



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee Members  
From: Daniel Dickerson, Fiscal Analyst  
Date: December 23, 2014  
Subject: Grant Request #2737

Enclosed please find one (1) item that the Joint Fiscal Office has received from the administration.

**JFO #2737 – Two (2) limited-service positions** within the Vermont Military Department based at the Vermont Air National Guard, Burlington International Airport. The position titles are Maintenance Mechanic II and will provide support to the Federal Manager with duties to include building maintenance, grounds maintenance, safety practices and other maintenance activities. The positions will provide services that are currently contracted externally and will be funded with the anticipated contract savings through the remainder of FY15. The current and future funding will be a 75/25% Federal to State General Fund split.

*[JFO received 12/23/14]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto: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 January 6, 2015 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**

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, CIVIL ENGINEERING DIVISION Date: 12 Nov 2014

Name and Phone (of the person completing this request): JOHN TALCOTT

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2308

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):  
Vermont Air National Guard, Master Cooperative Agreement (MCA) 75% Fed Funding - 25% State Funding

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>
Maintenance Mechanic II PG-16	2	VT Military Dept.	1 January 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:

Positions will fill a shortage in the VT Military Department (Air Guard) workforce, the positions will be working in area's where currently we have contracts for, which in-turn will save us money because we can do these tasks in house.

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 G. Hester 10 Dec 14  
Signature of Agency or Department Head Date

Malin Paul 12.17.14  
Approved/Denied by Department of Human Resources Date

Jim Reilly 12/22/14  
Approved/Denied by Finance and Management Date

[Signature] 12/23/14  
Approved/Denied by Secretary of Administration Date

Comments:

DEC 19 2014

**STATE OF VERMONT  
GRANT POSITION ACCEPTANCE FORM**

GRANT SUMMARY: Master Cooperative Agreement, (W912LN-07-2-1021)  
Appendix FY08 1021

DATE: December 22, 2014

DEPARTMENT: Department of Military - VTANG Air Service

GRANT AMOUNT: \$1,451,226.

GRANT PERIOD: September 25, 2014 – September 30, 2019

GRANTOR/DONOR: U.S. Department of Defense/National Guard Bureau (NGB)

**POSITIONS REQUESTED (LIMITED SERVICE):**

Two (2) Maintenance Mechanic II positions (average of \$70,689 annual salary and benefits):  
75/25% federal and general funding split; FY 15 cost will be covered within existing budget  
using contractual savings replaced by these positions; FY16 will be budgeted.)

**ANY ON-GOING, LONG-TERM COSTS TO THE STATE:**

Will depend on future cooperative agreements with the National Guard Bureau.

**COMMENTS:**

NGB cooperative agreements for civil engineering positions have been in place for many years  
and are expected to continue for years to come. The most recent prior JFO approval for similar  
positions sponsored by the NGB was approved by the JFO (#2308) in January 2008.

DEPT. FINANCE AND MANAGEMENT:

(INITIAL)

*[Handwritten initials]* 12/22/14

SECRETARY OF ADMINISTRATION:

(INITIAL)

*[Handwritten initials]* 12/23/14

SENT TO JOINT FISCAL OFFICE:

(DATE)

*[Handwritten date]* 12/23/14

**Memorandum for Molly Paulger, Classifications Division**

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

*MTH*  
*1 Dec 14*

**Date:** 12 Nov 2014

**RE:** Military Department, Maintenance Mechanic II

**Rationale/Justification:**

Positions will fill a shortage in the VT Military Department (Air Guard) workforce, the positions will be working in areas where currently we have contracts for; which in-turn will save us money; because we can do these tasks in house.

**Solution:**

These positions are 75% Federal and 25% State funded. We are currently sitting at 76% on-board employees, the National Guard Bureau has approved us hiring 2 more state employees and will fund up to 89% of our manning.

**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 # _____	<p>Date Received (Stamp) <b>RECEIVED</b> DEC 10 2014 State of Vermont Dept. of Human Resources Classification &amp; Compensation Division</p>
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: _____	

**Position Information:**

Incumbent: **Vacant or New Position**

Position Number:  Current Job/Class Title:

Agency/Department/Unit:  GUC:

Pay Group:  <sup>32MIL</sup> Work Station:  Zip Code:

Position Type:  Permanent  Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

**New Position(s):**

a. **REQUIRED:** Allocation requested: Existing Class Code  Existing Job/Class Title:

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. NGB and State, MCA Agreement

**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:

1 BUILDING MAINTENANCE - Performs general building maintenance and minor repairs to plumbing, HVAC, electrical systems. Researches and orders parts without delay to mission. May have to consult with co-workers at times to fix problems. Performs preventive maintenance (PM's) on equipment when scheduled. Turns in residue parts after job completion.

2 GROUNDS MAINTENANCE - Maintains the ground ramps and taxiways, removing snow and debris. Performs lawn care and lawn maintenance around base. Maintains equipment such as small power equipment, large equipment and vehicles assigned to Civil Engineering.

3 SAFETY PRACTICES - Member follows safety procedures outlined by OSHA and VTOSHA. Member will also attend classes involving AF Form 55 and give presentations to co-workers regarding safety procedures. Will inspect PPE on a regular basis to make sure everything is in working and safe condition. Member may have to travel to stay current with current safety rules and regulations. Reviews MSDS data and adheres to safety information.

4 OTHER PRACTICES - May help perform maintenance on Aircraft Arresting Barriers. Maintain taxiway lighting systems. Ensures proper safety procedures and codes are followed. Knowledge of the Direct Digital Control (DDC) system. Oversees contracted work, ensuring that work is performed according to code and scope of the contract.

2. Provide a brief justification/explanation of this request:

Positions will fill a shortage in the VT Military Department (Air Guard) workforce, the positions will be working in area's where currently we have contracts for, which in-turn will save us money because we can do these tasks in house.

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: CMSgt John L. Talcott, Facility Manager

6. Who should be contacted if there are questions about this position (provide name and phone number):  
CMSgt John L. Talcott, (802) 860-5328

7. How many other positions are allocated to the requested class title in the department: 1


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.) N/A

**Attachments:**

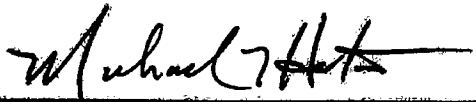
- Organizational charts are required and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- 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)\*

11/19/14  
Date

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

11/19/14  
Date

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

1 Dec 14  
Date

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

**CIVIL ENGINEERING – South Burlington – VTANG**

(updated 10/24/14)

