 29, 2014  
Subject: Grant Request #2693, #2694, #2695

Enclosed please find three (3) items that the Joint Fiscal Office has received from the administration. Four limited service positions are associated with these requests.

**JFO #2693 – Two (2) limited service positions** in the Vermont Military Department. These instructor positions will enable the Starbase program (a youth education program) to meet Department of Defense staffing requirements. These positions are 100% federally funded.  
*[JFO received 08/14/14]*

**JFO #2694 – One (1) limited service position** in the Vermont Military Department. This Information Technology Analyst position will enable the Department to manage the current IT workload more efficiently, reduce the use of overtime and provide adequate IT backup and redundancy. This position is 100% federally funded.  
*[JFO received 08/14/14]*

**JFO #2695 – One (1) limited service position** in the Vermont Agency of Agriculture, Food and Markets (VAAFMM). This position will develop a state-level produce safety program under the FDA's Food Safety Modernization Act and manage VAAFMM's Specialty Crop block grant. This position is 100% federally funded.  
*[JFO received 08/14/14]*

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; [nlavery@leg.state.vt.us](mailto:nlavery@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 September 10 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 2694



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 - (National Guard) Date: 7/18/2014

Name and Phone (of the person completing this request): MICHAEL T. HESTON, (802) 338-3121

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):  
National Guard Bureau, Master Cooperative Agreement CFDA 12.401.

Position will support all appendices within the Master Cooperative Agreement.

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>
Info Tech Analyst 1	1	Admin	Current MCA at least through September 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:  
See attached justification.

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)).

Michael T. Heston  
Signature of Agency or Department Head 30 July 14  
Date

Mohy Pau  
Approved/Denied by Department of Human Resources 8.6.14  
Date

[Signature]  
Approved/Denied by Finance and Management 8/12/14  
Date

[Signature]  
Approved/Denied by Secretary of Administration 8/13/14  
Date

Comments:



Recommend approval DS 8/8/14  
DHR - 11/7/05  
AUG - 14, 2014



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**State of Vermont**  
**Office of the Adjutant General**  
789 Vermont National Guard Road  
Colchester, VT 05446-3099

**Memorandum for** Molly Paulger, Classifications Division

**From:** Michael T. Heston, Deputy Adjutant General

*MMH*  
*30 July 14*

**Date:** 7/18/2014

**RE:** Military Department Information Technology position

Rationale: Currently the Military Department has one full time IT person and a large need for IT Support. The tasks and duties for this IT person are such that it involves massive amounts of overtime, so much so that the department is going to lose approximately 20% direct IT support over the next calendar year just in compensatory time, annual leave or sick leave not included. The department's succession planning is also a major concern. The Military department is a 24/7 operation. If we were to lose our current IT support person, our operations could come to a standstill until support is received, which is undesirable in the event of a 'State' or 'national' emergency.

Solution: The Military Department proposes that a second position, Information Technology Analyst I, be obtained to help manage the current workload. This will reduce the amount of over time; ensure the department has a 'back up' in the event of the current individual's absence; and puts into place a plan of succession for the long term.

**Justification: DHR-JFO\_Limited\_Service\_Pos\_Request\_Form IT Analyst I**

To support the Military Department with IT support and application development support. The Department is remote to DII, including training ranges and equipment at the Camp Ethan Allen training Site (CEATS) in Jericho, VT. Additionally, the most pressing need is supporting the application the Department has developed to help manage facility status/activities, workload distribution, construction and reimbursements in support of the \$12M plus of construction/maintenance funds executed annually. There is one person supporting all requirements. This person averages in excess of 400 hours comp/OT annually and the Department is without coverage when he is not available. Also, the Department needs to be looking at a succession plan and quality of life considerations. The position would be 100% federally funded through the redistribution of the annual DII bill to the various Divisions within the Department that benefit from the DII services the Department is billed for (e.g. VTHR, VISION, email, etc.).

